



*New Mexico* DEPARTMENT OF  
**TRANSPORTATION**  
MOBILITY FOR EVERYONE

# Transportation Alternatives and Recreational Trails Program Guide and Application

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*For Projects starting in Federal Fiscal Years 2023, 2024, plus*

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## 1. Introduction and Goals

The Transportation Alternatives and Recreational Trails Program Guide and Application (the Guide) is a user-focused handbook for New Mexico's Transportation Alternatives Program (TAP) and Recreational Trails Program (RTP). It is intended to assist potential applicants; Metropolitan Planning Organizations (MPOs); Regional Transportation Planning Organizations (RTPOs); and other transportation planning partners in identifying and applying for the appropriate funding source based on the specific project type and guidance on project development and implementation.

The Guide is most effective when used in concert with The Tribal and Local Government Handbook, which provides a more detailed description of the federal aid process as administered by NMDOT.

In its administration of TAP and RTP, it is New Mexico Department of Transportation's (NMDOT) intention to leverage these funds to further the multimodal and quality-of-life goals set forth in the Department's long-range plan, *The New Mexico 2040 Plan* ("2040 Plan"). The 2040 Plan provides the strategic framework to guide NMDOT's decision-making in the years to come, and represents an unprecedented level of outreach and engagement with the general public and diverse stakeholders across the entire state of New Mexico. The 2040 Plan is currently undergoing an update, which will be released in the Fall of 2021.

The broad vision of the 2040 Plan is "a safe and sustainable multimodal transportation system that supports a robust economy, fosters healthy communities, and protects New Mexico's environment and unique cultures." To this end, the 2040 Plan identified five overarching goals. These goals are to:

- operate with transparency and accountability;
- improve safety for all system users;
- preserve and maintain our transportation assets for the long term;
- provide multimodal access and connectivity for community prosperity; and,
- respect New Mexico's cultures, environment, history, and quality of life.

Finally, NMDOT strives to coordinate closely with other agencies that have developed transportation plans, bicycle and pedestrian plans, comprehensive land use plans, or other types of plans that include a transportation component. As such, it is NMDOT's goal to respect and coordinate with the plans of tribal and local governments, metropolitan areas and regions, and various State and Federal agencies—provided plans and projects are consistent with the goals and strategies of the 2040 Plan. The application scoring criteria for TAP and RTP applications outlined in this guide reflect this emphasis on planning as a means of furthering the vision and goals laid out in the 2040 Plan.

This Guide is for eligible projects applying for funds in Federal Fiscal Year (FFY) 2023 through FFY 2025. Applicants should identify the desired year(s) for their proposed projects. As NMDOT reviews, scores and programs projects, it may seek to adjust funding years in order to accommodate anticipated project timeline delays and/or support the highest ranking applications. Proposed changes to funding years will be discussed with applicants prior to awarding funds.

## 2. Quick-Reference Funding Guide

### Which program should my agency apply for?

The following matrix is a “quick-reference” guide for easily identifying the appropriate funding program based on the type of project. Project types may be eligible for one or more funding sources. See **Appendix V** for a detailed and complete list of eligible and ineligible projects and activities for each program.

Example Projects	Program (x indicates eligibility)	
	TAP	RTP
• Sidewalks (street-adjacent)	X	
• Streetscape improvements (as part of bike/pedestrian project)	X	
• Non-motorized, paved, shared-use paths	X	X
• Equestrian trails	X*	X
• Motorized trails (e.g. for ATVs, snowmobiles, etc.)		X
• ADA improvements	X	X**
• Bike lanes, sharrows, and signage related to on-street bicycle facilities	X	
• Lighting for bicycle and pedestrian facilities	X	X**
• Traffic-calming measures (e.g. road diets)	X	
• Stormwater projects related to bicycle or pedestrian improvements	X	X**
• Trail maintenance		X
• Trailside or trailhead facilities		X
• Bicycle parking	X	X**
• Bus bike racks	X	
• Bicycle/pedestrian plans	X	X***
• Path/trail and road intersection improvements	X	X
• Path/trail connections	X	X
• Bridges or tunnels for motorized trails and equestrian trails		X
• Bridges or tunnels for bicycles and pedestrians (off-road)	X	X**
• General educational programs/trainings		X
• Bicyclist/pedestrian education for children in grades K-8	X	
• Safe routes to school coordinator positions	X	
• Bike share (capital costs only; no operations costs)	X	
• Lease of trail construction and maintenance equipment		X

\*Equestrian trails are only eligible for TAP funding if built as part of a shared-use path. Stand-alone equestrian trails are not eligible for TAP funding.

\*\*Must be directly related to a trail, trailside, or trailhead facility.

\*\*\*RTP funds may be used to develop statewide recreational trail plans.

If a project is located in a designated New Mexico MainStreet Community, a State-Authorized Arts and Cultural District, or an official Frontier Community, they must coordinate with the New Mexico Economic Development Department’s MainStreet Program to identify potential overlap between plans and proposed projects. See Appendix VIII for additional information.

### Other Funding Opportunities

Depending on your project’s scope and budget, you may want to consider other Federal, State or local funding opportunities including Congestion Mitigation and Air Quality (CMAQ), [Federal Lands Access Program \(FLAP\)](#), [Land and Water Conservation Fund](#), Transportation Project Fund, capital outlay or municipal bonds.

### 3. Program Information

#### A. What is the Transportation Alternatives Program?

##### Background

The Transportation Alternatives Program (TAP) is a Federal reimbursement program originally authorized under section 1122 of the Federal transportation act, Moving Ahead for Progress in the 21st Century (MAP-21). TAP was reauthorized as a set-aside of the Surface Transportation Block Grant (STBG) program in section 1109 of the Fixing America's Surface Transportation Act (FAST Act)—signed into law in December of 2015. The FAST Act was extended for one year, through FFY2021. Although TAP is not explicitly mentioned in the FAST Act, all of TAP's eligibilities have been preserved and are now codified under Title 23 of the United States Code, sections 133(h)(3) and 101(a)(29). For simplicity and consistency, NMDOT will continue to refer to the program as TAP.

In New Mexico, TAP is administered by NMDOT's Active Transportation Programs Team, which oversees the call for projects, award process and manages all non-infrastructure projects such as Bicycle and Pedestrian Plans and Safe Routes to School Programs. Examples of recently funded TAP projects include:

- Cedar Street Pedestrian Improvements, City of Deming
- Kirtland Schools Bicycle and Pedestrian Path, San Juan County
- Safe Routes to School Program Coordinator, Las Cruces Public Schools
- Hondo River Trail Improvements, City of Roswell
- Edgewood 7 Multi-use Trail, Town of Edgewood

Specific questions on project eligibility should be addressed to the Programs Coordinator and/or your MPO/RTPO Planner.

##### Funding

New Mexico's **estimated\*** annual federal share of TAP funding amounts is \$5,715,525. Per the FAST Act, 50% of New Mexico's annual TAP apportionment (estimated at \$2,857,525 annually) is sub-allocated to areas based on their relative share of the total state population. The remaining 50% is available for use in any area of the state.

Sub-allocated funds are divided into three categories: areas with populations of 200,001 or more; areas with populations of 5,001 to 200,000; and areas with populations of 5,000 or less. These are special census designations related to population density and do not correspond with city or town boundaries. In order to accurately figure out in which category a project belongs, entities should work with the appropriate MPO/RTPO planner. The resulting distribution **estimates** based on historical funding levels for New Mexico's FFY23 and FFY24 TAP funds are as follows.

Total Estimated Annual TAP Federal Funds: \$5,715,525

Population 200,001 or more: \$1,071,346

Population 5,001 to 200,000: \$1,091,424

Population 5,000 or less: \$694,754

Available for any area: \$2,857,525

\*Funding is apportioned by Congress and is subject to change.

Funds for population areas over 200,000 are directly allocated to the appropriate MPOs (Mid-Region MPO and El Paso MPO), which may use their own process or adopt NMDOT's process for awarding those funds. All other funding categories (for areas with populations of 5,001-200,000; 5,000 or less; and flexible) are awarded by NMDOT via a statewide competitive process. Section 5 of this Guide provides the details of the competitive project selection process.

## B. What is the Recreational Trails Program?

### Background

The Recreational Trails Program (RTP) is a Federal reimbursement program funded through section 1109 of the FAST Act, as codified under Title 23 of the United States Code, sections 133(b)(6), 133(h)(5)(C), and 206. In New Mexico, RTP is administered by NMDOT's Active Transportation Programs Team. The program provides funding to eligible entities to develop and maintain recreational trails and trail-related facilities for both non-motorized and motorized trail uses.

