



# METROPOLITAN PLANNING ORGANIZATION

SERVING LAS CRUCES, DOÑA ANA, AND MESILLA

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## LAS CRUCES METROPOLITAN PLANNING ORGANIZATION TECHNICAL ADVISORY COMMITTEE

### AMENDED AGENDA

The following is the amended agenda for the Las Cruces Metropolitan Planning Organization's (MPO) Technical Advisory Committee meeting to be held on **June 6, 2013 at 4:00 p.m.** in the **Doña Ana Commission Chambers, 845 Motel Boulevard**, Las Cruces, New Mexico. Meeting packets are available on the [Las Cruces MPO website](http://lcmpoweb.las-cruces.org).

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1. **CALL TO ORDER** \_\_\_\_\_ **Chair**
2. **APPROVAL OF AGENDA** \_\_\_\_\_ **Chair**
3. **APPROVAL OF MINUTES** \_\_\_\_\_ **Chair**
  - 3.1 May 2, 2013 \_\_\_\_\_ **Chair**
4. **PUBLIC COMMENT** \_\_\_\_\_ **Chair**
5. **ACTION ITEMS** \_\_\_\_\_
  - 5.1 Public Participation Plan Presentation \_\_\_\_\_ **MPO Staff**
6. **DISCUSSION ITEMS** \_\_\_\_\_
  - 6.1 Transportation Alternative Program Presentation \_\_\_\_\_ **NMDOT Staff**
7. **COMMITTEE and STAFF COMMENTS** \_\_\_\_\_ **Chair**
8. **PUBLIC COMMENT** \_\_\_\_\_ **Chair**
9. **ADJOURNMENT** \_\_\_\_\_ **Chair**

**LAS CRUCES METROPOLITAN PLANNING ORGANIZATION  
TECHNICAL ADVISORY COMMITTEE**

The following are minutes for the meeting of the Technical Advisory Committee of the Las Cruces Metropolitan Planning Organization (MPO) which was held May 2, 2013 at 4:00 p.m. in Commission Chambers at Dona Ana County Government Building, 845 Motel Blvd., Las Cruces, New Mexico.

**MEMBERS PRESENT:** Mike Bartholomew (CLC Transit)  
Greg Walke (NMSU)  
Debbie Lujan (Town of Mesilla)  
Jolene Herrera (NMDOT)  
John Gwynne (DA Flood Commission)  
Bill Childress (BLM)  
John Knopp (Town of Mesilla)  
Willie Roman (CLC Transportation)  
Harold Love (NMDOT)  
Louis Grijalva (CLC Public Works)  
Jesus Morales (EBID)

**MEMBERS ABSENT:** Jack Valencia (SCRDT)  
Henry K. Corneles (DAC Engineering)  
Larry Altamirano (LCPS)  
Luis Marmolejo (DAC)

**STAFF PRESENT:** Tom Murphy (MPO staff)  
Andrew Wray (MPO staff)  
Chowdhury Siddiqui (MPO staff)  
Ezekiel Guza (MPO staff)  
Jamey Rickman (CLC staff)

**OTHERS PRESENT:** Griselda A. Velez (Zia Engineering)  
Francisco X. Ureta (Zia Engineering)  
Aaron Chavarria (NMDOT)  
Bob Pofahl (CBI Holding, LLC)  
Karen Pofahl (CBI Holding, LLC)

**1. CALL TO ORDER**

Meeting was called to order at 4:02 p.m.

**2. APPROVAL OF AGENDA**

John Gwynne motioned to approve the agenda as is.

1 Greg Walke seconded the motion.  
2 ALL IN FAVOR.

3  
4 **3. APPROVAL OF MINUTES**

5  
6 **3.1 March 7, 2013**

7  
8 Louis Grijalva motioned to approve the minutes as is.  
9 Bill Childress seconded the motion.  
10 ALL IN FAVOR.

11  
12 **3.2 April 4, 2013**

13  
14 John Gwynne motioned to approve the minutes as is.  
15 Bill Childress seconded the motion.  
16 ALL IN FAVOR,

17  
18 **4. PUBLIC COMMENT – none**

19  
20 **5. ACTION ITEM**

21  
22 **5.1. Amendment to the FY 2012-2017 Transportation Improvement Program**

23  
24 Tom Murphy gave a brief presentation.

