

New Mexico Transportation Alternatives Program Guide FFY 2014 and FFY 2015

Transportation Alternatives Program projects are Federally-funded community-based projects that expand travel choices and improve the transportation experience for all users by integrating modes and improving the cultural, historic and environmental aspects of our transportation infrastructure.

-New Mexico Transportation Alternatives Program
Mission Statement

NM Transportation Alternatives Program Guide

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NM Transportation Alternatives Program Guide

This document is intended as a guide for potential Transportation Alternatives Program (TAP) applicants, Metropolitan Planning Organizations (MPOs), Regional Planning Organizations (RPOs) and other transportation planning partners. It includes information on New Mexico's TAP structure, selection criteria, eligibility requirements, application process and funding distribution formula. Please direct any requests for additional information to:

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I. Program Background

A. LEGISLATIVE HISTORY

The Transportation Alternatives Program (TAP) is a new Federal program authorized under Section 1122 of the most recent Federal transportation funding act, Moving Ahead for Progress in the 21st Century (MAP-21). Funding for TAP is derived from several programs and encompasses most of the activities previously funded under the Transportation Enhancements (TE), Recreational Trails Program (RTP), and Safe Routes to School (SRTS) programs of the previous Federal transportation bill, SAFETEA-LU.

TAP provides funding for: programs and projects for pedestrian and bicycle facilities, safe routes to school projects, historic preservation, environmental mitigation, recreational trails projects, and other infrastructure improvements to the transportation system.

TAP continues to build upon the legacy of the TE and SRTS programs by supporting community-based projects that expand travel choices, strengthen local economies, improve quality of life, protect the natural environment, and enhance transportation infrastructure. Projects may include the creation of bicycle or pedestrian facilities, streetscape improvements, stormwater management systems, or safe routes for non-drivers.

B. PERFORMANCE MANAGEMENT

The cornerstone of MAP-21's highway program is the transition to a performance and outcome based transportation program. Utilizing performance management processes, New Mexico will invest resources in projects to achieve individual targets that collectively will make progress toward national goals. MAP-21 established national performance goals (see box) that set the framework for how State DOTs will invest scarce transportation resources.

By Spring of 2014, or so, the Federal Transportation Secretary, in consultation with states, MPOs and other stakeholders, will have established national performance measures and will work with New Mexico to set performance targets in support of those measures. MAP-21 goes further to require that all states develop a competitive process specifi-

National Performance Goals

- Safety
- Infrastructure Condition
- Congestion Reduction
- System Reliability
- Freight Movement and Economic Vitality
- Environmental Sustainability
- Reduced Project Delays

cally for TAP project selection. The Federal Highway Administration (FHWA) encourages State Departments of Transportation to develop creative approaches to program structure and project implementation procedures.

The New Mexico Department of Transportation (NMDOT) views the development of a competitive process for TAP funds as an opportunity to develop transparent project solicitation, prioritization and selection processes. The result will be greater project quality, and infrastructure improvements that are supported by local, regional and State transportation planning efforts.

NM TAP Program Goals

1. The program's vision, goals, solicitation and selection processes are clear, understandable, reliable, and documented.
2. The program's vision, goals, solicitation, evaluation and selection processes are easily accessible by the public and supported by strong education and outreach efforts.
3. The operation of the program and the decision-making process are transparent and reliable.

2. Program Structure

Included in the following information is a summary of FHWA TAP Interim Guidance. More information is available at www.fhwa.dot.gov/map21/guidance/guidetap.cfm.

A. FUNDING /

MAP-21 provides for the reservation of funds apportioned to a state under Section 104(b) of Title 23. The national total reserved for TAP each Federal Fiscal Year (the Federal Fiscal Year, or FFY, runs October 1 of a year through September 30 of the following year) is equal to 2% of the total amount authorized from the Highway Account of the Highway Trust Fund. Since MAP-21 is a two-year bill, the nationwide TAP amounts for FFY13 are known, but the FFY14 and FFY15 amounts are estimated, as follows:

FFY 2013 = \$808,760,000
FFY 2014 = \$819,900,000 (estimated)
FFY 2015 = \$819,900,000 (estimated)

Each state's TAP funding is determined by dividing the national total among the states based on each state's proportionate share of FY 2009 TE funding. In addition, New Mexico elected to continue the RTP, administered by the New Mexico Energy, Minerals and Natural Resources Department, thus it is required to set aside a portion of TAP funds for this program. The FFY13 TAP funds have been programmed by NMDOT. The **estimated** breakdown of FFY14 and FFY15 TAP funds is as follows for each year (*the amounts do not include the State's obligation limitation, which is currently 94.6%*):

Total Reserved for NM TAP	\$7,281,999
NM Recreational Trails Set Aside	(\$1,429,831)
Balance Available for TAP	\$5,852,168

B. SUBALLOCATION /

Per MAP-21, 50% of NM's TAP apportionment (estimated at \$2,926,084 in FFY14) is suballocated to areas based on their relative share of the total State population with the remaining 50% (estimated at \$2,926,084 in FFY14) available for use in any area of the State.

The suballocation of TAP funds is made in the same manner as for Surface Transportation Program funds. Suballocated funds are divided into three categories:

- A. Urbanized Areas with population 200,000+
- B. Urban areas with population 5,001 to 200,000
- C. Areas with population 5,000 or less

The resulting distribution estimates for FFY14 and FFY15 TAP funds by population is as follows for each year (*these amounts do not include the State's obligation limitation*):

Total TAP Funds	\$5,852,168
A. Areas over 200K	\$1,097,051
B. 5K < Areas ≤ 200K	\$1,117,610
C. Areas ≤ 5K	\$711,423
D. Available for any Area	\$2,926,084

C. MATCH /

TAP requires a local or state match of 14.56% of the total project cost.

D. COST REIMBURSEMENT / SPONSORING AGENCY / TAP is a cost-reimbursement program. If your agency's application is selected for funding, the agency will enter into a Cooperative Agreement with NMDOT and serve as the sponsoring agency. As the sponsoring agency, your agency will be responsible for paying all costs up front and requesting reimbursement from the NMDOT by submitting an invoice and proof of payment. All costs submitted for reimbursement are subject to eligibility requirements.

Please note that any work completed before execution of the Cooperative Project Agreement is not eligible for reimbursement. For example, you cannot be reimbursed for costs associated with completing an application or for engineering/design work completed before the Cooperative Project Agreement is executed.

Sponsoring agencies are responsible for any costs that exceed the award amount.