In addition to their recreational purpose, RTP-funded projects often provide additional multimodal transportation options. Examples of trail uses include hiking, bicycling, in-line skating, equestrian use, cross-country skiing, snowmobiling, off-road motorcycling, all-terrain vehicle riding, and four-wheel driving. Specific questions on project eligibility should be addressed to the Programs Coordinator and/or your MPO/RTPO Planner. Recently funded RTP projects include:

- Glade Run Recreation Area Trails, San Juan County
- Moon Mountain Trails, Village of Ruidoso
- Sandia Trails Improvements, Cibola National Forest and Grasslands
- ECHO Park Trailhead, Town of Edgewood
- McKenzie Ridge Trail Connector, McKinley County

### Funding

RTP funds come from the Federal Highway Trust Fund and represent a portion of the motor fuel excise tax collected from non-highway recreational fuel use—fuel used for off-highway recreation by snowmobiles, etc. New Mexico's **estimated** annual RTP funding allocation is \$1,415,533.

Per Federal requirements, the RTP apportionment must be awarded according to the following distribution (see Appendix VI for the definitions of RTP project funding categories): 30% of the funds must be used for non-motorized trails (Categories 1 and 2); 30% for motorized trails (Categories 4 and 5); and 40% for diverse-use trails (Category 2, 3, and 5). The resulting annual distribution **estimates**, based on historical funding levels, for New Mexico's RTP funds are as follows.

Total Estimated Annual RTP Federal Funds:	\$1,415,533
30% Non-motorized:	\$424,659
30% Motorized:	\$424,659
40% Diverse:	\$566,213

A total of 5% of the annual apportionment may be spent on eligible educational programs.

## 4. Program Requirements

### A. Who can apply for funding?

T/LPA recipients of Federal Aid Highway Program (FAHP) funding are referred to as “sub-recipients.” The following entities are considered eligible sub-recipients for TAP and RTP funding:

- local governments;
- tribal governments;
- regional transportation authorities;
- transit agencies;
- State and Federal natural resources or public land management agencies;
- school districts, local education agencies, and schools; and
- any other local or regional governmental entity with responsibility for oversight of transportation or recreational trails (not including MPOs and RTPOs).

The following entities are **not** considered eligible sub-recipients for TAP and RTP funding:

- Non-profits as direct sub-recipients of the funds (Non-profits are eligible to partner with any eligible entity on an eligible TAP or RTP project, if State or local requirements permit.);
- NMDOT\*, MPOs and RTPOs (However, these entities may partner with an eligible entity to carry out a project, if the eligible entity is the project sponsor.); and
- High-risk entities, determined at NMDOT’s discretion, even if they are otherwise eligible (High-risk entities can be defined by financial risk or historical lack of capacity to manage Federally-funded projects.).
- Entities that do not meet American’s with Disabilities Act, Title VI or financial controls requirements.

\*As the program’s administering agency, NMDOT is an eligible recipient for the Recreational Trails Program and may program RTP funds at its discretion.

### B. What are other Federal requirements?

#### Americans with Disabilities Act

Non-tribal entities applying for TAP/RTP funds must comply with the Americans with Disabilities Act (ADA) of 1990, which requires that public agencies with more than 50 employees have an ADA Transition Plan, 28 CFR §35.150(d). Tribal governments are exempt from this requirement,

though NMDOT supports ADA plans and policies in Tribal communities. If not already submitted, the applicant must submit a compliant ADA Transition Plan to the [NMDOT ADA Program Coordinator](#), Charles Trujillo, [ADA.TitleVICoordinator@state.nm.us](mailto:ADA.TitleVICoordinator@state.nm.us), by July 12, 2021. Local Public Agencies (LPA) with fewer than 50 employees must submit an ADA Policy. For additional information please see the [NMDOT T/LPA Handbook](#).

#### ADA Plan/Policy Deadline: July 12, 2021

For this call for projects (FFY2023-FFY2025), compliant ADA Plans or Policies must be submitted to the [NMDOT ADA Program Coordinator](#), Charles Trujillo, [ADA.TitleVICoordinator@state.nm.us](mailto:ADA.TitleVICoordinator@state.nm.us), by July 12, 2021.

## Title VI Plan

Non-Tribal entities wishing to apply for Federal funds through TAP/RTP must have a Title VI Plan. The plan addresses Title VI of the Civil Rights Act of 1964 and is the LPA's written document outlining how they will ensure no persons will be discriminated against based on race, color, national origin, sex, age, disability, limited English proficiency, or income status with the implementation of programs, services, or projects that utilize Federal funds. While Tribal governments are exempt from these requirements, NMDOT supports plans and policies as a best practice. The Title VI Plan should be formally updated every three (3) years and submitted to the NMDOT Title VI Program Coordinator. If your agency has a Title VI plan already on file with NMDOT, an annual report, due October 1, should be sent to the [NMDOT Title VI Program Coordinator](#) Charles Trujillo, [ADA.TitleVICoordinator@state.nm.us](mailto:ADA.TitleVICoordinator@state.nm.us), outlining any complaints received and/or changes in procedural or organizational structure. For additional information please see the [NMDOT T/LPA Handbook](#).

Title VI Plan Deadline: July 12, 2021

New Title VI Plans must be submitted to NMDOT Title VI Program Coordinator, Charles Trujillo, [ADA.TitleVICoordinator@state.nm.us](mailto:ADA.TitleVICoordinator@state.nm.us) by July 12, 2021.

## Financial controls

2 CFR 200.331 requires NMDOT to evaluate a sub recipient's risk of non-compliance with Federal statutes, regulations, and the terms and conditions of the award. NMDOT's financial specialists vet each T/LPA for financial fitness. Consideration and reviews include an entity's prior experience with the same or similar awards, whether the entity has new personnel or new or substantially changed financial systems, and results of recent audits to evaluate risk. NMDOT evaluates these factors when determining applicant eligibility and creating a sub recipient monitoring program, if awarded. **NMDOT will not consider a fiscal agent arrangement with an eligible T/LPA.**

## C. What is the local match?

TAP and RTP are reimbursement programs. All eligible costs must be paid by the sub-recipient upfront, and are reimbursed at 85.44% of the total cost. The balance, 14.56% of the *total project cost* is the local match. See the following example:

Total Project Cost:	\$100,000
Federal (85.44% reimbursable):	\$85,440
Local Match (14.56%):	\$14,560

Tribal entities may use Tribal Transportation Program (TTP) funds for their local match. A Federal agency project sponsors may provide matching funds by using other Federal funds apportioned to that agency. However, for RTP projects sponsored by Federal land management and natural resource agencies, combined Federal funds may not exceed 95% of the total project cost. The remaining 5% match share must come from non-Federal funding sources.

In-kind match may be utilized for all or a portion of the 14.56% local match, but must be clearly stated in the project application. If the project is awarded, the in-kind match must be specifically noted on the Agreement Request Form (ARF) in accordance with the requirements in the [NMDOT T/LPA Handbook](#), or in developing a non-infrastructure agreement with the Program Coordinator. This ensures that the in-kind match is correctly referenced in all agreements. Any approved in-kind match must occur within the project term specified in the agreement; work completed prior to an entity's receipt of a Notice to Proceed will not be accepted as in-kind match.

## E. Other Considerations

TAP and RTP are Federal-Aid Highway Program (FAHP) funds and must be expended in accordance with all applicable Federal and State regulations. Applicants are advised that compliance with Federal and State regulations requires a significant commitment of time and resources on the part of the sub-recipient and can add significant costs to the project.

### What if my project comes in over budget?

Any costs above the awarded amount, are the responsibility of the sub-recipient.

Applicants are encouraged to consider the following questions prior to submitting an application for TAP or RTP funding:

- Does your agency have the necessary staff to administer the project and meet all requirements?
- Does your agency comply with Federal ADA Transition Plan and Title VI Plan requirements?
- Does your agency have the funding to pay all costs upfront, before seeking reimbursement?
- Does your agency have the funding to pay the local match requirement (14.56%) and support any costs that cannot be reimbursed?
- Projects often come in over budget, does your agency have the ability to pay for additional costs?
- Does your project budget and estimate consider the costs for required certifications (NEPA, right-of-way, utilities, ITS, railroad)?
- Has your project management staff attended trainings relating to FAHP project oversight and administration? Applicants are strongly encouraged to review [NMDOT's T/LPA Handbook](#) training videos, described in Appendix II. National Highway Institute (NHI) courses such as Federal-Aid Highways 101, Highway Program Funding, etc. are also highly recommended.

Projects must comply with all applicable Federal and State requirements from project design through implementation/construction, administration, and close-out. NMDOT will inform MPO/RTPO staff of additional trainings opportunities as they become available. Finally, NMDOT may require local government assistance and/or coordination in performing analyses related to performance measurement (e.g., before-and-after bicycle counts for a new bicycle facility).

## 5. Application Process and Project Selection

### A. What are the timelines and deadlines for applications and selected projects?

All applicants must coordinate with and submit their applications to the appropriate [MPO or RTPO](#) based on the location of the applying agency. Appendix X provides a map and [contact information](#) for all the MPOs and RTPOs in New Mexico.

