



T/LPA 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, list 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 plan's cover page and the page on which the project is listed for any relevant documents.

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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](#)
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PROJECT DESCRIPTION

16. **In the space below, please provide a narrative describing the Project 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** (not the same as Purpose and Need): **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. **Attach a map of project area:** **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 bidding, observation and material testing.

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

See Program specific guidance on match ratios. Generally, match ratios for projects are 85.44% Federal, 14.56% Local/State/Tribal.

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.

Planning Factors

National 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. Support Economic Vitality: Type explanation.
 - 34. Increase Safety for Motorized and Non-motorized Users: Type explanation.
 - 35. Increase Security for Motorized and Non-motorized Users: Type explanation.
 - 36. Increase Accessibility and Mobility of People and Freight: Type explanation.
 - 37. Protect and Enhance Environment, Energy Conservation, Quality of Life: Type explanation.
 - 38. Enhance Integration and Connectivity: Type explanation.
 - 39. Promote System Management and Operation: Type explanation.
 - 40. Emphasize System Preservation: Type explanation.
 - 41. Improve System Resiliency and Reliability and Reduce or Mitigate Stormwater Impacts : Type explanation.
 - 42. Enhance Travel and Tourism: Type explanation.
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New Mexico Climate Change Goals

Below are the state of New Mexico's climate change goals for transportation projects. Please check all that apply and provide a brief explanation of how the project addresses the goal. Comment area will expand as needed.

NOTE: this section is required for all applications.

- 43. Reduction in Greenhouse Gas (GHG) emissions: Type explanation.
- 44. Reduction in Vehicle Miles Traveled (VMT): Type explanation.

45. Increase Adoption of Cleaner Vehicles: 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.