25  
26 On May 11, 2011, the MPO Policy Committee approved the 2012-2017 Transportation  
27 Improvement Program (TIP).

28  
29 The following amendment(s) to the TIP have been requested:

Control Number	Project Year	Route	Project	Proposed Change(s)
1100930	2014	US 70	Concrete Barrier Installation	This is a new project for \$3,010,000

30  
31 Mike Bartholomew asked if NMDOT had any comments regarding the TIP amendment.

32  
33 Jolene Herrera replied that they want to get the funding put into the TIP as quickly as  
34 possible so they can move forward with the next section of the safety project.

35  
36 John Knopp motioned to approve the item to the Policy Committee.  
37 Jolene Herrera seconded the motion.  
38 ALL IN FAVOR

39 .  
40  
41

## 6. DISCUSSION ITEMS

### 6.1. Las Cruces Country Club Road Alignment

Bob Pofahl from CBI Holdings provided a presentation.

John Knopp noted that no one from Las Cruces Public Schools had attended the meeting. He said they should have a preference on the routes because of the large school.

Bob Pofahl said he thought the Las Cruces Public Schools would probably prefer Option B because it would pull traffic off of Main and Camino Del Rex. He said the CBI Holdings people would be meeting with the Parks Department, the schools and other departments but wanted to get input from the TAC first.

Harold Love asked if any analysis had been done regarding the potential traffic to the intersection at North Main. Bob Pofahl said a TIA had been completed by Zia Engineering.

Harold Love said the NMDOT had not seen the TIA at this point.

Francisco Ureta, Zia Engineering, said the TIA was submitted to the City on the original application for the PUD. He noted that the TIA must be amended because they reduced the commercial by 7 acres so the peak will be drastically reduced. As soon as they know which option will be selected the TIA will be redone and submitted with the entire package.

Mike Bartholomew asked if Option B would require a signalized intersection at Madrid.

Bob Pofahl said Zia Engineering would have to redo the TIA but they think it will require signalization. The study must be completed before a decision will be made.

Mike Bartholomew asked if the alignment on Option A would encourage people to use it as an alternate to going on up Solano to Main Street.

Bob Pofahl said Option A provided a stronger commercial connection. As soon as the TAC recommends an option a new TIA will be done.

Greg Walke asked if Option B had a connection between the new road and the roads in Apodaca Park north of the baseball field.

Bob Pofahl said there would have to be discussions with the Parks Department on May 16<sup>th</sup> with the Parks Board to see how they want to integrate off of whichever Option is selected by the TAC. The Parks Department will want some additional parking access which would give them circulation out of the parking lot to make the connection onto the new collector.

1 Greg Walke said it would be good for circulation and for the new development access to the  
2 park but it also means that there would definitely be a thoroughfare that would connect to the  
3 Solano/Madrid stop light and that would de facto become Option A very quickly. He said the  
4 connection at that stop light is a powerful one.

5  
6 Bob Pofahl agreed and said they would want to protect that intersection and do whatever  
7 possible to mitigate the overuse of that intersection. Both options would, however, create  
8 multiple access points in the property. Mr. Pofahl said the Parks Department would have to  
9 decide if it could be an additional access.

10  
11 Mike Bartholomew asked for comments from the Members regarding the Options.

12  
13 Louis Grijalva said he prefers Option B because it gives the City a way to connect the two  
14 Madrids in the future when the need arises and also gives an east/west corridor for when we  
15 eventually connect Madrid to Telshor.

16  
17 Harold Love said the NMDOT was concerned that Option A would cause the new road  
18 alignment to become an extension of Madrid and a way to bypass the Solano/Spitz/Main  
19 intersection and cause a huge problem at the other intersection on North Main St.

20  
21 John Gwynne noted that Option B goes through an existing ponding area and asked how the  
22 lost ponding area would be adapted within the development.

23  
24 Bob Pofahl said the ponding area would be moved internally to an area within the new tract.

25  
26 Willie Roman said the project had been discussed with the developer and various City  
27 departments at length. He noted that staff is more inclined toward Option B, however some  
28 formalities such as the MPO Thoroughfare Plan may have issues. He said the offset problem  
29 with Sexton has been noted and it will have to be addressed. Given all of the other issues  
30 such as the east/west corridor on Main St, the realignment issues the Traffic Department still  
31 favors Option B.

