



# ACTIVE TRANSPORTATION AND RECREATIONAL PROGRAMS APPLICATION

**INSTRUCTIONS: Applicants are required to read through the New Mexico Active Transportation and Recreational Programs Guide (the Guide) prior to completing this application. Please complete the Project Prospectus Form (PPF) first, and then complete this application form.**

## Introduction

As outlined in the guide, this application will be completed by entities applying for either Transportation Alternatives Program (TAP) or Recreational Trails Program (RTP) funds, and used by the statewide selection committees to score and rank projects submitted for TAP/RTP funding. The process is competitive and the highest scoring projects will be the first priority for funding. This application may also be used by MRMPO and EPMPO in their TAP application processes.

Please refer to the Guide when filling out this application. It provides information on the application questions, the overall TAP/RTP processes, eligible entities, and eligible projects. *Before submitting an application, if in an RTPO, applicants are required to complete the Project Feasibility Form (PFF) process and must have District recommendation. If within an MPO, please first consult with your MPO planner to ensure project feasibility and eligibility.*

## Basic Project Information

A. Select which funding source applying for:

*If applying for RTP funding, select the project category from Appendix IV of the guide:*

B. Date of submittal:

C. Responsible Charge (Non-profits must partner with a governmental entity):

D. Project name:

E. If located within an RTPO, was the project recommended by the District Representative via the PFF process?

F. Total amount of TAP/RTP funding requested. *Please separately indicate amounts for each year of the proposed project.*

	TAP/RTP Funds	Matching Funds	Other Funds	Total
<b>Project Year 1</b>				
<b>Project Year 2</b>				
<b>Project Year 3</b>				
<b>Project Year 4</b>				

Please explain project phasing as necessary:

*G. Provide a one to three sentence description of the project scope, including major components, any project deliverables, and pertinent project details.*

### **Scoring Factors**

Applications will be rated and ranked according to the following factors. *See section 5D of the Guide for detailed explanations of each scoring factor.*

#### **1. Planning**

Applications are awarded two (2) points for each plan in which the project is listed or with which it is consistent, up to a maximum of six (6) points for this scoring factor. Please include the cover sheet and the page(s) where the project is referenced. Do not send entire plans. For a list of eligible planning documents, refer to section 5D of the Guide.

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

- 3 points: The application demonstrates a thorough understanding of how this 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 this factor, and provides minimal documentation on how the project meets the factor.
- 1 point: The application demonstrates very little understanding of this factor, and does not provide any documentation on how the project meets the factor.
- 0 points: Does not meet factor.

*In your application packet, provide any supporting documentation that is referenced in your responses to 1-6 below.*

*Your responses are **limited to 1,000 characters** for each question below.*

#### **2. Economic Vitality**

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

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

*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 safe for them to walk, bicycle, access public transit in their community or access recreational trails. Please cite and provide any supporting documents or studies.*

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

*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**

*A. Please provide information as to how your eligible project will promote environmental conservation. Please cite and provide any supporting documents or studies.*

*B. Please describe how your eligible project will improve the quality of life for community residents. Please cite and provide any supporting documents or studies.*

- C. *Please explain how your eligible project will help achieve the community's desired land use goals, as described in local planning documents. Please cite and provide any supporting documents or studies.*

**6. Efficient System Management and Operation**

*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 any supporting documents or studies.*

## 7. System Preservation

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

### Application Submission

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

- Project Feasibility Form (PFF) signed by District representative – see Appendix I of the Guide
- Project Prospectus Form (PPF) – see Appendix I of the Guide
- TAP/RTP Application Form
- Resolution of Sponsorship indicating proof of match, budget to pay all project costs up front (funding is by reimbursement), and maintenance – see Appendix XI; 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 entirely located within the jurisdiction of the sponsoring agency.
- Basic map of project location

Any additional documentation in support of scoring factors, per the TAP/RTP per section 5D of the Guide.