E. AVAILABILITY /

TAP funds are available for the year authorized plus three Federal fiscal years, for a total of four years. Thus agencies that are awarded funds will have four years to spend the funds, unless the NMDOT determines otherwise.

F. PROJECT SELECTION / The NMDOT is responsible for administering TAP in New Mexico and developing a competitive and transparent application process. The FFY13 TAP funds have been programmed by NMDOT.

For urbanized areas with populations over 200,000 (Albuquerque and El Paso), the MPO selects the TAP projects through a competitive process in consultation with the NMDOT.

The NMDOT elected to distribute the FFY14 and FFY15 small urban and rural area TAP funds to the seven RPOs and five MPOs for programming, using the competitive process outlined in this document. The NMDOT developed this process in cooperation with the RPOs and MPOs, as well as with input from the New Mexico Division of FHWA. In addition to the process outlined, the MPOs will utilize the existing Transportation Improvement Program (TIP) process. RPOs will submit their projects directly for inclusion in the State Transportation Improvement Program (STIP). The MPOs and RPOs are re-

sponsible for programming FFY14 and FFY15 TAP funds by October 15, 2013. The NMDOT may, at its discretion, reallocate funding from MPOs or RPOs unable to program TAP funds by this date.

Sponsoring agencies are allowed to submit phased applications. For example, they may request FFY14 funds for design/engineering and FFY15 funds for construction, or they may phase construction over two years.

Prior to inclusion in the TIP or STIP, MPOs and RPOs must submit a list of prioritized projects to the NMDOT TAP Coordinator for review to ensure compliance with Federal and State laws and regulations. This list of projects and applications must be submitted to the Coordinator by October 1, 2013.

The New Mexico Energy, Minerals and Natural Resources Department is responsible for administering the New Mexico Recreational Trails Program: <http://www.emnrd.state.nm.us/SPD/Rectrails.html>.

G. ELIGIBLE ENTITIES / The following entities are considered eligible project sponsors under TAP funding:

- local governments;
- regional transportation authorities;
- transit agencies;
- state and federal natural resource or public land agencies;
- school districts, local education agencies, or schools;
- tribal governments;
- Non-profits, NMDOT, MPOs and RPOs **only** if partnered with an eligible entity project sponsor; and
- any other local or regional governmental entity with responsibility for oversight of transportation or recreational trails (other than an MPO or a State agency) that the State determines to be eligible, consistent with the goals of Subsection (c) of Section 213 of Title 23.

H. INELIGIBLE ENTITIES / The following entities are not considered eligible project sponsors under TAP:

- Nonprofits as direct grant recipients of the funds. Nonprofits are eligible to partner with any eligible entity on an eligible TAP project, if State or local requirements permit.
- State DOTs, MPOs and RPOs. State DOTs, MPOs or RPOs may partner with an eligible entity project sponsor to carry out a project.

I. ELIGIBLE PROJECTS / ACTIVITIES / Eligible projects and activities under the TAP program 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 Americans with Disabilities Act (ADA) of 1990.
- Reconstruction and rehabilitation activities that are not considered routine maintenance (see Ineligible Projects on page 10) and either increase capacity of an existing facility and/or improve the functional condition of a system. Examples include resurfacing and widening an existing trail or reconstructing sidewalks to meet ADA 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.
- 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.
- 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, 1.) 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, 2.) 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 SRTS program requirements of Section 1404 of the SAFETEA-LU (<http://safety.fhwa.dot.gov/saferoutes/guidance/>) are considered eligible for TAP funding:

- 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 sub-

stantially 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 coordinator.

J. PROJECT LOCATION / TAP projects are not required to be located along a Federal-aid highway. SRTS projects must be located within approximately two miles of a K-8th grade school.

K. INELIGIBLE PROJECTS / Section 1103 of MAP-21 eliminated certain activities which were previously eligible under the Transportation Enhancement, and Scenic Byway programs:

- 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 undertaken for proactive planning.
- 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 Federal-aid highway project under 23 U.S.C. 319, including TAP-funded projects.
- Routine maintenance is not eligible as a TAP activity except under the RTP. 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 include repainting markings, filling potholes and filling cracks.

3. Program Requirements

The goal of the NM TAP Project Selection Process is to encourage and reward efforts that go above and beyond the minimum program requirements. The following is a list of the basic eligibility requirements that all NM TAP projects must meet.

A. COMPLIANCE WITH FEDERAL AND STATE REQUIREMENTS /

TAP funds are Federal-aid 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 time and resource commitment on the part of the applicant/sponsoring agency.

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

- Does the agency have the necessary staff to administer the funding?
- Does the agency have the funding to pay the costs until reimbursed?
- Does the agency have the funding to support costs that cannot be reimbursed?

Projects must comply with all applicable Federal and State requirements from project design through implementation/construction, administration and close-out. See Appendix V for an introduction and link to the Federal Highway Administration's Construction Program Guide, as well as NMDOT's Tribal/Local Government Agency Handbook.

B. MINIMUM PROJECT REQUIREMENTS /

In addition to the above, applicants for TAP funds are required to meet the following minimum requirements:

- Sponsoring agency and proposed activity/project must meet eligibility requirements (see pages 8-10).
- Sponsoring agency must provide a Resolution of Sponsorship indicating proof of local match (currently 14.56%), commitment to operating and maintaining the project for the useful life of the project, and availability of funds in agency budget to pay all project/program costs up front. See Appendix IV for sample resolution.
- Sponsoring agency must submit letter(s) of support from the jurisdiction(s) that has ownership over the affected right(s)-of-way. This requirement only applies when a project is not entirely located within the jurisdiction of the sponsoring entity.
- Sponsoring agency understands and agrees that there can be no change in the usage of any right-of-way or land ownership acquired, without prior approval from the NMDOT and FHWA.
- All certifications (environmental, right of way, ITS, utility and rail-

road) are required prior to obligation of funds.

- All TAP projects must be included in or consistent with the local Infrastructure Capital Improvement Plan (ICIP) and/or other eligible planning documents. See page 14 for a list of potential documents.
- For MPOs, TAP projects must be consistent with their Metropolitan Transportation Plan (MTP).
- All TAP projects must be included in the STIP, and if they take place in metropolitan areas, they must be in local TIPs.

4. TAP Application & Selection Process Overview

A. APPLICATION PROCESS

MPOs and RPOs are responsible for requesting, reviewing and ranking TAP projects in their respective areas. MPOs and RPOs must submit selected FFY14 and FFY15 TAP projects to the NMDOT TAP Coordinator by October 1, 2013.

Sponsoring agencies are allowed to submit phased applications, for example, requesting FFY14 funds for design/engineering and FFY15 funds for construction, or phasing construction over two years.