In coordination with NMDOT, MPOs and RTPOs will distribute this Guide and provide a schedule of specific dates and deadlines for the call for projects. An agency interested in applying for funds will first request a Project Feasibility Form (PFF) from their MPO/RTPO. The PFF must be filled out and returned to the MPO/RTPO planner before the PFF deadline set by the MPO/RTPO. The MPO/RTPO planner will then schedule a PFF meeting to be attended by the project's Person in Responsible Charge, the MPO/RTPO planner, appropriate NMDOT staff (District staff, Planning Liaison, Environmental staff, Regional Design Center's T/LPA Coordinator, Program Coordinator etc.), and others involved in the project. If a project is deemed feasible at the PFF meeting, the District representative will sign off on the PFF.

Once an entity has an approved PFF, they can begin preparing their application packet, as itemized in Section C below. For projects located in RTPO areas, once a PFF is approved by the appropriate District

representative, it must be included on the RTPO's Regional Transportation Improvement Program Recommendations (RTIPR) according to the RTPO's adopted procedures, if the entity decides to submit an application. If the RTIPR update timeline does not allow for approval prior to application, applicant should include a draft RTIPR showing the project's inclusion and noting the RTPO's RTIPR schedule for adoption. Complete application packets must be submitted to the appropriate MPO/RTPO before the specific application deadline set by the MPO/RTPO.

MPOs may conduct a different feasibility process than described above; RTPOs must follow the process outlined above. Smaller MPOs are highly encouraged to utilize this feasibility process. Mid-Region MPO and El Paso MPO may elect to use their own application process to award the TAP Large Urbanized direct allocation; however, if any entity located within the Large Urbanized Area wants to be considered for the TAP-Flex funding, which is awarded via the statewide competitive process, they must submit their application in accordance with the process outlined in this guide.

Below is a summary of funding cycle deadlines and activities from the opening of the call for projects through the obligation of funds for awarded projects. Agreements for "non-infrastructure" projects will be administered by the appropriate NMDOT Program Coordinator; if awarded funds, these entities will not need to submit Agreement Request Forms (ARF) as described below.

## B. TAP/RTP Funding Cycle Timeline

Month	Year	Activity
May-Sept	2021	Call for projects open
May- July	2021	<p>PFFs due to RTPO planner (or to MPO planner if MPO is using PFF process); RTPO planner (and MPO planner if MPO is using PFF process) sets own deadline for receiving PFFs</p> <p>RTPO (or MPO) planner schedules PFF meetings with RTPO (or MPO)/NMDOT liaison/District/Environmental/T/LPA</p> <p>MPO planner screens all potential applicants for feasibility, phasing, etc. (if not using PFF process)</p> <p>RTPO/MPO planners set own deadline for completing PFF meetings (or MPO-specific feasibility screening process)</p> <p>Projects in RTPO areas whose PFF is signed off on by the appropriate District representative at the PFF meeting must be included in the RTPO's RTIPR</p>
June-July	2021	T/LPA completes application and submits to MPO/RTPO planner according to deadline set by MPO/RTPO
July 12	2021	Non-Tribal applicants must submit their agencies Title VI and ADA Plans/Policy to NMDOT Title VI and ADA Coordinator for review and approval.
Aug-Sep	2021	MPO/RTPO planner evaluates applications for eligibility and completeness
<b>October 29</b>	<b>2021</b>	<p><b>MPO/RTPO planners submit complete applications to NMDOT TAP/RTP Program Coordinator</b></p> <p><b><u>Late or incomplete applications will not be accepted.</u></b></p>
Nov-Dec	2021	TAP/RTP Program Coordinator reviews applications for eligibility and completeness and prepares packages for rating and ranking by Selection Committee (TAP) and Recreational Trails Advisory Board (RTAB) (RTP)
Jan-Feb	2022	TAP Selection Committee rates, ranks, and selects projects; RTAB rates and ranks RTP projects and makes recommendations to NMDOT

<u>Month</u>	<u>Year</u>	<u>Activity</u>
March	2022	NMDOT sends out award forms and letters of regret
March	2022	Projects added to MPO TIPs and STIP Preview
April-May	2022	All entities receiving TAP/RTP funds will be required to attend an orientation workshop or webinar outlining critical deadlines and processes of the Federal process
March-Aug	2022	TIPs/STIP public review and approval
October 1	2022	2023-2027 STIP becomes active

Refer to the [NMDOT T/LPA Handbook](#) for project development timelines after the STIP has become active.

### C. What needs to be included with my application?

Applicants must submit the following documents (as a single PDF) in the order listed below as part of the TAP and RTP application process:

- Cover Page
- Table of contents
- Project Feasibility Form (PFF) signed by District representative – see Appendix I (MPOs that conduct a different process for determining feasibility do not need to include a signed PFF)
- Project Prospectus Form (PPF) – see Appendix I
- TAP/RTP Application – see Appendix I
- Resolution of Sponsorship indicating 1) proof of match, 2) budget to pay all project costs up front (funding is by reimbursement), and 3) acknowledgement of maintenance responsibility – see Appendix IX; alternatively, an official letter signed by the entity’s chief executive or official with budget authority, indicating all of the same, may be submitted in lieu of a resolution.
- Letter(s) of support regarding right(s)-of-way from all entities whose right-of-way/jurisdiction comes into contact with the project; this requirement only applies when a project is not located entirely within the jurisdiction of the T/LPA. The letter(s) must also address which entity will take on the maintenance responsibility of the proposed project.
- Basic map of project location (not required for non-infrastructure projects)
- Any additional documentation in support of scoring factors – see section 5D.

MPO/RTPO planners are responsible for submitting complete application packages to NMDOT no later than close of business (COB) on October 1, 2021. Application packets must be submitted as single PDF documents and must be uploaded to NMDOT’s FTP site. Emailed, faxed, or mailed submissions will not be accepted. Late or incomplete applications will also not be accepted.

### D. Application Scoring Factors

Applications for RTP and TAP will be rated and ranked according to the following factors.

#### **1. Planning**

The Planning factor is intended to ensure that TAP and RTP projects are consistent with adopted plans, policies, and studies. If a project is identified in an adopted local, regional, or state plan, study or other document (e.g. ICIP), this indicates a level of public involvement and support for the project. This factor

will be demonstrated with supporting documentation. Rather than attaching the entire plan or document, applicants must provide a copy of the title page of the document and the page(s) identifying the proposed project. A list of potential planning documents is below. If a project is in an MPO area, it is required to be *consistent* with the MTP—thus, no points are awarded for a project that is solely consistent with the MTP. However, if a project is specifically listed in the MTP, it may be used for planning points. Applications are awarded two (2) points for each plan in which the project is listed or with which it is consistent (demonstrated through supporting documentation), up to a maximum of six (6) points for this factor.

Eligible Planning Documents:

- Infrastructure and Capital Improvement Plan (ICIP)
- Metropolitan Transportation Plans (MTP)
- Regional Transportation Plans (RTP)
- Bicycle and Pedestrian Plans
- Economic Development Plans
- Comprehensive Plans
- Land-Use Plans/Studies
- Corridor Studies
- Master Plans
- Safe Routes to School (SRTS) Plans
- Sector Plans
- Road Safety Assessments (RSA)
- Safety Plans
- ADA Transition Plans
- NM MainStreet Plans
- And other documents deemed eligible by the TAP selection committee or RTAB

The remaining factors will be scored according to the following scale:

**3 points:** The application demonstrates a thorough understanding of how the factor applies, and provides clear and compelling documentation on how the project meets and exceeds the factor.

**2 points:** The application demonstrates a basic understanding of the factor, and provides minimal documentation on how the project meets the factor.

**1 point:** The application demonstrates very little understanding of the factor, and does not provide any documentation on how the project meets the factor.

**0 points:** The application does not meet the factor.

## **2. Economic Vitality**

In addition to achieving transportation and/or recreational goals, TAP and RTP projects may provide positive economic impacts to a community. The economic vitality of an eligible project is measured through economic impact to local, regional, or statewide economic development efforts. Consider how the project interacts with activity centers, employment generators, or other economic development activities. For example, a potential project, such as a regional trail, could provide economic benefits to nearby local businesses by attracting tourists.

*Application Question:*

*Provide detailed information on how your eligible project will benefit local, regional, and/or state economic development efforts. Please cite and provide supporting documents or studies as necessary.*

### **3. Safety and Security**

The livability of a community is related to safety and security. A community where it is safe to walk, bicycle, use transit, and access and enjoy recreational trails will have more people on the streets interacting with neighbors, visiting businesses, walking to school, and enjoying local amenities like parks and natural areas. For example, installing solar lighting along a sidewalk or path to a park or school could increase the safety and security of children walking to the facility.

