

NORTHWEST REGIONAL TRANSPORTATION PLANNING ORGANIZATION (NWRTPO)



**Northwest New Mexico
Special Call for Transportation Projects Guide
Local Government
Transportation Project Fund**

**NWRTPO
PROJECT APPLICATION
SCHEDULE & PROCESS
May 2019**



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Northwest New Mexico Call for Transportation Projects Guide

Items Included:

- **Description and Overview of the LGTPF Call for Transportation Projects, and Application Package Contents**
- **Timeline of the Process**
- **Application Package Requirements**
- **Eligibility and NWRTPO Members by Jurisdiction**
- **Sample of Project Feasibility Form and Project Prospectus Form**
- **Resolution of Sponsorship Template**

Overview and Description

Overview: In the 2019 New Mexico Legislative Session, House Bill 694 was passed and signed by Governor Michelle Lujan Grisham. This legislation created the Local Government Transportation Project Fund, which was appropriated \$50M for qualifying projects, as defined in statute.

On April 30, 2019, the New Mexico Department of Transportation (NMDOT) issued a [“Call for Projects” letter](#) to the Metropolitan and Regional Transportation Planning Organization. This letter provided the general parameters for this program, an application, and application submission deadline. This letter directs the Metropolitan and Regional Transportation Planning Organization to develop a process to support, vet, and prioritize submissions to this program.

Eligibility: Local and tribal governments are eligible to apply for state funded grants.

Project Categories: Eligible projects are in the following categories:

- (1) Environmental and other studies
- (2) Planning
- (3) Design
- (4) Construction
- (5) Acquisition of rights of way necessary for the development of transportation infrastructure.

Project Type: Types of projects could include: Highways, streets, roadways, bridges, crossing structures, and parking facilities, including all areas for vehicular use for travel, ingress, egress, and parking.

Matching Requirements: The minimum match is 5% of the project. Applicants are encouraged to provide additional match. A hardship waiver is available through this program as determined by the Department of Finance and Administration using the same process as the used for the Local Government Road Fund.

Tribal entities are not eligible to apply for a hardship waiver.

Resolution of Sponsorship: A resolution is required from the governing body, indicating the availability of the 5% match. Alternatively, the potential grantee may submit an official letter signed by the potential grantee’s chief executive or official with budget authority, indicating the availability of the 5% match.

The grant awards must be spent by January 2024.

Other Guidance: The Northwest Regional Transportation Planning Organization (RTPO) is encouraging applicants to select projects that have already been vetted and endorsed in our current [Regional Transportation Improvement Program Recommendations \(RTIPR\)](#). Since our RTIPR only includes projects that are Federally functionally classification or met requirements of a specific program, we are providing a focused opportunity to submit projects that meet this program.

Addendums: This information may change without notice and will be superseded by any updates or changes made by the NMDOT. The RTPO will keep its member updated on any changes and post them to our Call for Projects program page -- <http://www.nwnmcog.com/lgtpf.html>

Timeline of the Process

May 13 - June 14, 2019:

Task	Timeframe/Due Date	Responsible Party
General Announcement of the Local Government Transportation Projects Fund (LGTPF)	April 30, 2019	NMDOT
RTPO Meeting to discuss and finalize NWRTPO Call for Projects guidance Grants Public Library 10AM	May 8, 2019	NWRTPO
Notice of LGTPF Program	May 13, 2019	NWRTPO Staff
Technical Assistance, Contact the NWRTPO to set up a time and place with District staff.	May	NWRTPO & District Staff
Project Feasibility Forms (PFF) Due – new or updated (Must be submitted by appropriate RTPO Member)	May 16	NWRTPO Members
Send out PFF for review and set up Consultations	May 16	NWRTPO Staff
Mandatory Project Consultation Meetings between RTPO Member, Local Entity Representative/Official, RTPO staff, DOT Liaison, and District Staff. <i>Details and schedule to be determined.</i>	May 20	All
<p>◇ Based on decision and recommendation by District staff, project and RTPO Member will be directed to:</p> <ul style="list-style-type: none"> • Prepare and submit a Project Prospectus Form (PPF) for inclusion and prioritization in the Regional Transportation Improvement Program Recommendations (RTIPR), or • Detail other options for projects and/or funding 	May 20	District Staff
Project Prospectus Forms (PPF) Due (Must be submitted by appropriate RTPO Member)	May 28	NWRTPO Members
PPFs are vetted by RTPO and NMDOT staff	May 28 – June 7	NWRTPO Staff
RTPO Meeting to discuss and finalize NWRTPO Call for Projects guidance A:shivi College & Career Center, Zuni, NM 10AM To prioritize and update the RTIPR.	June 12	NWRTPO Staff
Applications due for submission to the NWRTPO	June 13	NWRTPO Members
Application deadline to be posted to .ftp site by NWRTPO staff and deadline to submit updated RTIPR to the .ftp site.	June 14	NWRTPO Members
A list of potential projects must be provided to the State Transportation Commission	August 1	NMDOT
State Transportation Commission selects and awards the projects.	TBD	State Transportation Commission