32  
33 Mike Bartholomew said he prefers Option B also.

34  
35 Louis Grijalva asked if the property that is being displaced by the road would be offset on the  
36 private side for the park portion.

37  
38 Bob Pofahl said he was sure it would have to be done.

39  
40 Tom Murphy said the next step is to provide the presentation to the Policy Committee on May  
41 8<sup>th</sup> for additional feedback. It would be decided at that time depending on if the MPO  
42 alignment will need to be adjusted whether Zia Engineering would have to do a formal study  
43 and compare it to the Major Thoroughfare Plan.

44  
45 Jolene Herrera asked if the MTP would have to be amended to include the new road.  
46

1 Tom Murphy said the MTP states that the proposed routes suggested by the MPO are general  
2 alignments and there could be reasons to adjust those based on on-the-ground factors and  
3 other reasons. Given this case, it's a collector alignment and relatively short so it should not  
4 need to be formally amended.

5  
6 Mike Bartholomew said the general consensus of the TAC seemed to be for Option B over  
7 Option A.

## 8 9 **6.2. ITS Presentation**

10  
11 Chowdhury Siddiqui gave a presentation.

12  
13 A forum was sponsored by Intelligent Transportation System New Mexico (ITS NM) on  
14 April 18, 2013 on preparing a unified highway infrastructure geo-dataset for the  
15 forthcoming MAP-21 transportation bill monitoring and reporting requirements. This  
16 was the first primary meeting on the topic and was broad in scope with the intent of  
17 identifying a pragmatic path forward that considers all entity responsibilities.

18 The participants included representatives from FHWA, NMDOT, every MPO in New  
19 Mexico, along with vendors of geo-dataset analysis tools and other interested ITS NM  
20 members. A unified geo-dataset is important because it is a requirement of MAP-21  
21 and is the groundwork upon which other mandated elements, such as an Asset  
22 Management program, will be implemented. The forum was an initial step in bringing  
23 together and educating essential entities identifying next steps and a path forward  
24 toward implementing this important project.

25 There were no comments from the Members.

## 26 27 **7. COMMITTEE AND STAFF COMMENTS**

28  
29 Jolene Herrera said everything is on schedule and doing well.

- 30 • The Avenida Crossing should start within a month. There will be a public meeting,  
31 press releases and everything about construction hours.
- 32 • The Cable Barrier Project is almost done.
- 33 • The TIP amendment approved at this meeting will be the next section.
- 34 • The project on Picacho is going well.
- 35 • The phase on North Main is in the process of contract amendment because there was a  
36 little chunk of roadway that was left out from the intersection of Main and Picacho to  
37 Chestnut. The contract is being amended to include that chunk of omitted pavement  
38 from Spitz/Solano all the way to the intersection of Picacho and Main. That will be due  
39 in the fall.

40  
41 Bill Childress stated that the Tri-County Resource Management Plan for 2.8M public planned  
42 acres in Otero, Sierra and Doña Ana Counties is out on the street for public review and  
43 consumption, travel management is addressed in the draft plan more related to our outlier

1 roads within the three counties. He asked for comments from the rest of the Members and  
2 staff.

3  
4 **8. PUBLIC COMMENT** – No public comment

5  
6 **9. ADJOURNMENT**

7  
8 Harold Love motioned to adjourn.

9 John Knopp seconded the motion.

10 ALL IN FAVOR

11 Meeting adjourned at 4:41 p.m.

12  
13  
14  
15  
16 \_\_\_\_\_  
17 Chair



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### **LAS CRUCES METROPOLITAN PLANNING ORGANIZATION TECHNICAL ADVISORY COMMITTEE DISCUSSION FORM FOR THE MEETING OF JUNE 6, 2013**

**AGENDA ITEM:**

5.1 Transportation Alternatives Program (TAP) Presentation

**ACTION REQUESTED:**

Review and discussion

**SUPPORT INFORMATION:**

TAP Guide  
Project Identification Form (PIF)  
TAP Application

**DISCUSSION:**

New Mexico Department of Transportation staff will give a presentation regarding TAP funds.