*Application Question:*

*Please explain any safety issues you are trying to address and provide any available data. Describe how your eligible project will increase the safety and security of different user groups by making it safer for them to walk, bicycle, access public transit, and/or access and enjoy recreational trails. Please cite and provide supporting documents or studies as necessary.*

### **4. Accessibility and Mobility through Integration and Connectivity**

Access to destinations and people's mobility are defined by the integration and connectivity of a community's transportation system (including recreational trail facilities). Gaps exist in our transportation systems, creating congestion and making it difficult for people to access necessary services, such as a grocery store, hospital, or job centers. Integrating alternative transportation networks into a community or fixing gaps in existing systems can increase people's mobility and access to necessary services and recreational opportunities. This factor also considers intermodal connectivity between pedestrian, bicycle, public transit, and park-and-ride infrastructure. For example, completion of a sidewalk between a transit stop and a nearby employment center would address an existing gap in the system, making the employment center more accessible and increasing mobility of transit-users. In addition, this would address intermodal connectivity.

Note: all Federally-funded transportation projects must comply with the Americans with Disabilities Act (ADA) and Public Rights of Way Accessibility Guidelines (PROWAG).

*Application Question:*

*Please describe how your eligible project will increase accessibility and mobility through integration and connectivity of transportation and recreation networks. Please cite and provide supporting documents or studies as necessary.*

### **5. Protection and Enhancement of the Environment**

This factor emphasizes how eligible projects can protect and enhance the environment, whether through the promotion of energy or water conservation, greenhouse gas emissions reductions, quality-of-life improvements, or the funding of improvements that are consistent with land management plans or local land-use plans. Projects may promote environmental conservation in diverse ways, from reducing motorized vehicle usage, to erosion control along transportation rights-of-way or wilderness trails. Projects can also provide a broad array of quality-of-life improvements, such as access to culturally or historically significant sites, or improved community health due to increased opportunities for bicycling and walking.

Through local planning processes, governments and community members articulate land-use visions and goals to improve or enhance community quality of life. These are incorporated into local planning

documents. TAP and RTP projects may help communities achieve desired land-use patterns and goals as described in local planning documents. Examples of such projects could include a paved, multi-use path that increases multimodal access to a school, thus reducing motor vehicle congestion, reducing greenhouse gas emissions, and providing opportunities for daily physical activity—all of which helps improve quality of life and overall community health.

*Application Question:*

*Please provide information as to how your eligible project will:*

- a) promote environmental and energy conservation, and reduce greenhouse gas emissions;*
- b) improve the quality-of-life for community residents; and*
- c) help achieve the community's desired land-use goals, as described in local planning documents.*

*Please cite and provide supporting documents or studies as necessary.*

## **6. Efficient System Management and Operations**

TAP and RTP funds are FAHP funds. Project sponsors are required by Federal law to maintain projects constructed using FAHP funds. The project sponsor must acknowledge in the Resolution of Sponsorship, or official letter (see Appendix IX), both the short-term and long-term maintenance of the TAP or RTP project. The community may also have processes and maintenance plans in place that would benefit the maintenance and overall efficient system management and operation of the project. For example, your community may have a maintenance plan for inspecting and re-painting crosswalks on an annual basis and a new crosswalk built with TAP funds would be integrated into this maintenance plan.

*Application Question:*

*Please describe how your eligible project will promote efficient system management and operation, particularly with regard to the maintenance of the TAP- or RTP-funded improvement. Please cite and provide supporting documents or studies as necessary.*

## **7. System Preservation**

The costs of maintaining existing infrastructure can be burdensome to communities. As such, building new infrastructure in certain communities is not always the most appropriate course of action. Certain projects may preserve or enhance existing infrastructure, thus eliminating additional costs to local communities. Potential projects may include safety improvements to existing infrastructure or adaptive reuse of existing infrastructure. For example, your community has a closed bridge that is no longer safe for motor vehicles, but the community wants to convert the use of the bridge to a pedestrian and bicycle facility.

*Application Question:*

*Please explain how your eligible project will enhance, preserve, or offer an adaptive reuse of existing infrastructure. Please cite and provide supporting documents or studies as necessary.*

## **8. Equity**

NMDOT strives to support community prosperity and vitality through a multimodal transportation system that provides options to residents and visitors, regardless of income, race or ability. Low income and minority communities have historically been burdened by underinvestment in infrastructure and unequal access to mobility, connectivity and accessible design. Points are awarded in this category as part of an effort to become more responsive to historical and socioeconomic context and cre-

ate a more equitable distribution of transportation resources as part of an active effort to make investments that reduce existing social and economic disparities. Applicants are encouraged to consider how their project might benefit or impact disadvantaged or vulnerable users and communities and incorporate those considerations into the design and development of projects.

NMDOT will be using a Composite Equity Map that assigns a score to each Census block group in the state based on six variables linked to historical underinvestment, and socioeconomic status. NMDOT developed a Composite Equity Map in conjunction with the New Mexico Prioritized Statewide Bicycle Network Plan. The map can be found on NMDOT's Public Map Gallery: [NMDOT Composite Equity Map](#).

*Application Question:*

*Enter the social vulnerability index value for the most vulnerable Census block group impacted by the project and describe how this project benefits vulnerable users and populations (score 1-low concentration to 4-high concentration). For projects that are in multiple block groups, enter the score for the most vulnerable block group.*

**Point Deductions- Inactive Projects**

For each inactive Federal Aid project for which an entity is the lead agency, five (5) points shall be deducted from the proposed project. An inactive project is a Federal Aid project for which no expenditures have been charged against federal funds during the past nine months. Evaluation of project inactivity will occur during the project application review process, approximately November 2021—January 2022.

**E. Application Scoring Matrix**

Scoring Factors	Possible Points
<b>Planning:</b> Must provide documentation (cover of plan and page[s] identifying or supporting the project); 2 points per plan, maximum of 6 points	6
<b>Economic vitality</b>	3
<b>Safety and Security</b>	3
<b>Accessibility and Mobility through Integration and Connectivity</b>	3
<b>Protection and Enhancement of the Environment:</b>	
a) Promote environmental and energy conservation and reduce greenhouse gas emissions	3
b) Improve quality-of-life for residents	3
c) Achieve community's land-use goals	3
<b>Efficient System Management</b>	3
<b>System Preservation</b>	3
<b>Equity</b>	3
<b>Total</b>	<b>33</b>

## F. Best Practices and Feedback for Applicants

The following is a list of general attributes of higher-scoring and lower-scoring applications from previous TAP and RTP funding cycles. It is intended to aid entities in ensuring that their application is as strong as it can be.

### Attributes of Higher-Scoring Applications

- Project appeared in numerous planning documents, and the supporting documentation was provided.
- Application included supporting documentation for all or most of the narrative questions contained on the application, allowing it to score maximum points for each question.
- Application demonstrated a thorough understanding of the application questions and was able to effectively explain how the project would contribute to the goals of each scoring factor.

### Attributes of Lower-Scoring Applications

- Project did not appear in planning documents; or, supporting documentation was insufficient or not provided.
- Application did not include supporting documentation for many of the narrative questions on the application, receiving minimal or no points for each question.
- Application demonstrated a minimal understanding of questions or did not effectively explain how the project contributed to the goals of each scoring factor.
- Application did not include responses to all questions on TAP/RTP application.
- Application was not edited, and included spelling and grammatical errors.

The competitive process is not intended to evaluate the *inherent* merit of a particular project, but rather to be a forum for entities to *demonstrate* the merit of their project. All prospective projects have merit. The competitive evaluation process provides a mechanism for selecting projects given limited funding.

Finally, when projects are included in planning documents or studies, it demonstrates a depth of community support, and illustrates how a project helps meet the goals of a community or region. Adopted plans go through robust public involvement processes, and are formally adopted by councils, commissions, or agencies. To provide the greatest benefit to communities, as well as to help ensure successful projects, NMDOT's goal is to fund projects that meet local needs and desires and that have broad community support.

## G. How are applications selected?

After MPO/RTPO planners submit application packages to the NMDOT Program Coordinator, they undergo additional review by NMDOT for eligibility and completeness. Once confirmed, all eligible and complete applications are rated and ranked by either the TAP selection committee, or by the New Mexico Recreational Trails Advisory Board (RTAB) in the case of RTP. The TAP Selection committee is newly assembled for each call for projects, and includes a general representation of NMDOT staff and MPO/RTPO planners from around the state. RTAB members are appointed by the Governor. The current 7-member board represents a diversity of trail user groups, including, equestrian, motorized, and non-motorized trail uses.

Scoring factors and point criteria are detailed above, in Section 5D. Higher ranked projects are more likely to receive funding. However, funding is limited by the total TAP and RTP allocations as well as the sub-allocations based on population areas (TAP) and project categories (RTP). See sections 3A and 3B of this guide for program-specific sub-allocation and category information. At its discretion, the TAP

selection committee may adjust the projects selected in an effort to program funds in a geographically equitable manner or to accommodate various project timelines. The RTAB scores and ranks RTP applications and makes funding recommendations to NMDOT; however, as the administering agency, NMDOT may program RTP funds at its discretion.