Prior to submitting an application for TAP funds, all potential applicants are required to consult with their MPO or RPO to ensure project eligibility. The respective MPO/RPO will work with the NMDOT TAP Coordinator to determine if the proposed project(s) and sponsoring agency are eligible to submit an application.

FFY14 and FFY15 Funding Cycle/Deadlines

The application process and funding cycle for programming FFY14 and FFY15 funds is as follows:

May 2013	MPOs/RPOs issue call for applications.
October 1, 2013	List of selected projects submitted to TAP Coordinator for final review.
October 15, 2013	MPOs/RPOs submit FFY14 and FFY15 TAP projects for STIP preview; NMDOT Local Government Agreement Unit (LGAU) starts Cooperative Project Agreement process.
November 30, 2013	MPO board approval of TIP Amendments due to NMDOT.
December 2013	Transportation Commission STIP meeting.
July 15, 2014	Certifications and final designs for FFY14 projects due to NMDOT.
September 30, 2014	NMDOT obligates FFY14 TAP project funds by this date and issues notice to proceed to sponsoring agency.
July 15, 2015	Certifications and final designs for FFY15 projects due to NMDOT.
September 30, 2015	NMDOT obligates FFY15 TAP project funds by this date and issues notice to proceed to sponsoring agency.

B. REQUIRED DOCUMENTS

Applicants must submit the following documents as part of the TAP application process:

- Project Identification Form (PIF) – see Appendix I
- TAP Application (see Appendix I) - submitted with PIF
- Resolution of Sponsorship (indicating proof of match, maintenance and budget from sponsoring entity) - see Appendix IV
- Letter(s) of support regarding right(s)-of-way (see page 11)

C. PROJECT SELECTION PROCESS

New Mexico’s TAP project selection process is administered by MPOs and RPOs in collaboration with NMDOT. MPOs and RPOs shall work cooperatively with the NMDOT TAP Coordinator and District Offices to assist eligible applicants with the project development and application process. MPOs and RPOs will review and rank all eligible projects using the scoring factors outlined in the following section. The NMDOT TAP Coordinator will review the list of selected projects to ensure compliance with all applicable State/Federal requirements before projects are included in the STIP.

5. New Mexico TAP Project Selection Process

A. INTRODUCTION AND METHODOLOGY

The NMDOT developed the following TAP project selection criteria in consultation with the NM MPOs and RPOs. The criteria will be used by all of the New Mexico RPOs and MPOs to review and rank applications submitted for TAP funding.

Scoring Factors:

The two most critical factors are Project Readiness and Planning. These factors are included on the Project Identification Form (PIF) and will be scored as follows:

Project Readiness

Projects that are “shovel-ready” will score the highest in this section. This section considers: Right-of-Way, Design, Environmental, Utility, Intelligent Transportation Systems (ITS), and Railroad clearances. Documentation of certifications, clearances or proofs of exemption must be provided with the application. Projects receive 5 points for each certification, clearance or proof of exemption received, if documentation is submitted with application.

Planning

The Planning factor is intended to ensure that TAP projects are consistent with adopted plans and policies. If the TAP project is identified in a local, regional or state plan, study or other document (e.g. ICIP), this indicates a level of public involvement and support for the project. In addition to completing this section of the PIF, applicants must submit the documentation with the application. Rather than attaching the entire plan or document, please provide a copy of the title page and page(s) identifying the proposed TAP project(s). All TAP projects must be included in or consistent with the local ICIP **and/**

or other eligible planning documents. See the box below for a list of potential documents. If the proposed TAP project is included in the ICIP, the project is awarded 5 points. Proposed TAP projects identified in other plans receive 2 points per plan, with a maximum of 10 points available (meaning the project is listed in 5 documents). Documentation is required, as outlined above.

In addition to the Project Readiness and Planning considerations, eligible TAP projects are evaluated using the six factors described below, derived from the transportation planning factors outlined in Chapter 53 of Title 49, United States Code, as amended by MAP-21 (§ 5304).

1. Support **economic vitality** by enabling competitiveness, productivity and efficiency.
2. Increase the **safety and security** of the transportation system.
3. Increase the **accessibility and mobility of people by enhancing the integration and connectivity** of the transportation system.
4. **Protect and enhance the environment** by promoting energy or water conservation, improving quality of life, and promoting consistency between transportation improvements and locally planned land use goals.
5. Promote **efficient system management and operation**.
6. Emphasize the **preservation** of the existing transportation system.

Rather than merely a means of scoring projects against each other, the intent of the Project Selection Process is to serve as a guide for local entities developing TAP projects. The scoring factors are signals and targets for entities to identify in the project development process. All of the scoring factors will not apply to all projects. The factors are diverse and meant to pertain to many different types of projects, all working toward the broad transportation goals of MAP-21.

ELIGIBLE PLANNING DOCUMENTS

- State Long Range Plan
- Metropolitan Transportation Plan (MTP)
- 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 Audits
- Regional Transportation Plans
- Infrastructure and Capital Improvements Plan (ICIP)
- Safety Plan
- And other documents deemed eligible by the reviewing MPO/RPO

B. SCORING MATRIX AND APPLICATION QUESTIONS

Scoring Factors	Possible Points
Project Readiness (up to 5 points for each certification/clearance/proof of exemption completed AND documentation is submitted with application). Refer to Project Readiness section of PIF.	
a. Right-of-Way	5
b. Design	5
c. Environmental Certification	5
d. Utility Clearances	5
e. Intelligent Transportation Systems (ITS)	5
f. Railroad	5
Planning (must provide documentation, such as cover of plan and page(s) on which project is identified). Refer to page 1 of PIF.	
a. Infrastructure and Capital Improvements Plan	5
b. Other eligible plans (2 points each, max of 10)	10
Factor 1: Economic Vitality	5
Factor 2: Safety and Security	5
Factor 3: Accessibility and Mobility through Integration and Connectivity	5
Factor 4: Protection and Enhancement of the Environment:	
a. Promote environmental conservation	5
b. Improve quality of life for residents	5
b. Achieve community's land use goals	5
Factor 5: Efficient System Management and Operation	5
Factor 6: System Preservation	5

Total	85
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Responses to application questions are scored according to the following scale:

5 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.

4 points: The application demonstrates a thorough understanding of how this factor applies, and provides some documentation on how the project meets the factor.

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

2 points: The application demonstrates a basic understanding of this factor in general, but does not provide any 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.

Factor 1: Economic Vitality

In addition to achieving transportation goals, TAP projects may provide positive economic impacts to a community. The economic vitality of an eligible TAP 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 TAP project will benefit local, regional and/or state economic development efforts. Please cite and provide supporting documents or studies as necessary.