# **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:

**Rosa Kozub / TAP Coordinator**  
1120 Cerrillos Road, South Building, I-N  
P.O. Box 1149  
Santa Fe, NM 87504  
Tel. 505.476.3742  
Email. [Rosa.Kozub@state.nm.us](mailto:Rosa.Kozub@state.nm.us)

# 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](http://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*):

<b>Total TAP Funds</b>	<b>\$5,852,168</b>
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 I 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

<b>Total</b>	<b>85</b>
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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:

### MPOs:

#### El Paso MPO

Christina Stokes  
(915) 591-9735 x 34  
cstokes@elpasompo.org

#### Farmington MPO

Joe Delmagori  
(505) 599-1392  
jdelmagori@fmrtn.org

#### Las Cruces MPO

Tom Murphy  
(575) 528-3225  
tmurphy@las-cruces.org

#### Mid-Region MPO

Steven Montiel  
(505) 724-3633  
smontiel@mrcog-nm.gov

#### Santa Fe MPO

Keith Wilson  
(505) 955-6706  
kpwilson@santafenm.gov

### RPOs:

#### Mid-Region RPO

Loretta Tollefson  
(505) 724-3611  
ltollefson@mrcog-nm.gov

#### Northeast RPO

(within Eastern Plains Council of Governments)  
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  
mbsnmedd@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.*

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### 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.**

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## 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.*

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### **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.

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### **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.

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### **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.

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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
<b><i>For the <u>Project Readiness and Planning</u> Scoring Factors, refer to the PIF, supporting documentation, and p. 13-14 of NM TAP Guide.</i></b>		
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	
<b><i>For Scoring Factors 1-6, refer to the TAP Application and p. 17-20 of NM TAP Guide.</i></b>		
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	
<b>Total:</b>	<b>85</b>	

## **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 21<sup>st</sup> 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](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](mailto: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](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.

*Portland Pedestrian Design Guide*, 1998. Portland Pedestrian Program, 1120 SW Fifth Ave, Room 802; Portland, OR 97210. (503) 823-7004.

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

*Guide to the Development of Pedestrian Facilities*, 2004. American Association of State Highway and Transportation Officials (AASHTO), P.O. Box 96716, Washington, DC, 20090-6716, Phone: (888) 227-4860.

### Bicycle Facility Design Resources

*Guide for the Development of Bicycle Facilities*, 1999. American Association of State Highway and Transportation Officials (AASHTO), P.O. Box 96716, Washington, DC, 20090-6716, Phone: (888) 227-4860.

*Implementing Bicycle Improvements at the Local Level*, (1998), Federal Highway Administration (FHWA), HSR 20, 6300 Georgetown Pike, McLean, VA .

*Bicycle Facility Design Standards*, 1998. City of Philadelphia Streets Department, 1401 JFK Boulevard, Philadelphia, PA 19103.

*Selecting Roadway Design Treatments to Accommodate Bicyclists*, 1993. Federal Highway Administration

(FHWA), R&T Report Center, 9701 Philadelphia Ct, Unit Q; Lanham, MD 20706.

*North Carolina Bicycle Facilities Planning and Design Guidelines*, 1994. North Carolina Department of Transportation, P.O. Box 25201, Raleigh, NC 27611. (919) 733-2804.

*Bicycle Facility Planning*, 1995. Pinsof & 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).

*Traffic Calming* (1995), American Planning Association, 122 South Michigan Avenue, Chicago, IL 60603

*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.

*Traffic Control Manual for In-Street Work*, 1994. Seattle Engineering Department, City of Seattle, 600 4th Avenue, Seattle, WA 98104-6967, Phone: (206) 684-5108.

## **ADA-related Design Resources**

*Accessible Pedestrian Signals*, 1998. U.S. Access Board 1331 F Street NW, Suite 1000; Washington, DC 20004. (800) 872-2253.

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

*Designing Sidewalks and Trails for Access, Part One*. 1999. Federal Highway Administration (FHWA), HEPH-30, 400 Seventh Street SW, Washington, DC 20590.

*ADA Accessibility Guidelines for Buildings and Facilities*, 1998 (ADAAG). U.S. Access Board, 1331 F Street NW, Suite 1000; Washington, DC 20004. (800) 872-2253.