After projects are selected, the NMDOT program coordinator sends out award forms to the sub-recipient person in responsible charge. Applicants whose projects were not selected will also be notified. The NMDOT program coordinator will work with MPO staff and NMDOT STIP Bureau to ensure that selected projects are programmed into the metropolitan TIPs (for MPO projects) and the STIP (for RTPO projects).

**Sub-recipients of TAP/RTP funds are required to attend an orientation workshop/webinar, which outlines the critical deadlines and processes for their projects. Note that Federal Aid Highway Program-funded projects are administratively complex. Recipients are therefore also encouraged to review the recordings of the NMDOT T/LPA Handbook training even if they already did so prior to applying.**

## 6. The Award

### A. Agreement Development and Project Management

Once your project has been awarded, you will work with either the TAP/RTP Coordinator or the NMDOT Project Oversight Division (POD) and Regional Design Center project manager to develop an agreement.

Non-infrastructure or programmatic projects such as Safe Routes to School programs, soft-surface recreational trails, educational programs, bicycle or pedestrian plans, or other “non-infrastructure” activities are generally managed through the TAP/RTP Coordinator. Each award will indicate your project’s manager and contact information.

Infrastructure projects that involve design and/or construction are overseen by NMDOT’s Project Oversight Division (POD) and follow the NMDOT Tribal/Local Public Agency (T/LPA) agreement process in coordination with the appropriate NMDOT Regional Design Center, as described in the [NMDOT T/LPA Handbook](#). For the purposes of RTP, the word “construction,” as used here, does not include construction of soft-surface trails; oversight and agreements for these projects will typically be handled directly by NMDOT’s RTP Coordinator. Infrastructure projects will require separate agreements for the design and construction phases, each of which must be in a separate Federal fiscal year. For example:

- **Year 1—Planning, design, and certifications.** Required of all T/LPA infrastructure projects unless the applicable NMDOT Regional Design Center grants an exception. T/LPAs with pre-approval from the applicable NMDOT Regional Design Center are not required to complete this phase using Federal funds and may apply for construction funds.
- **Year 2—Construction**

Sub-recipients should be careful to schedule appropriate time to complete the design phase of infrastructure projects. Right-of-Way and Environmental certifications, for example, can be particularly time consuming. Design requirements and estimated time to complete all certifications should be discussed together with NMDOT staff during the PFF meeting to identify appropriate phasing of projects. If an applicant anticipates these certifications cannot be acquired within a single year timeframe, they should propose two years to complete the process. Similarly, NMDOT may propose two years for design if it anticipates complications in the certification process or to successfully fund a high rated proposal. Any proposed changes to project timelines will be discussed with applicants prior to the awarding of funds.

Detailed project schedules are required for all awarded projects before a project agreement is developed, as described in the [NMDOT T/LPA Handbook](#). The [NMDOT T/LPA Handbook](#) has more information on planning, design, certification, and construction requirements (see Appendix II).

Alternatively, some projects may be further along in the project development process and may be eligible for construction funding without also applying for a planning/design/certifications phase, and beginning as early as FFY2023; however, this is an exceptional circumstance, and any project applying for construction funds only **must receive prior approval from the appropriate Regional Design Center**. Often, these projects previously received Federal funds for the design phase of the project and therefore were designed to the standards required for Federal funds.

## B. How will my agency receive funds?

Once a sub-recipient agency has received an award, entered into an agreement with NMDOT, and met other program requirements, NMDOT submits the project to FHWA for obligation. Once obligated by FHWA, the sub-recipient receives a Notice to Proceed from NMDOT, addressed to the designated Person in Responsible Charge. From this point onward, all project specific responsibilities of the sub-recipient are to be led by the Person in Responsible Charge. The Person in Responsible Charge must be a staff member of the sub-recipient agency, who is able to answer questions and make decisions about the project in a timely manner. As the project progresses or due to staffing needs, the sub-recipient can designate a new Person in Responsible Charge via a notice to the NMDOT Project Manager.

Upon receipt of the Notice to Proceed, work on the project may officially begin. Any work completed before the Notice to Proceed is not eligible for reimbursement. For example, the T/LPA cannot be reimbursed for costs associated with completing an application or for engineering/design work completed before the sub-recipient receives a Notice to Proceed.

As TAP and RTP are Federal aid *reimbursement* programs, the sub-recipient is responsible for paying all costs up front and requesting reimbursement from NMDOT via (at least) quarterly reimbursement requests, including proof of payment. The sub-recipient submits reimbursement requests to NMDOT documenting 100% of the costs incurred during that reimbursement request period, including any agreed upon in-kind match, and is reimbursed for 85.44% of the total cost of the reimbursement request. All costs submitted for reimbursement are subject to Federal and State eligibility requirements. **Any costs in excess of the federal award amount are the responsibility of the sub-recipient agency.**

## C. How long are the funds available?

The official project term (that is, the period of time during which eligible project costs and activities are reimbursable) will be spelled out in the project's Cooperative Project Agreement, or Grant Agreement. Such agreements generally anticipate two years for each phase of a project; if a project exceeds this timeframe, NMDOT will require an amendment to the existing agreement. Further, the obligation of construction funds is contingent upon completion of the design phase of a project, including all required certifications; therefore, entities must complete the design phase within the appropriate timeframe for NMDOT to obligate construction funds in the Federal fiscal year in which they are programmed. Close coordination with your NMDOT project manager will ensure your project is delivered efficiently.

# 7. Appendices

## I. Forms

To apply for TAP/RTP funds, eligible entities must complete the NMDOT Project Prospectus Form (PPF) and then the TAP/RTP Application Form. Projects located in an RTPO area (or an MPO area that used the PPF process) must also include a Project Feasibility Form (PFF) signed by the appropriate NMDOT District representative.

Editable, electronic versions of these forms are available from the [NMDOT Project Oversight Division](#) website. Once applications are complete, please submit materials to your MPO/RTPO planner as a single PDF document.

**Project Feasibility Form (PFF)**

[POD-TLPA \(state.nm.us\)](#)

**Project Prospectus Form (PPF)**

[POD-TLPA \(state.nm.us\)](#)

**TAP/RTP Application Form**

[https://dot.state.nm.us/content/dam/nmdot/planning/ActiveProg/NMDOT\\_TAP-RTP\\_Application.pdf](https://dot.state.nm.us/content/dam/nmdot/planning/ActiveProg/NMDOT_TAP-RTP_Application.pdf)

## II. NMDOT Resources

**New Mexico Department of Transportation (NMDOT) Tribal/Local Public Agency (T/LPA) Handbook and recorded trainings**

[TLPA\\_Handbook.pdf \(state.nm.us\)](#)

**Right-of-Way (ROW) Handbook**

[ROW\\_Handbook.pdf \(state.nm.us\)](#)

## III. Sample Programmatic Boilerplate Agreement

Agreements for non-infrastructure, programmatic projects such as SRTS coordinators, plans, trainings, etc. will be handled directly by the program-specific coordinator at NMDOT. A sample boilerplate programmatic Grant Agreement is linked below. Please be aware the Grant Agreements change from time to time, and the agreement your entity receives may vary from this boilerplate.

**Sample Grant Agreement**

[http://dot.state.nm.us/content/dam/nmdot/planning/TAP-RTP\\_Sample\\_Programmatic\\_Agreement.pdf](http://dot.state.nm.us/content/dam/nmdot/planning/TAP-RTP_Sample_Programmatic_Agreement.pdf)

## IV. Sample Design/Construction Boilerplate Agreement

Agreements for infrastructure projects such as paved, multi-use paths, sidewalks, etc., which have separate phases for design and construction, will be handled by NMDOT's Project Oversight Division (POD). These projects may use the boilerplate agreements linked below. These boilerplate agreements are meant for sample purposes only and are subject to change.

**Sample Cooperative Project Agreement**

[Cooperative Project Agreement SAMPLE \(state.nm.us\)](#)

## V. Eligible and Ineligible Projects and Activities

**Eligible projects and activities under TAP include:**

- Planning, design, and construction of on-road and off-road trail facilities for pedestrian, bicyclists and other non-motorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related

infrastructure, and transportation projects to achieve compliance with the Public Rights-of-Way Accessibility Guidelines (PROWAG).

- Reconstruction and rehabilitation activities that are not considered routine maintenance (see Ineligible Projects on page 9) and either increase capacity of an existing non-motorized facility and/or improve the functional condition of a non-motorized system. Examples include resurfacing AND widening an existing trail or reconstructing sidewalks to meet PROWAG requirements.
- Planning, design, and construction of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
- Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized transportation users.
- Construction of turnouts, overlooks, and viewing areas.
- Community improvement activities, which include but are not limited to:
  - Inventory, control, or removal of outdoor advertising;
  - Historic preservation and rehabilitation of historic transportation facilities;
  - Vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control; and
  - Archaeological activities relating to impacts from implementation of a transportation project eligible under this title.
- Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to:
  - Address stormwater management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff, including activities described in Sections 133(b)(11), 328(a), and 329 of title 23; or,
  - Reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats.