Application Package Requirements

As outline in the NMDOT letter of April 30, 2019, potential grantees would like to apply for available funds, they must prepare/update and submit the following documents (application package) to the NWRTPO.

1. **Cover letter** including: (1) brief overview of the project; (2) whether the potential intends to apply for a hardship waiver (match waiver); (3) the timeframe in which the potential grantee is prepared to spend the grant funds, if received (project readiness); and (4) Whether the project falls into category (a) or (b):
 - a. Project is located on or within locally-owned right-of-way and the project does not include Federal funds; or
 - b. Project is located within or on NMDOT owned right-of-way or is a National Highway System (NHS) route and/or may include Federal funds;
2. Project must fall into one or more of the categories detailed above and the project type.
3. **Project Feasibility Form** (PFF) signed by District representative.
4. **Project Prospectus Form** (PPF);
5. **Resolution of Sponsorship or Project Match Letter** (as described above)
6. **Map** of Project Location;
7. (If applicable) ROW **Letters of Support** from entities that own the project right-of-way (ROW), if the applying potential grantee does not own all of the project right-of-way. This includes getting a letter from the NMDOT District if the project is partially or fully within NMDOT right-of-way.

The PFF and PPF are available on the NMDOT local Government webpage:
http://dot.state.nm.us/content/nmdot/en/POD_Pubs.html

Eligibility and NWRTPO Members by Jurisdiction

For local and tribal government entities interested in applying for a project, please inform, coordinate, and involve the following Northwest Regional Transportation Planning Organization (NWRTPO) representatives for your respective jurisdiction. Only projects that are brought through this process by an official NWRTPO representative will be reviewed and considered. Other entities and individuals are encouraged to contact the representative in your jurisdiction on potential projects for this program. Below are the jurisdictions that the NWRTPO will be considering applications from for this “Call for Projects”.

For more information, feel free to contact Robert Kuipers, RTPO Program Manager (505) 722-4327; rkuiipers@nwnmcog.org

NWRTPO Members	
Cibola County	Judy Horacek, Projects Coordinator 505-285-2557; jphoracek@co.cibola.nm.us
McKinley County	Jeff Irving, Road Superintendent 505-722-2303 / 979-2445; jirving@co.mckinley.nm.us
San Juan County (Non-MPO)	Nick Porell, Deputy Department Administrator, Public Works 505-334-4530 / 386-8232; nporell@sjcounty.net
Gallup	Stan Henderson, Public Works Director 505-863-1290; shenderson@gallupnm.gov
Grants	Don Jaramillo, Special Projects Coordinator 505-285-3981; projects@grantsnm.gov
Milan	Jack Moleres, Public Works Director 505-290-8543 / 285-6694; publicworks@villageofmilan.com
Navajo Nation – Northern Agency	Larry Ute Joe, Senior Planner 928-640-1657; ljo@navajodot.org
Navajo Nation – Eastern Agency	Larry Ute Joe, Senior Planner 928-640-1657; ljo@navajodot.org
Pueblo of Acoma	Dave Deutsawe, Director – Public Works 505-552-5190; ddeutsawe@puebloofacoma.org
Pueblo of Laguna	Gaylord Siow, Transportation Planner – Public Works Dept. 505-552-2102 / 401-6116 gsiow@pol-nsn.gov
Pueblo of Zuni	Royce Gchachu, Program Manager 505-782-7116; royce.gchachu@ashiwi.org