*Uniform Federal Accessibility Standards*, 1984 (UFAS), available from the U.S. Access Board, 1331 F Street NW, Suite 1000; Washington, DC 20004. (800) 872-2253

*Universal Access to Outdoor Recreation: A Design Guide*, 1993. PLAE, Inc, MIG Communications, 1802 Fifth Street, Berkeley, CA 94710. (510) 845-0953.

*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.

## **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.

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### 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.**

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## 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.*

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### **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.

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## 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.



# **METROPOLITAN PLANNING ORGANIZATION**

SERVING LAS CRUCES, DOÑA ANA, AND MESILLA

P.O. BOX 20000 | LAS CRUCES NM | 88004  
PHONE (575) 528-3222 | FAX (575) 528-3155  
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## **LAS CRUCES METROPOLITAN PLANNING ORGANIZATION TECHNICAL ADVISORY COMMITTEE ACTION FORM FOR THE MEETING OF JUNE 6, 2013**

### **AGENDA ITEM:**

5.2 Public Participation Plan Presentation

### **ACTION REQUESTED:**

Review and recommendation for approval to the MPO Policy Committee

### **SUPPORT INFORMATION:**

Current draft of the updated MPO Public Participation Plan

### **DISCUSSION:**

The current MPO Public Participation Plan (PPP) calls for review every five years. The current PPP was passed in 2008 and is due for review. The presentation will cover the proposed updates and changes to the current draft of the PPP.



# **METROPOLITAN** **PLANNING ORGANIZATION**

LAS CRUCES DOÑA ANA COUNTY MESILLA

## **Public Participation Plan**

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## **Introduction**

The Mesilla Valley Metropolitan Planning Organization (MPO) is a transportation planning organization whose primary role is to involve the public in the planning process. Public involvement is not a discrete incident, but a continual focus of the MPO's entire work program. In order to maintain a proactive presence in the community, and be a resource for the public and other entities, the MPO strives to be both an educational organization and a quality resource center.

This Public Participation Plan is intended to provide a guide for public participation activities to be conducted by the Mesilla Valley Metropolitan Planning Organization. The Public Participation Plan contains the goals of the MPO for public participation, as well as specific processes and tools to encourage and facilitate public and stakeholder participation.

## **Background**

The Mesilla Valley Metropolitan Planning Organization (MPO) is the agency responsible for transportation planning within Las Cruces, Mesilla, and central Doña Ana County. Federal regulations require the designation of an MPO to carry out a coordinated, continuing, and comprehensive transportation planning process for urbanized areas with a population of more than 50,000. The Mesilla Valley MPO has been in existence since 1982, and it operates under the guidance of a Policy Committee. The Policy Committee is comprised of elected officials from the City of Las Cruces, Town of Mesilla, Doña Ana County, and the district engineer from the New Mexico Department of Transportation (NMDOT) who make decisions to plan for the future transportation needs of the region.

## **Public Participation**

### **Requirements**

#### **Federal Transportation Regulations**

Federal laws outlined in 23 U.S.C. 450.306.a.1-8 require MPOs to conduct a planning process that considers projects and strategies that will do the following:

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- Increase the safety and security of the transportation system for motorized and non-motorized users;
- Increase the accessibility and mobility options available to people and freight;
- Protect and enhance the environment, promote energy conservation, and improve quality of life;
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- Promote efficient system management and operation; and
- Emphasize the preservation of the existing transportation system.

In order to accomplish this planning process the MPO has developed this Public Participation Plan in accordance with federal laws outlined in 23 U.S.C. 450.316.a.1.i – x.

#### **Federal Transit Regulations**

The public participation procedures outlined in this Plan also serve as the public participation process required for the development of transit projects as per Federal Transit Administration (FTA) Circular 9030. The MPO will implement the following strategies to reduce participation barriers for persons with Limited English Proficiency (LEP):

- The MPO will actively engage and provide accommodations for LEP populations in

the short term by providing interpretative services, utilizing visual techniques, handing out language cards, exploring appropriate locations for distribution of materials on MPO meetings and processes, using word of mouth, and training staff members to look for clues that members of the public cannot read English.