In addition to the above, the following projects and activities that meet the Safe Routes to Schools (SRTS) program requirements of Section 1404 of the SAFETEA-LU are considered eligible for TAP funding (additional details are at: [http://www.fhwa.dot.gov/environment/safe\\_routes\\_to\\_school/guidance](http://www.fhwa.dot.gov/environment/safe_routes_to_school/guidance)):

- Planning, design, and construction of infrastructure projects on any public road or any bicycle or pedestrian pathway or trail within two miles of a kindergarten through 8th (K-8) grade school that will substantially improve the ability of students to walk and bicycle to school, including sidewalk improvements, traffic calming and speed reduction improvements, pedestrian and bicycle crossing improvements, on-street bicycle facilities, off-street bicycle and pedestrian facilities, secure bicycle parking facilities, and traffic diversion improvements in the vicinity of schools.
- Non-infrastructure activities to encourage walking and bicycling to school, including public awareness campaigns and outreach to press and community leaders, traffic education and enforcement in the vicinity of schools, student sessions on bicycle and pedestrian safety, health, and environment, and funding for training, volunteers, and managers of safe routes to school programs.
- Safe Routes to School coordinators or champions.

#### **Ineligible projects and activities under TAP include:**

- Acquisition of right-of-way.
- Safety and educational activities for pedestrians and bicyclists (except activities targeting children in grades K-8, under SRTS).
- Acquisition of scenic easements and scenic or historic sites and scenic or historic highway programs.
- Historic preservation as an independent activity unrelated to historic transportation facilities.

- Operation of historic transportation facilities.
- Archaeological planning and research unrelated to impacts from the implementation of a transportation project eligible under Title 23.
- Transportation museums.
- TAP funds cannot be used for landscaping and scenic enhancement as independent projects; however, landscaping and scenic enhancements are eligible as part of the construction of any FAHP project under 23 U.S.C. 319, including TAP-funded projects.
- Routine maintenance is not an eligible TAP activity. Routine maintenance consists of work that is planned and performed on a routine basis to maintain and preserve the condition of the transportation system or to respond to specific conditions/events that restore the system to an adequate level of service. Routine maintenance activities can include repainting markings, filling potholes, and repairing cracks.

#### **Eligible projects and activities under RTP include:**

- Maintenance and restoration of existing trails to include any kind of trail maintenance, restoration, rehabilitation, or relocation, provided the work is completed within the time period outlined in the Cooperative Project Agreement.
- Development and rehabilitation of trailside, trailhead facilities, and trail linkages (including but not limited to drainage, crossings, stabilization, parking, benches, signage, traffic controls, water and access facilities). Rehabilitation can include extensive repair needed to bring a facility up to standards suitable for public use (not routine maintenance). Trailside and trailhead facilities should have a direct relationship with a recreational trail; ***a highway rest area or visitor center is not an eligible project.***
- Lease of trail construction and maintenance equipment to construct and maintain recreational trails during the time period outlined in the Cooperative Project Agreement.
- Construction of new trails where allowed on Federal, State, county, municipal, and private lands provided trails are publicly accessible.
- Construction of rail trails on abandoned railroad corridors, and construction of “rails with trails.”
- Improvements to roads and/or bridges specifically designated for recreational use by the managing agency. Eligible high clearance primitive roads/bridges may include old rights-of-way no longer maintained for general passenger vehicle traffic, provided the project does not open the road to general passenger vehicle traffic.
- Planning, design, and certifications specific to an RTP-eligible construction project. NMDOT reserves the right to deny requests for planning, design, and certifications from State or Federal natural resource or public land agencies.
- Operation of educational programs to promote safety and environmental protection related to the use of recreational trails (NMDOT may use up to 5% of the total annual apportionment for educational programs, per Federal guidelines).
- Statewide trail planning.

#### **Ineligible projects and activities under RTP include:**

- Acquisition of right-of-way
- Purchase of trail construction and maintenance equipment.
- Improvements to roads/bridges intended to be generally accessible by low clearance vehicles, i.e. regular passenger cars.
- Condemnation of land
- Feasibility studies
- Law enforcement
- Planning that is not of a statewide nature. Trail planning as a relatively small portion of a specific trail project is allowed.

- Sidewalks, unless part of a trailhead facility or specifically providing a critical trail link. FHWA defines a sidewalk as a path parallel to a public road or street.
- Conversion from Non-Motorized to Motorized Use - Applicants shall not use RTP funds to expand, convert, or otherwise facilitate motorized use or access to trails predominately used by non-motorized trail users, and on which, as of May 1, 1991, motorized use was either prohibited or had not occurred.
- Circuit race tracks (circular or elliptical race tracks)
- Major structures (eg. Restrooms or other projects requiring permits)
- Construction of any recreational trail for motorized users on Bureau of Land Management or National Forest Service lands, unless such lands:
  - Have been allocated for uses other than wilderness by an approved agency resource management plan or have been released to uses other than wilderness by an act of Congress, and
  - Such construction is otherwise consistent with the management direction of such approved land and resource management plan.

## VI. RTP Project Categories

There are five categories of RTP projects. Categories 1 and 2 count toward the 30% funding target for non-motorized single-use and diverse-use projects; Categories 2, 3, and 5 count toward the 40% funding target for diverse-use projects; and Categories 4 and 5 count toward the 30% funding target for motorized single-use and diverse-use projects.

### Category 1: Non-motorized, single use

This category includes projects primarily intended to benefit only one mode of non-motorized recreational trail use, such as pedestrian only or bicycling only. Projects serving various pedestrian uses (such as walking, hiking, wheelchair use, running, bird-watching, nature-interpretation, backpacking, etc.) constitute a single use for the purposes of this category. *(Note: wheelchair use by mobility-impaired people, whether operated manually or powered, constitutes non-motorized, pedestrian use.)* Projects serving various non-motorized, human-powered snow uses (such as skiing, snowshoeing, etc.) constitute a single use for this category.

### Category 2: Non-motorized, diverse use

This category includes projects primarily intended to benefit more than one mode of non-motorized recreational trail use, such as walking, bicycling, and skating; pedestrian and equestrian use; or pedestrian use in summer and cross-country skiing in winter. *(Note: electrically powered bicycles, scooters, and personal mobility devices—such as the Segway—are considered motorized uses for the purposes of the RTP under 23 U.S.C. 206(g)(4). The exception is a motorized wheelchair.)*

### Category 3: Diverse use including both motorized and non-motorized

This category includes projects intended to benefit both non-motorized and motorized recreational trail use. This category includes projects where motorized use is permitted, but is not the predominant beneficiary. This category also includes projects where motorized and non-motorized uses are separated by season, such as equestrian use in summer and snowmobile use in winter.

### Category 4: Motorized, single use

This category includes projects primarily intended to benefit only one mode of motorized recreational trail use. A project may be classified in this category if the project also benefits some non-motorized uses

(it is not necessary to exclude non-motorized uses), but the primary intent must be for the benefit of a single motorized use.

### **Category 5: Motorized, diverse use**

This category includes projects primarily intended to benefit more than one mode of motorized recreational trail use, such as motorcycle and ATV use, or ATV use in summer and snowmobile use in winter. A project may be classified in this category if the project also benefits some non-motorized uses (it is not necessary to exclude non-motorized uses), but the primary intent must be for the benefit of motorized uses.

## **VII. State and Federal Requirements and Guidelines**

The Person in Responsible Charge should review and regularly reference [NMDOT's T/LPA Handbook](#) to understand the State processes for Federal funds. The NMDOT T/LPA Handbook provides guidance to entities working to develop and construct highway, street, road, and other multimodal transportation related projects, funded by the NMDOT with Federal and/or State funds.

### **Americans with Disabilities Act (ADA) Requirements**

As detailed above in Section B, applicants must have compliant ADA Transition Plans on file with NMDOT's Construction and Civil Rights Bureau. See Eligibilities section of this Guide and [NMDOT's T/LPA Handbook](#) for additional information.

Projects located on US Forest Service (USFS) lands must comply with the following:

- Forest Service Trails Accessibility Guidelines (FSTAG)  
[http://www.fs.fed.us/recreation/programs/accessibility/FSTAG\\_2013%20Update.docx](http://www.fs.fed.us/recreation/programs/accessibility/FSTAG_2013%20Update.docx)
- Accessibility Guidebook for Outdoor Recreation and Trails  
<http://www.fs.fed.us/recreation/programs/accessibility/pubs/htmlpubs/htm12232806/index.htm>

RTP Projects located on State or Federal natural resource or public land agency (other than USFS) lands and T/LPA projects that are NOT connected to a Federal-Aid highway right-of-way must comply with the Access Board's Final Guidelines for Outdoor Developed Areas, published on September 26, 2013, under the Architectural Barriers Act (ABA) of 1968.