Factor 2: Safety and Security

The livability of a community is related to safety and security. A community where it is safe to walk, bicycle and use transit will have more people on the streets interacting with neighbors, visiting businesses, walking to school and enjoying local amenities.

For example, installing solar lighting along a sidewalk to a park could increase the safety and security of children walking to the facility.

Note: for projects primarily focused on safety issues, such as high crash rates at an intersection, please consider whether your project would be better suited for the NMDOT Highway Safety Improvement Program (HSIP). For more information on HSIP, contact your MPO or RPO representative.

Application Question:

Please explain the safety issue you are trying to address and provide any available data. Describe how your eligible TAP project will increase the safety and security of different user groups by making it safe for them to walk, bicycle or access public transit in their community. Please cite and provide supporting documents or studies as necessary.

Factor 3: 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. 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. 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 the transit users. In addition, this would address intermodal connectivity.

Note: all Federally-funded transportation projects must meet the minimum standards of the Americans with Disabilities Act (ADA).

Application Question:

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

Linking bicycles and transit together is a win-win proposition.

- USDOT Bicycles + Transit website

Factor 4: Protect and Enhance the Environment

This factor emphasizes how TAP eligible projects can protect and enhance the environment, whether through the promotion of energy or water conservation, quality of life improvements, or the funding of transportation improvements that are consistent with local land use plans.

Projects may promote environmental conservation in diverse ways, from reducing motorized vehicle usage to erosion control vegetation in transportation system rights-of-way.

Projects can also provide a broad array of quality of life improvements, such as access to culturally or historically significant sites or through improved community health due to increased infrastructure 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 projects may help communities achieve desired land use patterns and goals as described in local planning documents.

Examples of such projects could include bicycle lanes and sidewalks that increase multi-modal access to a school, thus reducing motor vehicle congestion, improving air quality and providing opportunities for daily physical activity, which helps improve quality of life and overall community health.

Application Question:

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

- a) promote environmental conservation,*
- 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.

“Livability means being able to take your kids to school, go to work, see a doctor, drop by the grocery or post office, go out to dinner and a movie, and play with your kids at the park—all without having to get in your car.”

-Ray LaHood, U.S. DOT,
Secretary of Transportation
US DOT Livability Webinar.
September 24, 2009

Factor 5: Efficient System Management and Operations

TAP funds are Federal-aid funds. Project sponsors are required by Federal law to maintain projects constructed using Federal-aid funds. The project sponsor must acknowledge in the Resolution of Sponsorship (see page 11 and Appendix IV) both the short-term and long-term maintenance of the TAP project(s). 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 TAP 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 TAP project will promote efficient system management and operation, particularly with regard to the maintenance of the TAP-funded improvement. Please cite and provide supporting documents or studies as necessary.

Factor 6: 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 TAP projects may preserve or enhance existing infrastructure, thus eliminating additional costs to local communities. Potential projects 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 TAP project will enhance, preserve or offer an adaptive reuse of existing infrastructure. Please cite and provide supporting documents or studies as necessary.

TAP Questions?

For all TAP project and application questions, please contact your MPO/RPO planning staff:

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Renee Ortiz
(575) 714-1410
rortiz@epcog.org
(within North Central NM Economic Development District)
Lesah Sedillo
(505) 476-0107
lsedillo@ncnmedd.com

Northern Pueblos RPO

Eric Ghahate
(505) 827-7333
ericg@ncnmedd.com

Northwest RPO

Robert Kuipers
(505) 722-4327
rkuipers@nwnmcog.com

South Central RPO

Tony MacRobert
(575) 744-0039
tmacrobert@sccog-nm.com

Southeast RPO

(within Eastern Plains Council of Governments)
Renee Ortiz
(575) 714-1410
rortiz@epcog.org
(within Southeastern NM Economic Development District/Council of Governments)
Mary Ann Burr
(575) 624-6131
mbsnmmedd@plateautel.net

Southwest RPO

Ruben Medina
(505) 388-1509
rmedina@swnmcog.org

For all general questions about TAP, please contact the NMDOT TAP Coordinator:

Rosa Kozub
NMDOT TAP Coordinator
(505) 476-3742
rosa.kozub@state.nm.us

Appendix I: NMDOT Project Identification Form (PIF) & TAP Application

To apply for TAP funds, eligible entities must first complete the NMDOT Project Identification Form (PIF) and then the TAP Application, which is a supplement to the PIF.

Editable, electronic versions of this forms are available from the NMDOT TAP Coordinator.



PROJECT IDENTIFICATION FORM (PIF)

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

1. **Date of Submittal:** Click here to enter date. 2. **Initial or Revised PIF?** Initial / Revised
3. **Is this project phased?** Yes / No **If phased:** Enter phase number and total # of phases.
4. **Sponsoring public entity:** Enter entity name. 5. **Project Name:** Enter project name.
Note: per MAP-21, Non-Profit Organizations cannot be lead agencies, but they can contribute to projects.
-
6. **Is the project on the ICIP?** Yes / No **If yes, year and priority #:** Year, priority # (if available)
7. **Is the project in or consistent with a MPO/RPO/Local planning document?** Yes / No
If yes, which document (MTP/SLRP/TTP/etc.): Enter document name and year.
8. **Is the project in the STIP?** Yes / No **If yes, year(s):** Enter year(s). **Control #:** Enter CN.
9. **Is the project on the MPO TIP/RPO RTIPR?** Yes / No **If yes, which year(s):** Enter year(s).
Notes: Please contact your MPO/RPO 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.
-
10. **County:** Select a county. 11. **US Congressional District:** Select a district.
12. **New Mexico House District:** Enter House District. 13. **New Mexico Senate District:** Enter Senate District.
-
14. **Contact Person and/or PDE:** Click here to enter contact person/PDE name.
15. **Address:** Enter street address, city, state (if not NM), and zip code.
16. **Phone:** Enter phone #. 17. **Fax:** Enter fax #. 18. **E-mail:** Enter email address.
19. **MPO or RPO:** Select a MPO/RPO. 20. **NMDOT District #:** Select a district.
-

Project Description

21. **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 be concise.

22. **Select an Improvement Type for the project:** Select the (primary) Improvement Type.

Notes: See FMIS Improvement Type Codes for complete improvement descriptions. List additional improvement types here:

Enter improvement type(s), including improvement type number.