<NAME> RTPO/MPO

PROJECT FEASIBILITY FORM (PFF)

For assistance, contact XXXXX, RPO Planner, at phone number or email

GENERAL INFORMATION

Preparation Date _____ Project Title: _____
Requesting Entity: _____ Governing Body Approval: YES __ NO __ PENDING __
Person in Responsible Charge: _____ Phone: _____

PROJECT DESCRIPTION

Project Type (Circle/boldface/underline all that apply):
ROADWAY TRANSPORTATION ALTERNATIVE BRIDGE SAFETY
OTHER

Route Number and/or Street Name: _____

Project Termini: _____ Beginning Mile point ____ Ending Mile point ____

Total length of proposed project: _____

Project Phases to be included in request (Circle/boldface/underline all that apply):
PRELIMINARY ENGINEERING CONSTRUCTION CONSTRUCTION MANAGEMENT & TESTING

NATIONAL PERFORMANCE GOALS

Goals to be addressed (circle/boldface/underline all that apply):
System Reliability | Freight Movement & Economic Vitality | System Connectivity | Infrastructure Condition Safety | Congestion Reduction | Environmental Sustainability | Reduced Project Delivery Delays

Justification of how this project meets or addresses the goals circled above (use additional pages if necessary):

Begin typing here. Box will expand as needed.

PROJECT COSTS:

Column A			Column B		
If project is <u>not</u> phased, complete column A only.			Total Phases No. (1, 2, 3, I, II, III, etc.):		
If project is phased, list the amount of funding being currently requested in Column A and complete Column B.			The amount below represents the cost of the entire project and will be greater than Column A.		
Project Cost: \$			Total Project Cost: \$		
Percentage Estimates:			Phased projects are usually large and divided into parts or phases. If you wish to supply any additional information, list comments here:		
Total Local Match	%	\$			
Total Federal Share	%	\$			
	100%				

DISTRICT REVIEW:				
By:	Date:	Recommended:	Yes	No
T/LPA REVIEW:				
By:	Date:	Recommended:	Yes	No

Type district comments here. Box will expand as needed.

NORTHWEST NEW MEXICO RTPO

Recommends that:

- All Project Feasibility Forms for Northwest New Mexico are discussed with, filled out with, and provided through the appropriate RTPO Member, to find out who your RTPO member is, go to our webpage at <http://www.nwnmcog.com/rtpo.html> or contact us at (505) 722-4327.
- Each entity that submits a Project Feasibility Form should plan on bringing a local/tribal elected official to the joint consultation with the RTPO and DOT staff. It will help them understand the process.

Topics to discuss during PFF meetings:

- Is the Tribal/Local Public Agency (T/LPA) familiar with the NMDOT T/LPA Handbook? Has the person in responsible charge attended one of the T/LPA Handbook trainings?
- The Americans with Disabilities Act of 1990 requires public agencies with more than 50 employees to create a transition plan to achieve program accessibility requirements.

- Does the T/LPA have an approved plan on file with the NMDOT?
- If the T/LPA has fewer than 50 employees, has NMDOT received an official letter listing employee names and positions (to include part time employees but not elected officials)?
- T/LPAs with fewer than 50 employees still need an ADA policy. Does the T/LPA have an ADA policy?
- Does the T/LPA have an approved Title VI plan on file with the NMDOT? (Tribal entities are not required to have a Title VI plan).
- Is this project included in any other planning documents? (Comprehensive Plan, ICIP, etc.)
- Is the project within NMDOT ROW? If so, does the district support the project?
 - Are agreements necessary for maintenance and operations? (Lighting agreements, landscaping, etc.)
- Is there a need for proprietary items or brands specific items on this project? If so, PIF/certification is required.
- Does the T/LPA have the minimum match required for the project? Is the T/LPA using in kind/soft match: entity furnished items/labor/materials/equipment? This needs to be approved up front and written into the agreement.
- The T/LPA needs to understand the reimbursement process and be prepared to pay all costs up front. The T/LPA must follow district instructions for submitting invoices for reimbursement.
 - Does the T/LPA have the capability to pay all costs up front?
 - Does the T/LPA have the capability to adhere to 90 day project closeout process?
- Certified testing is required during construction and is eligible for reimbursement.
 - Has the T/LPA included funding for testing in the consultant management estimate above or does the T/LPA have certified employees that can provide materials testing?
- Does the T/LPA know the Buy America requirements for steel and iron?
 - **NOT the same as Buy American, this is not reimbursable or allowed on federal projects**