- Final Guidelines for Outdoor Developed Areas  
<http://www.access-board.gov/guidelines-and-standards/recreation-facilities/outdoor-developed-areas/final-guidelines-for-outdoor-developed-areas>

Infrastructure projects (paved, multi-use trails; sidewalks; transit facilities, etc.) located on public right(s)-of-way are required to meet standard ADA requirements as outlined in NMDOT design guidelines and standards provided by the NMDOT Design Centers.

### **ADA/Accessibility Guidelines and Resources**

- US Access Board Guidelines for Outdoor Developed Areas:  
<http://www.access-board.gov/attachments/article/1500/outdoor-rule.pdf>
- US Access Board information on Public Rights-of-Way Access Guide (PROWAG) and Shared-Use Path accessibility guidance  
<http://www.access-board.gov/guidelines-and-standards/streets-sidewalks>

- US Forest Service Accessibility resources:  
<http://www.fs.fed.us/recreation/programs/accessibility>
- US Forest Service Outdoor Recreation Accessibility Guidelines (FSORAG):  
[http://www.fs.fed.us/recreation/programs/accessibility/FSORAG\\_2013%20Update.1.pdf](http://www.fs.fed.us/recreation/programs/accessibility/FSORAG_2013%20Update.1.pdf)

## Buy America

NMDOT utilizes the “step” certification process (as described in the Buy America link below) for all projects using steel or iron. NMDOT does not pursue Buy America waivers. These requirements are for any steel or iron permanently part of a construction project.

- FHWA Buy America resources:  
<https://www.fhwa.dot.gov/construction/cqit/buyam.cfm>

## Design Guidelines and Resources

- Federal Highway Administration bicycle and pedestrian guidance resource website:  
[https://www.fhwa.dot.gov/environment/bicycle\\_pedestrian/guidance/](https://www.fhwa.dot.gov/environment/bicycle_pedestrian/guidance/)
- Federal Highway Administration Memorandum, *Bicycle and Pedestrian Facility Design Flexibility*:  
[http://www.fhwa.dot.gov/environment/bicycle\\_pedestrian/guidance/design\\_flexibility.cfm](http://www.fhwa.dot.gov/environment/bicycle_pedestrian/guidance/design_flexibility.cfm)
- Federal Highway Administration Trails Construction and Maintenance Notebook:  
[http://www.fhwa.dot.gov/environment/recreational\\_trails/publications/fs\\_publications/07232806](http://www.fhwa.dot.gov/environment/recreational_trails/publications/fs_publications/07232806)
- Forest Service Equestrian Design Guidebook:  
[http://www.fs.fed.us/t-d/php/library\\_card.php?p\\_num=0723%202816](http://www.fs.fed.us/t-d/php/library_card.php?p_num=0723%202816)
- Resources for specific trail features:  
[http://www.fhwa.dot.gov/environment/recreational\\_trails/publications/fs\\_publications](http://www.fhwa.dot.gov/environment/recreational_trails/publications/fs_publications)
- US Forest Service Standard Trail Plans and Specifications:  
<http://www.fs.fed.us/recreation/programs/trail-management/trailplans/index.shtml>

## Design Guidance Websites and Publications

- *Small Town and Rural Design Guide*  
<https://ruraldesignguide.com/introduction>
- *Designing Walkable Urban Thoroughfares: A Context Sensitive Approach*, 2010. Institute of Transportation Engineers, 1627 Eye Street, N.W, Suite 600, Washington, DC 20006, Phone: (202) 785-0060
- *Guide for the Development of Bicycle Facilities, Fourth Edition*, 2012. American Association of State Highway and Transportation Officials (AASHTO), 444 N. Capitol St NW, Suite 249, Washington, DC, 20001, Phone: (202) 624-5800
- *Guide to the Development of Pedestrian Facilities*, 2004. American Association of State Highway and Transportation Officials (AASHTO), P.O. Box 96716, Washington, DC, 20090-6716, Phone:

(888) 227-4860

- *Urban Bikeway Design Guide*, 2014. National Association of City Transportation Officials (NACTO), 55 Water St, 9th Floor, New York, NY 10041
- *Urban Street Design Guide*, 2013. National Association of City Transportation Officials (NACTO), 55 Water St, 9th Floor, New York, NY 10041

### **Project Reporting**

For TAP and RTP projects, NMDOT requests before and after photos and may request before and after counts for pedestrian and bicycle projects, depending on available equipment.

NMDOT administers a free bicycle counter lending program to T/LPAs to conduct before and after bicycle counts. For additional information please contact Maggie Moore for program information.

- Bicycle Count Lending Program Guide:  
[NMDOT Bicycle Count Program Guide \(state.nm.us\)](https://state.nm.us/nmdot/bicycle-count-lending-program-guide)

### **VIII. New Mexico MainStreet Program**

If your TAP/RTP project is located in a community with any of the three following designations, you are required to coordinate with the NM MainStreet Program on project development.

- NM MainStreet Communities
- State-Authorized Arts and Cultural Districts
- Frontier Communities

Please review the map linked below to see whether your project is within one of these communities. If so, please contact Daniel J. Gutierrez, Director of NM MainStreet at: [Daniel.Gutierrez2@state.nm.us](mailto:Daniel.Gutierrez2@state.nm.us) or 505-827-0151. The following link has up-to-date information: <http://gonm.biz/community-development/mainstreet-program/>

**NM MainStreet Program:** <http://nmmainstreet.org>

### **IX. Sample Resolution of Sponsorship**

Applicants may reference the sample Resolution of Sponsorship linked below. If an entity opts to submit an official letter (from and signed by the appropriate official) in lieu of the Resolution of Sponsorship, the letter must include the same information as the Resolution of Sponsorship.

#### **Sample Resolution of Sponsorship**

[NMDOT TAP/RTP Resolution \(sample\) \(state.nm.us\)](https://state.nm.us/nmdot/tap-rtp-resolution-sample)

## **X. MPO and RTPO Contact Information and State Map**

### **Farmington Metropolitan Planning Organization (FMPO)**

City of Farmington  
800 Municipal Dr.  
Farmington, NM 87401  
Phone: (505) 599-1466  
**Peter Koeppel**, MPO Officer  
E-mail: [pkoeppel@fmtn.org](mailto:pkoeppel@fmtn.org)

### **Santa Fe Metropolitan Planning Organization (SFMPO)**

City of Santa Fe  
500 Market St, Suite 200  
P.O. Box 909  
Santa Fe, NM 87504-909  
Phone: (505) 955-6664  
**Erick Aune**, MPO Officer  
E-mail: [ejaune@santafenm.gov](mailto:ejaune@santafenm.gov)

### **Mid-Region Metropolitan Planning Organization (MRMPO)**

Mid-Region Council of Governments  
809 Copper Ave. NW  
Albuquerque, NM 87102  
  
Phone: (505) 247-1750  
Fax: (505) 247-1753  
**Dewey Cave**, Executive Director/Acting MPO Administrator  
Phone: (505) 724-3624  
E-mail: [dcave@mrcog-nm.gov](mailto:dcave@mrcog-nm.gov)

### **Mesilla Valley MPO (MVMPO)**

City of Las Cruces  
P.O. Box 20000  
Las Cruces, NM 88004  
Phone: (575) 528-3043  
**Andrew Wray**, MPO Officer  
Phone: (575) 528-3070  
E-mail: [awray@las-cruces.org](mailto:awray@las-cruces.org)

### **El Paso Metropolitan Planning Organization (EPMPO)**

211 N. Florence Street, Room 202  
El Paso, TX 79901  
Phone: (915) 212-0258  
**Eduardo Calvo**, Executive Director  
E-mail: [ecalvo@elpasompo.org](mailto:ecalvo@elpasompo.org)

#### **Northwest Regional Transportation Planning Organization (NWRTPO)**

Northwest New Mexico Council of Governments  
(San Juan, McKinley and Cibola Counties)  
106 West Aztec Avenue Gallup, NM 87301  
Phone: (505) 722-4327

**Robert Kuipers**, RTPO Program Manager

E-mail: [rkuipers@nwnmcog.org](mailto:rkuipers@nwnmcog.org)

#### **Northern Pueblos Regional Planning Organization (NPRTPO)**

North Central New Mexico Economic Development District (NCNMEDD)  
(Rio Arriba, Taos, Los Alamos, and Santa Fe Counties)  
3900 Paseo Del Sol Santa Fe, NM 87507  
Phone: (505) 356-9694

**Paul Sittig**, Transportation Planner

E-mail: [PaulS@ncnmedd.com](mailto:PaulS@ncnmedd.com)