Project Details (fill out where applicable)

23. **Route # or (Street) Name:** Enter route number or name. 24. **Length (mi.):** Enter length in miles.
25. **Begin mile post/intersection:** Enter begin point. 26. **End mile post/intersect.:** Enter end point.
27. **Directions from nearest major intersection or landmark:** Enter directions, field will expand.
28. **Google Maps link (see tutorial for help):** Enter shortened Google Maps URL [goo.gl/maps/xxxx].
29. **Roadway FHWA Functional Classification(s):** Select a road type, or enter road types.
-

Funding Information

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

Please Itemize the Total Project Costs by Type

31. **Environmental/Planning:** Enter \$ amount. 32. **Preliminary Engineering:** Enter dollar amount.
33. **Design:** Enter dollar amount. 34. **Right-Of-Way:** Enter dollar amount.
35. **Construction:** Enter dollar amount. 36. **Other (specify):** Enter cost type, dollar amount.

Funding Sources

List all sources and amounts of funding, both requested and committed, for the project.

37. **Total Project Cost Estimate:** Enter TOTAL dollar amount, to match sum of all other funds below.
38. **Local/County/Tribal Gov't Funds*:** Dollar amount, source. [Committed/Not Committed]
39. **State Funds:** Enter dollar amount. [Select Existing or Requested]
40. **Tribal Transportation Program (TTP):** Enter dollar amount. [Select Existing or Requested]
41. **Other Federal grants:** Enter dollar amount. [Select Existing or Requested]
42. **Federal Funds (STP/CMAQ/TAP funds requested):** Enter dollar amount.

* Identify the specific local/ city/ county/ tribal government fund(s) source, such as gas tax, sales tax, etc.

Project Readiness

This is a list of certifications, clearances, and other processes that could apply to the project. These steps may not be required at this time, but could be necessary at a later date. Identify the **date** that the certification or clearance was received **OR** if a certification/ clearance is under way **OR** will be started in the future **OR** the step is not applicable (N/A). **Do not leave any field blank.**

43. **Public Involvement:** Date completed, under way, OR to be started.

- 44. **Right of Way:** Date completed, under way, to be started, OR N/A.
- 45. **Design:** Date completed, under way, to be started, OR N/A.
- 46. **Environmental Certification**:** Date completed, under way, to be started, OR N/A.
- 47. **Utility Clearances:** Date completed, under way, to be started, OR N/A.
- 48. **ITS Clearances:** Date completed, under way, to be started, OR N/A.
- 49. **Railroad Clearances:** Date completed, under way, to be started, OR N/A.
- 50. **Other Clearances:** Date completed, under way, to be started, OR N/A.

** 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 Government Agreement Handbook.**

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 funds, leave this section blank and complete the supplemental TAP application.

- 51. **Economic Vitality:** Type explanation.
- 52. **Safety for Motorized and Non-motorized Users:** Type explanation.
- 53. **Security for Motorized and Non-motorized Users:** Type explanation.
- 54. **Accessibility and Mobility of People and Freight:** Type explanation.
- 55. **Environment, Energy Conservation, Quality of Life:** Type explanation.
- 56. **Integration and Connectivity:** Type explanation.
- 57. **System Management and Operation:** Type explanation.
- 58. **System Preservation:** Type explanation.

REQUIRED DISTRIBUTION

59. **Send a completed electronic version** to appropriate RPO/MPO, District staff, and NMDOT Planning liaison.



TRANSPORTATION ALTERNATIVES PROGRAM (TAP) APPLICATION

INSTRUCTIONS: Applicants are required to read through the FFY14/15 New Mexico TAP Guide prior to completing this application. Please complete the Project Identification Form (PIF) first, and then complete this TAP application form.

Introduction

As outlined in the FFY14/15 NM TAP Guide, this application will be used by all of the New Mexico RPOs and MPOs to score and rank projects submitted for TAP funding. The process is competitive and the highest scoring projects within each MPO/RPO will be the first priority for funding.

Please refer to the FFY14/15 New Mexico TAP Guide when filling out this application, as the Guide provides information on the application questions, the overall TAP process, eligible entities and eligible projects. *Before submitting an application, local agencies are required to consult with their MPO/RPO to ensure eligibility.*

Basic Project Information

- A. Date of Submittal: [Click here to enter date.](#) B. Sponsoring public entity: [Enter entity name.](#)
C. Project Name: [Enter project name.](#)

Project Readiness and Planning

Two of the most critical factors in project selection are Project Readiness and Planning. MPOs and RPOs will score these factors based upon information you provide on the PIF and your supporting documentation. NMDOT does not expect that most TAP projects will score highly on project readiness; however, preference will be given to those projects closer to "shovel ready."

Project Readiness: Scorers will refer to the "Project Readiness" section of the PIF. *Applicants must provide documentation of all certifications/clearances/proofs of exemption received*, in order to score points. Applications will receive 5 points each for documented: Right-of-Way, Design, Environmental, Utility, Intelligent Transportation Systems (ITS), and Railroad.

Planning: Scorers will refer to the first page of the PIF, where applicants indicate if the project is part of the local Infrastructure and Capital Improvements Plan (ICIP) and/or other plans. Additionally, *applicants must provide documentation of all plans in which the project is identified.* Please include the cover sheet and the page(s) where the project is referenced. *Do not send entire plans.* If documentation is provided indicating that the project is in the ICIP, the application will receive 5 points. Two additional points will be awarded for each additional plan that includes the project, up to a maximum of 10 points. For a list of eligible planning documents, refer to page 14 of the NM TAP Guide.

Additional Scoring Factors

Beyond project readiness and planning, TAP projects are evaluated on the following factors, which are derived from the "planning factors" outlined in Federal transportation legislation. Responses to the questions will be scored according to the following scale:

- 5 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.

- 4 points: The application demonstrates a thorough understanding of how this factor applies, and provides some documentation on how the project meets the factor.
- 3 points: The application demonstrates a basic understanding of this factor, and provides minimal documentation on how the project meets the factor.
- 2 points: The application demonstrates a basic understanding of this factor in general, but does not provide any 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 250 words** for each question below.

1. Economic Vitality

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

Enter details regarding economic vitality, citing supporting documents or studies related to your project.

2. Safety and Security

Please explain the safety issue you are trying to address and provide any available data. Describe how your eligible TAP project will increase the safety and security of different user groups by making it safe for them to walk, bicycle or access public transit in their community. Please cite and provide any supporting documents or studies.

Enter information regarding safety and security, and provide any available data related to your project.

3. Accessibility and Mobility through Integration and Connectivity

Please describe how your eligible TAP project will increase accessibility and mobility through the integration and connectivity of transportation networks. Please cite and provide any supporting documents or studies.