- The MPO will work with the City of Las Cruces, as the MPO's Administrative Agent, to develop a formal LEP policy. The policy should include an analysis of the number or proportion of persons with LEP in the jurisdictions, the specific language needs of those individuals, and the potential frequency of contact with persons with LEP.
- Lastly, the MPO will assess the resources available and costs associated with providing different language service options.

### **Environmental Justice**

The Mesilla Valley MPO will strive to address environmental justice issues at all stages of the planning process. The MPO will implement the following strategies to reduce participation barriers for low income and minority populations and improve access to services for persons with disabilities:

- When possible, public meetings will be held in locations that are convenient to low and moderate income neighborhoods and are accessible to disabled populations and public transit users. Such locations include community centers, senior centers and schools. Holding meetings in familiar and accessible neighborhood locations may help residents feel more comfortable participating in the public participation process.
- All MPO work products and documents will be available in alternative formats, including Braille, large type and languages

other than English. The following statement will be included in all MPO documents:

The Las Cruces MPO does not discriminate on the basis of race, religion, sex, sexual orientation, gender identity, color, ancestry, serious medical condition, national origin, age, or disability in the provision of services. The Mesilla Valley MPO will make reasonable accommodation for a qualified individual with a disability who wishes to attend this public meeting. Please notify the Las Cruces MPO at least 48 hours before the meeting by calling 528-3222 (Voice) or 528-3157 (TTY). This document can be made available in alternative formats by calling the same numbers listed above. *Este documento está disponible en español llamando al teléfono del Departamento de Desarrollo de la Comunidad: 528-3222 (Voz) o 528-3157 (TTY).*

- The location of low income and minority populations will be identified and mapped as a tool for gauging the impact of proposed transportation projects on these areas. This map will be updated every five years. See Appendix B.
- Agencies and organizations that represent low income and minority populations will be identified and included in MPO mailings.

### **State Open Meetings Act**

In order to ensure adequate public notice and provision of timely information, all meetings of the Mesilla Valley Metropolitan Planning Organization Policy Committee and its advisory committees are subject to the provisions of the New Mexico Open Meetings Act, as amended in 2013. Policy Committee meeting notices are published in the *Las Cruces Sun News* 10 days prior to the meeting date. Technical Advisory Committee



(TAC) and Bicycle and Pedestrian Facilities Advisory Committee (BPAC) meeting notices are posted at least three business days prior to the meeting date. All meeting notices are posted at Las Cruces City Hall, Doña Ana County Government Complex, Branigan Library, and the Mesilla Town Hall. Upon request, all notices will be available in Spanish and alternative formats.

### **State Inspection of Public Records**

All Mesilla Valley MPO work products are available for public inspection. Because the City of Las Cruces is the fiscal and administrative agent for the Mesilla Valley MPO, inspection of MPO documents follows the City of Las Cruces Inspection of Public Records, Ordinance 2265. A copy of this ordinance is available upon request.

Proposed documents and proposed document amendments will also be available for review, free of charge, at the following locations:

- MPO Office, Las Cruces City Hall, 700 N. Main Street
- Reference Desk, Branigan Library, 200 East Picacho Avenue
- NMDOT District One Las Cruces Project Office, 750 North Solano Drive
- Town of Mesilla Town Hall, 2231 Avenida de Mesilla
- Community Development Department, Doña Ana County Government Complex, 845 North Motel Boulevard
- Las Cruces MPO website:  
<http://www.las-cruces.org/Departments/Community%20Development/Sections/MPO.aspx>

All documents, in whole or part, will be available upon request in Spanish and in alternative formats.

### **MPO Work Products**

According to the federal transportation

regulations, the Mesilla Valley MPO is required to create and maintain the following transportation planning documents:

- Long Range Transportation Plan (23 U.S.C. 450.322);
- Transportation Improvement Program (23 U.S.C. 450.324);
- Unified Planning Work Program (23 U.S.C. 450.308); and
- Public Participation Plan (23 U.S.C. 450.316); and
- Annual List of Obligated Projects (23 U.S.C. 450.332).

### **Long Range Transportation Plan (LRTP)**

The Long Range Transportation Plan contains both long-range and short-range strategies/actions that guide multi-modal transportation planning, construction, and maintenance of an integrated transportation network for the Las Cruces Urbanized Area. The LRTP is developed through a shared vision for the region involving extensive interaction with and education of the public, stakeholders, and the MPO Committees. The Plan covers no less than a 20-year planning horizon. The Long Range Transportation Plan is completely updated every five years.