- The T/LPA must follow the NMDOT specs unless the appropriate NMDOT Design Center grants permission prior to design for the T/LPA to use other specs.
- Does the T/LPA have maintenance and operations costs accounted for?
- Does the T/LPA have a good track record for responsible use/tracking of federal funds? Have they met closeout deadlines? Have they successfully completed other federally funded projects in a timely manner?
- Has the T/LPA had any issues with design/construction in the past?
- Does the T/LPA have major audit findings that would prevent them from being a responsible fiscal agent?



PROJECT PROSPECTUS FORM (PPF)

**INSTRUCTIONS: Please complete all sections thoroughly.
See the end of this document for required distribution.**

1. **Date of Submittal:** [Click here to type date](#)
 2. **Is this project phased?** [Yes / No](#) **If phased:** [Enter phase number and total # of phases](#)
 3. **T/LPA Responsible Charge:** [Enter entity name](#)
 4. **Project Name:** [Enter project name](#)
 5. **Is the project on the ICIP?** [Yes / No](#) **If yes, year and priority #:** [Year, priority # \(if available\)](#)
 6. **Is the project in or consistent with any T/LPA planning documents?** [Yes / No](#)
If yes, which documents (ICIP/Community/Bike/Ped Plan/etc.): [Enter document name and year](#)
 7. **Is a related project in the STIP?** [Yes / No](#) **If yes, year(s):** [Enter year\(s\)](#) **Control #:** [Enter CN](#)
 8. **Is a related project on the MPO TIP/RTPO RTIPR?** [Yes / No](#) **If yes, which year(s):** [Enter year\(s\)](#)
Notes: Please contact your MPO/RTPO planner if this project is not in any local planning documents; if it is, please include the first page and the page on which the project is listed for any relevant documents.

 9. **T/LPA Person in Responsible Charge:** [Click here to enter](#)
 10. **Address:** [Enter street address, city, state, and zip code](#) 11. **County:** [Select a county](#)
 12. **Phone:** [Enter phone #](#) 13. **E-mail:** [Enter email address](#)
 14. **MPO or RTPO:** [Select a MPO/RTPO](#) 15. **NMDOT District #:** [Select a district](#)
-

Project Description

16. In the space below, please provide a narrative describing the Project, its Purpose and Need: i.e., the rationale behind the project. *If this project has or will go through the NEPA process, the description below should match the NEPA description as closely as possible.*

[Enter a project description – this field will expand as needed, but please limit text to 200 words.](#)

17. Select the main project type: [Select the main project type.](#)

List additional project types here: [enter additional project types here.](#)

Project Details (fill out where applicable)

18. **Project Scope** This will be entered into the STIP and used for agreements, please be specific
19. **Route # (or Street) Name:** Enter route number or name 20. **Length (mi.):** Enter length in miles
21. **Begin mile post/intersection:** Enter begin point 22. **End mile post/intersect.:** Enter end point
23. **Google Maps link (see tutorial), or attach a map:** Enter shortened URL [goo.gl/maps/xxxx].
24. **Roadway FHWA Functional Classification(s):** Select a road type, or enter road types.
-

Funding Information

25. **Has a related project received Federal funding previously?** Yes / No If yes, which years? Enter year(s) Which funding program(s)? Enter program(s)

In the table below, please itemize the total project cost by type and funding source. (This information will be entered into the STIP and used for agreements, please be specific)

Activity	Federal	Local***	Tribal	Other	
26. Preliminary Engineering*					
27. Utilities					
28. Right-of-Way					
29. Construction Management**					
30. Construction					Project Total
Totals					

* 26. Preliminary Engineering total includes planning, environmental, and design.