Enter information regarding the accessibility, mobility, integration and connectivity of your project.

4. Protection and Enhancement of the Environment

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

Enter information describing how your project will promote environmental conservation.

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

Enter information regarding how your project will improve the quality of life for the community.

Please explain how your TAP 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.

Enter information explaining how your project will help achieve desired land use goals.

5. Efficient System Management and Operation

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

Enter information detailing how your project will promote efficient system management and operation.

6. System Preservation

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

Enter information regarding how your project will enhance, preserve, or adaptively reuse infrastructure.

Application Submission

Please submit two copies of your entire application package to your MPO/RPO planner or contact. See page 21 of the NM TAP Guide for this information.

Your application should include:

1. NMDOT Project Identification Form (PIF)
2. TAP Application
3. Resolution of Sponsorship from the sponsoring entity, indicating proof of local match, maintenance commitment, and available budget to pay project costs up front.
4. Letter(s) of support from the jurisdiction(s) that has ownership over affected right(s)-of-way. This is only required if the project is not entirely within the jurisdiction of sponsoring entity.
5. Any documentation—such as plans, certifications or studies—that are referenced and support the application.

Appendix II: TAP Scorecard

MPOs and RPOs will use the TAP Scorecard, found on the following pages, when scoring TAP project applications.

An editable, electronic version of this form is available from the NMDOT TAP Coordinator.

New Mexico Transportation Alternatives Program (TAP) Scorecard

Funding for FFY2014 and FFY2015

The Transportation Alternatives Program (TAP) Scorecard is intended to be used by MPOs and RPOs to score FFY14/15 TAP applications received from local entities within the applicable RPO/MPO planning area. Prior to accepting a TAP application, the MPO/RPO is required to screen the project AND entity for eligibility, according to the requirements outlined in the FFY14/15 New Mexico TAP Guide. MPOs/RPOs will use the following point scale and scorecard to assess the application packets, which should include, at minimum:

1. NMDOT Project Identification Form (PIF)
2. TAP Application (a supplement to the PIF)
3. Resolution of Sponsorship from sponsoring entity, indicating proof of local match, maintenance commitment, and available budget to pay project costs up front
4. Letter(s) of support from the jurisdiction(s) that has ownership over affected right(s)-of-way (only required if project is not entirely within the jurisdiction of sponsoring entity).
5. Any documentation supporting the application, such as:
 - a. Certifications, clearances or proofs of exemption for:
 - i. Right-of-Way
 - ii. Design
 - iii. Environmental
 - iv. Utility
 - v. Intelligent Transportation Systems (ITS)
 - vi. Railroad
 - b. Planning documentation, including the Infrastructure and Capital Improvements Plan (ICIP) or other plans in which the project is referenced. *Note: entities should **only** submit the cover page and page(s) where the project is identified.*
 - c. Any other supporting documentation referenced in the application responses that the entity wishes to be considered as part of the application packet.

When reviewing applications, the scorer(s), whether planning staff or RPO/MPO membership, should apply the scoring method as consistently as possible across all applications.

Responses to the narrative questions on the TAP Application are scored according to the following scale:

- 5 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.
- 4 points:** The application demonstrates a thorough understanding of how this factor applies, and provides some documentation on how the project meets the factor.
- 3 points:** The application demonstrates a basic understanding of this factor, and provides minimal documentation on how the project meets the factor.
- 2 points:** The application demonstrates a basic understanding of this factor in general, but does not provide any 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.

TAP Scorecard: FFY2014 and FFY2015

Project Sponsoring Entity: _____

Project Name: _____

Scorer's Name / Scoring Entity: _____

Date: _____ Name of MPO/RPO: _____

Population Target Area: ___ 200,000+ ___ 5,001-199,999 ___ 5,000 or less

Scoring Factors	Possible	Points
For the <u>Project Readiness and Planning Scoring Factors</u>, refer to the PIF, supporting documentation, and p. 13-14 of NM TAP Guide.		
Project Readiness: Refer to the list below (a-f). Award 5 points for each certification/clearance/proof of exemption that is completed AND documentation is provided in the application packet. Application receives 0 points if documentation is not provided. Refer to Project Readiness section of PIF.		
a. Right-of-Way	5	
b. Design	5	
c. Environmental Certification	5	
d. Utility Clearances	5	
e. Intelligent Transportation Systems (ITS)	5	
f. Railroad	5	
Planning: Award 5 points if the project is included in the ICIP. Award 2 points for each additional plan that includes the project, up to a maximum of 10 points. For both the ICIP and other plans, the application must include appropriate documentation, including the cover page of the plan and the page(s) on which the project is identi-		
a. Infrastructure and Capital Improvements Plan (ICIP)	5	
b. Other eligible plans (2 points each, max of 10)	10	
For Scoring Factors 1-6, refer to the TAP Application and p. 17-20 of NM TAP Guide.		
Factor 1: Economic Vitality	5	
Factor 2: Safety and Security	5	
Factor 3: Accessibility and Mobility through Integration and Connectivity	5	
Factor 4: Protection and Enhancement of the Environment:		
a. Promote environmental conservation	5	
b. Improve quality of life for residents	5	
c. Achieve community's land use goals	5	
Factor 5: Efficient System Management and Operation	5	
Factor 6: System Preservation	5	
Total:	85	

Appendix III: TAP Checklist / Cover Sheet

The TAP Checklist / Cover Sheet on the following page is to be used by MPO/RPO staff when submitting their TAP projects to the NMDOT TAP Coordinator.

An editable, electronic version of this form is available from the NMDOT TAP Coordinator.

TAP Checklist / Cover Sheet: FFY2014 and FFY2015

MPOs/RPOs must complete and send this form to the NMDOT TAP Coordinator, along with selected application packages and scorecards.

MPO/RPO: _____ Date: _____

1. List all projects *submitted* and each project's total score. Add rows as necessary.

Sponsoring Entity	Project Name	Total Score

2. List all projects *selected* and each project's total score. Add rows as necessary.

Sponsoring Entity	Project Name	Total Score

3. Enter total funding allocated for selected projects in each population target area for each FFY:

Population Target Areas	FFY 2014 Programmed	FFY 2014 Target	FFY 2015 Programmed	FFY 2015 Target
200,000 +	\$	\$	\$	\$
5,001-199,999	\$	\$	\$	\$
Under 5,000	\$	\$	\$	\$

4. Summarize the application review and selection process used by your MPO/RPO. Include relevant meetings and the dates of those meetings.
5. All applications must be reviewed by the applicable DOT District. Please describe how your DOT District office was involved in the TAP application review/selection process.