#### **Northeast Regional Planning Organization (NERTPO)**

North Central New Mexico Economic Development District (NCNMEDD)  
(Colfax, Mora and San Miguel Counties; the rest are covered by EPCOG)  
3900 Paseo Del Sol Santa Fe, NM 87507 Phone: (505) 356-9694

**Paul Sittig**, Transportation Planner, NCNMEDD, Phone: (505) 356-9694

E-mail: [PaulS@ncnmedd.com](mailto:PaulS@ncnmedd.com)

#### **Eastern Plains Council of Governments (EPCOG)**

NERTPO: Union, Harding, Guadalupe, and Quay Counties

SERTPO: De Baca, Curry and Roosevelt Counties

418 Main St.  
Clovis, NM 88101

Phone: (575) 762-4505

**Raul Rodriguez**, Regional Planner

Phone: (575) 914-4153

E-mail: [rrodriguez@epcog.org](mailto:rrodriguez@epcog.org)

#### **Mid-Region Rural Transportation Planning Organization (MRRTPO)**

Mid-Region Council of Governments  
(Sandoval, Bernalillo, Valencia, southern Santa Fe and Torrance Counties)  
809 Copper Ave. NW  
Albuquerque, NM 87102  
Phone: (505) 247-1750

**Channing Hofman**, RTPO Planner

Phone: (505) 724-3632

E-mail: [chofman@mrcog-nm.gov](mailto:chofman@mrcog-nm.gov)

**Southeast Regional Planning Organization (SERTPO)**

Southeastern New Mexico Economic Development District / Council of Governments  
(Lincoln, Chaves, Otero, Eddy, and Lea Counties)  
1600 SE Main Suite D Roswell, NM 88203

Phone: (575) 624-6131

**Mary Ann Burr**, SERTPO Planning Program Manager

E-mail: [mbsnmedd@plateautel.net](mailto:mbsnmedd@plateautel.net)

Web : [www.snmedd.com](http://www.snmedd.com)

**South Central Regional Planning Organization (SCRTPO)**

South Central Council of Governments  
(Socorro, Sierra and Dona Ana Counties)  
600 Highway 195 Suite D

P.O. Box 1072

Elephant Butte, NM 87935

Phone: (575) 744-0039

**Angela Rael**, RTPO Planning Program Manager

Phone: (575) 740-2895

E-mail: [arael@sccog-nm.com](mailto:arael@sccog-nm.com)

**Southwest Regional Planning Organization (SWRTPO)**

Southwest New Mexico Council of Governments  
(Catron, Grant, Hidalgo and Luna Counties)  
P.O. Box 2157

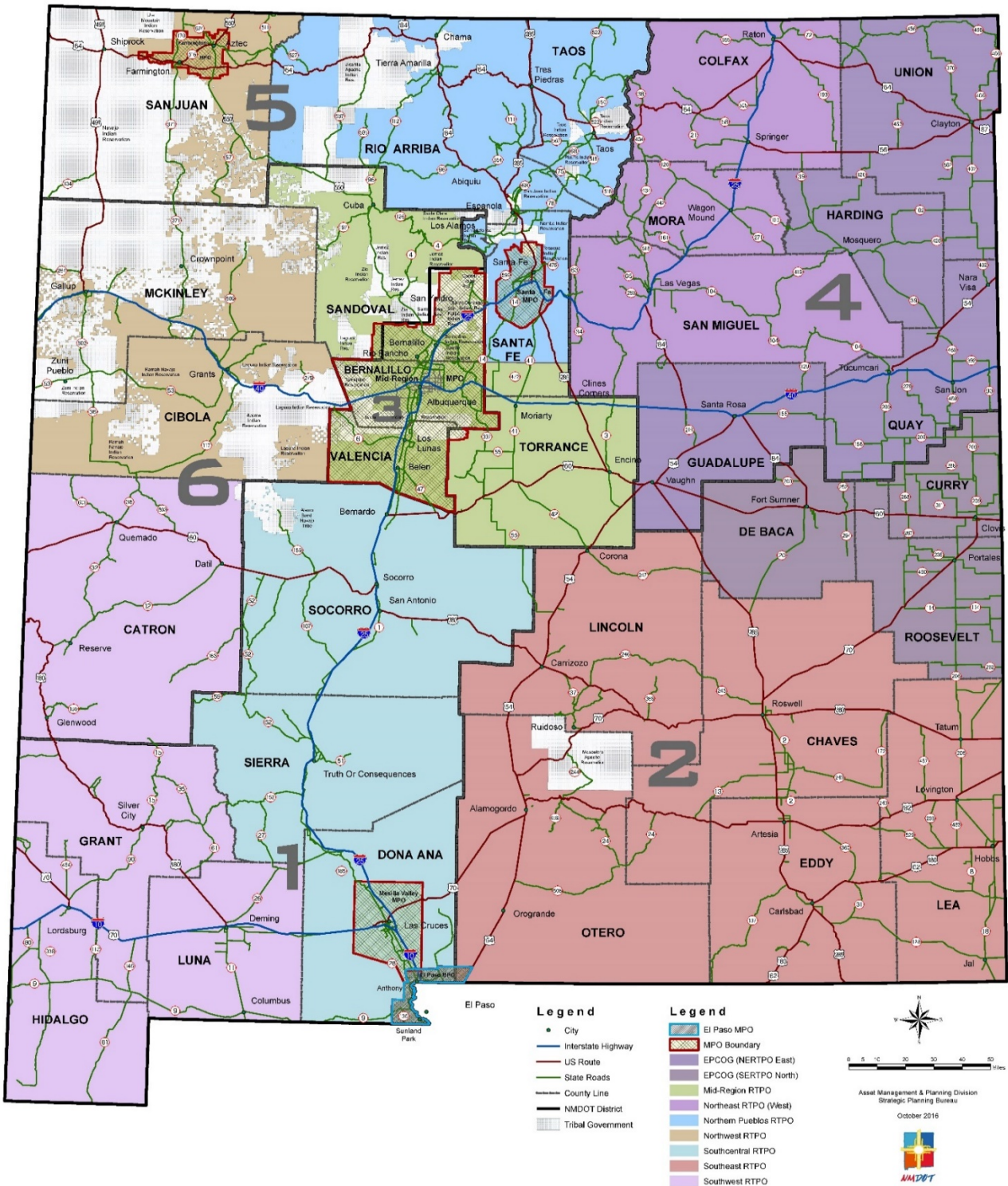
Silver City, NM 88062

Phone: (575) 388-1509

**Cerisse Grijalva**, RTPO Planning Program Manager

E-mail: [grijalvac1@swnmcog.org](mailto:grijalvac1@swnmcog.org)

# New Mexico Department of Transportation Districts Metropolitan and Regional Transportation Planning Organizations



## XI. NMDOT District Offices and Regional Design Centers

### **District 1:**

2912 E. Pine St.  
Deming, NM 88030  
Main: (575) 544-6530

### **District 2:**

4505 W. Second St.  
Roswell, NM 88201  
*Mailing Address:*  
P.O. Box 1457  
Roswell, NM 88202-1457  
Main: (575) 637-7200

### **District 3:**

7500 Pan American Blvd.  
Albuquerque, NM 87199  
*Mailing Address:*  
P.O. Box 91750  
Albuquerque, NM 87199-91750  
Main: (505) 798-6600

### **District 4:**

South Highway 85  
Las Vegas, NM 87701  
*Mailing Address:*  
P.O. Box 10  
Las Vegas, NM 87701-10  
Main: (505) 454-3600

### **District 5:**

7315 Cerrillos Rd.  
Santa Fe, NM 87502  
*Mailing Address:*  
P.O. Box 4127  
Santa Fe, NM 87502-4127  
Main: (505) 476-4100

### **District 6:**

1919 Pinon Dr.  
Milan, NM 87021  
*Mailing Address:*  
P.O. Box 2160  
Milan, NM 87021-2160  
Main: (505) 285-3200

### **North Regional Design Center (D4 & D5):**

1120 Cerrillos Rd.  
Room 225  
Santa Fe, NM 87504  
T/LPA Coordinator:  
Sharon Cruz  
(505) 221-8220  
[SharonR.Cruz@state.nm.us](mailto:SharonR.Cruz@state.nm.us)

### **Central Regional Design Center (D3 & D6):**

7500 Pan American Freeway NE  
Albuquerque, NM 87109  
T/LPA Coordinator:  
Juan Archuleta  
(505) 252-1707  
[Juan.Archuleta@state.nm.us](mailto:Juan.Archuleta@state.nm.us)

### **South Regional Design Center (D1 & D2):**

750 N. Solano Dr.  
Las Cruces, NM 88001  
T/LPA Coordinator:  
Judith Gallardo  
(575) 323-4242  
[Judith.Gallardo@state.nm.us](mailto:Judith.Gallardo@state.nm.us)

Please refer to NMDOT's website for information on District boundaries:

<http://dot.state.nm.us/content/nmdot/en/Districts.html>