** 29. Construction management total includes observation and material testing.

*** Local funds can be used for match and to increase project total.

Match ratios for all project types: 85.44% Federal, 14.56% Local/State/Tribal.

Note: for RTP projects, the total of all Federal funds may not exceed 95% of the total project cost; this includes any federal funds used by federal agencies as a local match (enter in "Other" column).

Project Readiness

List any certifications, clearances and other processes that have been obtained for this project. Required certifications for federally-funded and state-funded projects include: Right of Way, Environmental*, Utilities, Intelligent Transportation Systems (ITS) and Railroad. Please **include the date** that the certification or clearance was received **OR** if a certification/clearance is underway. **In most cases, a project will not have these certs or clearances yet.**

31. **Clearances and/or Certifications:** List any/all, including the date completed, or when they were started

* NEPA assessment may evaluate: Threatened & Endangered Species, Surface Water Quality (Clean Water Act), Ground Water Quality, Wetlands, NPDES Permit, Noxious weeds, Air Quality Analysis, Noise Analysis, Hazardous Materials Analysis, and other areas; 4-F properties. NHPA Section 106 Cultural Resources Investigation may include: coordination with land management agencies and State Historic Preservation Officer, Cultural Properties Inventory (buildings recorded), Traditional Cultural Property Inventory (consult with appropriate Native American tribes), Tribal Historic Preservation Officer and State Historic Preservation Officer. **For a full list of environmental and cultural areas that may be evaluated, see the Tribal/Local Public Agency Handbook.** This also includes public outreach.

Performance Measures

Performance Measures have been adopted by NMDOT and targets have been set for: number of fatalities, number of serious injuries, rate of fatalities, rate of serious injuries, and number of non-motorized fatalities and serious injuries. For assistance please contact your MPO/RTPO or NMDOT Planning Liaison.

32. **In the space below, please provide a narrative describing how the project meets NMDOT Safety Targets**, i.e., how will this project reduce fatalities/ serious injuries, fatality/serious injury rates, or number of non-motorized fatality/serious injuries?

Enter a project description – this field will expand as needed, but please limit text to 200 words.

Project Planning Factors

Below are the federally mandated planning factors for all transportation projects. Please check all that apply and provide a brief explanation of how the project addresses the factor. Comment area will expand as needed.

NOTE: if you are applying for TAP, RTP, or CMAQ funds, leave this section blank and complete the supplemental application (contact MPO/RTPO with questions).

- 33. **Economic Vitality:** Type explanation.
 - 34. **Safety for Motorized and Non-motorized Users:** Type explanation.
 - 35. **Security for Motorized and Non-motorized Users:** Type explanation.
 - 36. **Accessibility and Mobility of People and Freight:** Type explanation.
 - 37. **Environment, Energy Conservation, Quality of Life:** Type explanation.
 - 38. **Integration and Connectivity:** Type explanation.
 - 39. **System Management and Operation:** Type explanation.
 - 40. **System Preservation:** Type explanation.
-

REQUIRED DISTRIBUTION

The Applicant shall send a completed electronic version to the **MPO/RTPO, District Staff** and **NMDOT Planning Liaison**. If the applicant is applying for TAP, RTP or CMAQ, this form should be submitted with the other application materials to your MPO/RTPO Planner only.

GLOSSARY

FAST Act: *Fixing America's Surface Transportation Act*, the current funding and authorization bill to govern United States federal surface transportation spending.

NMDOT Planning Liaison: NMDOT Planning Liaison, a NMDOT employee assigned to provide planning technical assistance to a MPO/RTPO or T/LPA. See NMDOT website for a list of Liaisons and contact information.

ICIP: *Infrastructure capital improvement plan*, a plan that establishes planning priorities for anticipated capital projects.

MPO: *Metropolitan Planning Organizations* conduct comprehensive transportation planning for metropolitan areas with populations of 50,000 or more. The MPOs in New Mexico are Farmington, Santa Fe, Mid Region (Albuquerque Area), Mesilla Valley (Las Cruces area), and a portion of El Paso (Sunland Park, and Anthony area).

MTP: *Metropolitan Transportation Plan*, the long range, comprehensive, multimodal document that guides each MPO for the next 25 years, which is updated every 4-5 years.