Attach copies of complete application packages and scorecards for *selected* projects. Submit them either electronically or via USPS to the NMDOT TAP Coordinator by **October 1, 2013**:

Rosa Kozub
Transportation Planning & Safety Division
P.O. Box 1149
Santa Fe, NM 87504-1149
rosa.kozub@state.nm.us

Appendix IV: Sample Resolution of Sponsorship

The following pages contain a sample Resolution of Sponsorship for sponsoring agencies to use in order to demonstrate support for the TAP application, as well as the availability of funds and acknowledgement of maintenance responsibility. The Resolution of Sponsorship is a required component of the TAP application package, as described on page 11 of this Guide.

An editable, electronic version of this form is available from the NMDOT TAP Coordinator.

RESOLUTION OF SPONSORSHIP
For a Transportation Alternatives Program Application and Maintenance
Commitment

Resolution No. _____

A resolution declaring the eligibility and intent of the <name of sponsoring entity> to submit an application to the New Mexico Department of Transportation for Federal Fiscal Year 2014/2015 Transportation Alternatives Program funds.

Whereas, the <name of sponsoring agency>, New Mexico, has the legal authority to apply for, receive and administer federal funds; and,

Whereas, the <name of sponsoring agency>, is submitting an application for Federal Fiscal Year 2014/2015 (FFY14/15) New Mexico Transportation Alternatives Program (TAP) funds in the amount of \$____,____, as set forth by the Federal legislation, Moving Ahead for Progress in the 21st Century (MAP-21) and as outlined in the FFY 14/15 New Mexico TAP Guide; and,

Whereas, the <identify project(s)> named in the TAP application are eligible project(s) under New Mexico TAP and MAP-21; and,

Whereas, the <name of sponsoring agency>, acknowledges availability of the required local match of _____% and the availability of funds to pay all upfront costs, since TAP is a cost reimbursement program; and,

Whereas, the <name of sponsoring agency>, agrees to pay any costs that exceed the project amount if the application is selected for funding; and,

Whereas, the <name of sponsoring agency>, agrees to maintain all project(s) constructed with TAP funding for the useable life of the project(s); and,

Now, therefore be it resolved by the governing body of the <name of sponsoring agency>, New Mexico, that:

1. The <name of sponsoring agency>, authorizes <agency representative> to submit an application for FFY14/15 New Mexico TAP funds in the amount of \$____,____ from the New Mexico Department of Transportation (NMDOT) on behalf of the citizens of <name of agency>.

2. That the <name of sponsoring agency>, assures the NMDOT that if TAP funds are awarded, sufficient funding for the local match and for upfront project costs are available, since TAP is a reimbursement program, and that any costs exceeding the award amount will be paid for by <name of sponsoring agency>.

3. That the <name of sponsoring agency>, assures the NMDOT that if awarded TAP funds, sufficient funding for the operation and maintenance of the TAP projects will be available for the life of the projects.

4. That the <agency representative> of <name of sponsoring agency>, is authorized to enter into a Cooperative Project Agreement with the NMDOT for construction of TAP projects using these funds as set forth by MAP-21 on behalf of the citizens of <name of agency>. The <agency representative> is also authorized to submit additional information as may be required and act as the official representative of the <name of agency> in this and subsequent related activities.

5. That the <name of sponsoring agency>, assures the NMDOT that the <name of sponsoring agency>, is willing and able to administer all activities associated with the proposed project.

PASSED, ADOPTED, AND APPROVED this _____ day of 2013.

(Name of sponsoring agency)

(Agency representative), (Title)

ATTEST:

(Name), (Clerk or other appropriate entity staff)

Appendix V: Federal & State Requirements

To understand the Federal requirements associated with the construction aspects of TAP funding, please visit the Federal Highway Administration’s Construction Program Guide web-site:

“The Construction Program Guide is intended to provide fast, easy access to Federal-aid construction program regulations, policy, guidance, and training. All construction related information is consolidated under key subject areas, with links to related information. The web site provides a consolidated source for Federal and State construction personnel to find updated information about FHWA's construction program.”

<http://www.fhwa.dot.gov/construction/cqit/>

Applications should also review NMDOT’s Tribal/Local Government Agency Handbook (currently under revision) to understand the State processes:

“The Tribal/Local Government Agency (T/LGA) Handbook is published by the New Mexico Department of Transportation (Department or NMDOT). This handbook provides guidance to tribal and local government agencies working to develop and construct highway, street, road, and other multi modal transportation related projects, funded by the Department with federal and/or state funds.”

http://dot.state.nm.us/content/dam/nmdot/Local_Government_Agreement_Unit/TLGA_HANDBOOK_October07.pdf

Appendix VI: NMDOT Environmental Review Scoping Form

Please see next page for the Environmental Review scoping form. This form will allow NMDOT's Environmental Section to establish the level of environmental review for your project.



Local & Tribal Government Projects Funded Through NMDOT

The environmental review process is a critical part of planning a proposed action, and all local/tribal governments must obtain an environmental certification for their projects receiving funds administered through NMDOT. To determine the level of effort for environmental certification, please submit the following information by mail or email to Gwyneth Duncan, NMDOT Environmental Section, P.O. Box 1149, Room 205, and Santa Fe, NM 87504-1149. Email: gwyneth.duncan@state.nm.us. Phone: 505-827-0751.

Please do not send files over 7 MB via email.

- 1. Control Number (CN) and/or Project Number (PN).**
- 2. Attach first 2 pages of the Cooperative Agreement.**
- 3. If FHWA funded, attach page of STIP listing the project.**
- 4. City/Town/Village, or County, or Tribe/Pueblo that is the local lead for the project.** Include contact name, title, address, phone number, and [email address](#).
- 5. Engineering Firm and Environmental Consultant** retained by the local lead. Include contact name, title, address, phone number, and [email address](#) for each.
- 6. NMDOT Project Development Engineer** reviewing your project:
- 7. Purpose and Need:**
- 8. Project Description.** Include **nearest town, highway number or road name, termini**. Provide scope of activities associated with the project (e.g., drainage improvements, sidewalks, etc.). Describe the **width** and **length** of each construction activity and **depth(s)** of ground disturbance. **Public involvement?**
- 9. A map and photos of your project area are required.** Indicate the project area on map showing the **beginning** of the project area (**BOP**) and the **end** of the project area (**EOP**). Provide **photos** of the BOP & EOP as well as any drainage(s) in the project area.
- 10. Total Cost of Project?** _____ **Funding available through construction?**
- 11. List all funding sources (including CDBG and other sources):**
 State Funded? Yes ___ No ___ Federally Funded? Yes ___ No ___ Local Gov % _____
 Type of funds _____ Type of funds _____ Type of funds _____
 Amount _____ Amount _____ Amount _____
- 12. Land status.** Is the highway right of way adjacent to:
Private land? *BLM* land? *Forest Service* land? *Tribal* land? *State Trust* land?
- 13. Will new right-of-way be required?** This also includes Construction Maintenance Easements (CMEs) or Temporary Construction Permits (TCPs):
- 14. List any issues associated with the project or with the project area** (such as a Superfund site)
- 15. Biological and cultural resource surveys are *not* always required!** If these types of surveys have been conducted, please indicate.