NEPA: *National Environmental Policy Act*, enacted on January 1, 1970, requires federal agencies to assess the environmental effects of their proposed actions prior to making decisions on a range of items, including project construction.

RESPONSIBLE CHARGE: A full-time, public employee qualified to ensure that the work delivered is complete, accurate, and consistent with the terms, conditions, and specifications of the cooperative agreement. This person should be able to answer all questions about the project and oversee all aspects from planning through construction.

RTIPR: *Regional Transportation Improvement Program Recommendations*, the list of programs promoted by local agencies outside of MPO areas. These lists may inform NMDOT Districts when they program funds in their regions.

RTP: *Recreational Trails Program*, which provides funds to the States to develop and maintain recreational trails and trail-related facilities for both non-motorized and motorized recreational trail uses. - **OR** -

RTP: *Regional Transportation Plan*, similar to MTPs for the RTPO regions.

RTPO: *Regional Transportation Planning Organizations*, state-designated entities that orchestrate rural transportation planning. The RTPOs in New Mexico are Northwest, Northern Pueblos, Northeast, Southeast, South Central, Southwest and Mid Region RTPOs.

STIP: *State Transportation Improvement Program*, the fiscally constrained list of projects, programmed for four years (plus two more years for planning).

TIP: *Transportation Improvement Program*, the federally required, fiscally constrained program that includes transportation projects proposed for funding within an MPO's boundaries in the next four years, which is developed by the MPOs every two years. Project information is entered into the STIP.

TLPA: *Tribal/Local Public Agency*, the umbrella term for tribal entities, communities, and counties.

Resolution No. [Resolution Number]

A resolution declaring the eligibility and intent of the [Sponsoring Agency] to submit an application to the New Mexico Department of Transportation (NMDOT) for Fiscal Years 2020/2021+ [Name of Funding Program] .

Whereas, the [Sponsoring Agency], New Mexico, has the legal authority to apply for, receive, and administer state funds; and,

Whereas, the [Sponsoring Agency] is submitting an application for the Fiscal Years 2020/2021+ (FY 20/21+) New Mexico funds in the amount of [Project Amount] as set forth by State legislation; and,

Whereas, the (Title of Project) project named in the [Name of Funding Program] application is an eligible project under New Mexico [Name of Funding Program] requirements; and,

Whereas, the [Sponsoring Agency] acknowledges availability of the required local match of 5% for the State of New Mexico; and,

Whereas; the [Sponsoring Agency] agrees to pay any costs that exceed the project amount if the application is selected for funding; and,

Whereas, the [Sponsoring Agency] agrees to maintain the project constructed with [Name of Funding Program] for the usable life of the project;

Now, therefore be it resolved by the governing body of the [Sponsoring Agency], that:

1. The [Sponsoring Agency] authorizes [Agency Representative] to submit an application for FY 20/21+ New Mexico [Name of Funding Program] funds in the amount of [Project Amount] from the New Mexico Department of Transportation (NMDOT) on behalf of [Sponsoring Agency].
2. That the [Sponsoring Agency] assures the NMDOT that if [Name of Funding Program] is rewarded, sufficient funding for the local match are available, and that any costs exceeding the award amount will be paid for by the [Sponsoring Agency].
3. That the [Sponsoring Agency] assures the NMDOT that if awarded [Name of Funding Program] , sufficient funding for the operation and maintenance of the [Name of Funding Program] project will be available for the life of the project.
4. That [Agency Representative] of the [Sponsoring Agency] is authorized to enter into a Cooperative Project Agreement with the NMDOT for the [Name of Funding Program] project using these funds as set forth by state legislation on behalf of the citizens of the [Sponsoring Agency]. [Agency Representative] is also authorized to submit additional information as may be required and act as the official representative of the [Sponsoring Agency] in this and subsequent related activities.

5. That the [Sponsoring Agency] assures that the [Sponsoring Agency] is willing and able to administer all activities associated with the proposed project.

PASSED, ADOPTED, AND APPROVED this _____ day of _____, 20____.

[Sponsoring Agency]

(Name of Official), (Official Title)

ATTEST:
(Seal)

(Name), (Clerk or other Appropriate Entity Staff)