Appendix VII: NMDOT Right of Way Handbook Introduction

The NMDOT Right of Way (ROW) Handbook offers extensive information on acquiring ROW for projects. Below is the introduction to the purpose of the Handbook:

The purpose of the Right of Way Procedural Manual (Handbook) is to present the legal authority and the administrative procedures governing the functions of the Right of Way Bureau.

It is the responsibility of Department staff or persons contracting with the Right of Way Bureau to know, understand and to adhere to the provisions of the Handbook when conducting right of way business.

This Handbook will help to ensure that state and federal laws and regulations pertaining to the right of way program are implemented in a manner that is efficient and cost effective.

The Department's practice for all right of way functions shall be conducted to assure that no individual shall be subjected to discrimination or be denied benefits to which he/she is entitled, on the grounds of race, color, sex, national origin, age, religion or handicap.

The Handbook is intended to ensure that owners of property, displaced persons, and/or others are treated fairly, consistently, and equitably so that such persons will not suffer disproportionate injury as a result of projects designed for the benefits of the public as a whole and to ensure that the Department implements these regulations in a manner that is efficient and cost-effective.

In general, the Handbook has been developed for the Department's use in administration of the right of way program and is designed to assist Department right of way personnel and other governmental agencies when utilizing Federal-aid funds in complying with both state and federal laws, regulations, directives, and standards. The Handbook is intended to be in sufficient detail to adequately describe particular functions, and the operational procedures through which those functions will be accomplished.

The entire handbook can be viewed here:

http://dot.state.nm.us/content/dam/nmdot/Infrastructure/ROW_Handbook.pdf

Appendix VIII: NMDOT District Offices & 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
Main: (575) 637-7200

District 3:

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

District 4:

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

District 5:

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

District 6:

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

North Regional Design Center:

1120 Cerrillos Rd.
Room 225
Santa Fe, NM 87504
Administrator: (505) 827-3284

Central Regional Design Center:

7500 Pan American Freeway NE
Albuquerque, NM 87109
Business Operations: (505) 222-6776

South Regional Design Center:

750 N. Solano Dr.
Las Cruces, NM 88001
Administrator: (575) 525-7333

Appendix IX: Additional Resources

Pedestrian Facility Design Resources

Design and Safety of Pedestrian Facilities, A Recommended Practice, 1998. Institute of Transportation Engineers, 525 School Street, S.W, Suite 410, Washington, DC 20024-2729, Phone: (202) 554-8050.

Pedestrian Compatible Roadways-Planning and Design Guidelines, 1995. Bicycle / Pedestrian Transportation Master Plan, Bicycle and Pedestrian Advocate, New Jersey Department of Transportation, 1035 Parkway Avenue, Trenton, NJ 08625, Phone: (609) 530-4578.

Improving Pedestrian Access to Transit: An Advocacy Handbook, 1998. Federal Transit Administration / WalkBoston. NTIS, 5285 Port Royal Road, Springfield, VA 22161.

Planning and Implementing Pedestrian Facilities in Suburban and Developing Rural Areas, Report No. 294A, Transportation Research Board, Box 289, Washington, DC 20055, Phone: (202) 334-3214.

Pedestrian Facilities Guidebook, 1997. Washington State Department of Transportation, Bicycle and Pedestrian Program, P.O. Box 47393, Olympia, WA 98504.

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Implementing Pedestrian Improvements at the Local Level, 1999. Federal Highway Administration (FHWA), HSR 20, 6300 Georgetown Pike, McLean, VA .

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Bicycle Facility Planning, 1995. Pinosof & Musser. American Planning Association, Planning Advisory Service Report # 459. American Planning Association, 122 S. Michigan Ave, Suite 1600; Chicago, IL 60603.

Florida Bicycle Facilities Planning and Design Manual, 1994. Florida Department of Transportation, Pedestrian and Bicycle Safety Office, 605 Suwannee Street, Tallahassee, FL 32399.

Evaluation of Shared-use Facilities for Bicycles and Motor Vehicles, 1996. Florida Department of Transportation, Pedestrian and Bicycle Safety Office, 605 Suwannee Street, Tallahassee, FL 32399.

Bicycle and Pedestrian Design Resources

Oregon Bicycle and Pedestrian Plan, 1995. Oregon Department of Transportation, Bicycle and Pedestrian Program, Room 210, Transportation Building, Salem, OR 97310, Phone: (503) 986-3555

Improving Conditions for Bicyclists and Pedestrians, A Best Practices Report, 1998. Federal Highway Administration (FHWA), HEP 10, 400 Seventh Street SW, Washington, DC 20590.

Traffic Calming Design Resources

Traffic Calming: State of the Practice. 1999. Institute of Transportation Engineers, 525 School Street, SW, Suite 410; Washington, DC 20024.

Florida Department of Transportation's Roundabout Guide. Florida Department of Transportation, 605 Suwannee St., MS-82, Tallahassee, FL 32399-0450.

National Bicycling and Walking Study. Case Study # 19, Traffic Calming and Auto-Restricted Zones and other Traffic Management Techniques-Their Effects on Bicycling and Pedestrians, Federal Highway Administration (FHWA).

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Traditional Neighborhood Development Street Design Guidelines, 1997. Proposed Recommended Practice, Institute of Transportation Engineers, 525 School Street, SW, Suite 410; Washington, DC 20024.

Making Streets that Work, City of Seattle, 600 Fourth Ave., 12th Floor, Seattle, WA 98104-1873, Phone: (206) 684-4000, Fax: (206) 684-5360.

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ADA-related Design Resources

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Accessible Rights of Way: A Design Manual, 1999. U.S. Access Board, 1331 F Street NW, Suite 1000; Washington, DC 20004. (800) 872-2253.

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Recommended Street Design Guidelines for People Who Are Blind or Visually Impaired. American Council of the Blind, 1155 15th Street NW, Suite 720; Washington, DC 20005. (202) 467-5081.