### **Transportation Improvement Program (TIP)**

The Transportation Improvement Program is a six-year, financially constrained list of transportation projects within the MPO area, including regionally significant projects and all transit projects funded by FTA. The TIP is developed in cooperation with residents, local governments, and the New Mexico Department of Transportation (NMDOT) and in compliance with the adopted Long Range Transportation Plan. The Transportation Improvement Program is completely updated bi-annually.

## **Unified Planning Work Program (UPWP)**

The purpose of the Unified Planning Work Program is to outline intermodal transportation planning activities to be conducted within the Las Cruces MPO Planning Area within a financially constrained budget. The UPWP contains MPO work projects, budgets, and staff assignments for the upcoming fiscal year. The UPWP must comply with the adopted Long Range Transportation Plan. The Unified Planning Work Program is updated bi-annually.

## **Public Participation Plan (PPP)**

The Public Participation Plan is intended to provide a guide for public involvement processes to be conducted by the Mesilla Valley Metropolitan Planning Organization (MPO). The Public Participation Plan contains the goals of the MPO for public involvement, as well as specific public involvement procedures for various MPO activities. The Public Participation Plan will be updated every five years.

## **Annual List of Obligated Projects**

In metropolitan planning areas, on an annual basis, no later than 90 calendar days following the end of the program year, the State, public transportation operator(s), and the MPO shall cooperatively develop a listing of projects for which funds under 23 U.S.C. or 49 U.S.C. Chapter 53 were obligated in the preceding program year.

Mesilla Valley MPO staff shall make this list available to the public.

## **Area and Corridor Plans**

Area and corridor plans are undertaken in areas that are in need of intensive study to determine potential transportation needs. These plans can be initiated if a member jurisdiction identifies a transportation issue not previously discussed in the LRTP or when a proposed TIP project is not in compliance with the LRTP. These are

conducted on an “as-needed” basis.

## **Public Participation Process**

### **Goals**

The goals of the Public Participation Process are as follows:

- Maintain a continuing, cooperative, comprehensive (3-C) planning process;
- Pursue access to transportation options for all residents;
- Consider a broad range of options to address transportation challenges;
- Ensure a transparent, interactive, bottom-up transportation planning process;
- Provide a high level of education on transportation related subjects;
- Encourage residents and a variety of stakeholders to contribute ideas and comments at every stage of the process; and
- Engage traditionally underserved populations, including low income and minority households and persons with disabilities.

### **Four-Step Process**

In order to achieve these goals the MPO has developed a four-step public participation process:

- Identify Needs and Challenges;
- Generate Options;
- Evaluate and Prioritize Options; and
- Develop an Implementation Strategy.

### **Identify Needs and Challenges**

*Identify Needs and Challenges* means taking a comprehensive look at the regional transportation system or a potential transportation project. In this era of rising gas prices, identifying public concerns about transportation is particularly important. In order to conduct a comprehensive identification of transportation needs and challenges, the MPO must solicit information

from the public, stakeholders, and MPO committees. This effort requires listening to comments and integrating suggestions made concerning the regional transportation network.

*The public input tools listed in this plan will be used to collect the public's comments about their daily transportation experiences, the regional transportation system as a whole, their suggestions for potential projects, and their vision for the future.*

In addition to the general public, the MPO staff will also solicit the concerns of a broad range of stakeholders such as local jurisdictions, transportation providers, and land use agencies. Listening to stakeholders means gathering information about the services they provide and the impacts that

the transportation system or potential projects will have on their services. MPO staff then discusses with their committees the information gathered from the public and stakeholders.

MPO staff is responsible for planning a transportation network that safely and efficiently moves people and goods throughout the region. Therefore, at this stage in the process, the MPO staff is also responsible for gathering information on current, relevant transportation conditions, such as crash data, traffic volumes, access management, adjacent land uses, and topography. For example, crash data may be gathered for a later analysis of safety conditions, and land use data may be used to determine impacts on the transportation system. Other considerations that will be discussed are the potential impacts to places



deemed historically, environmentally or culturally important.

### Generate Options

*Generate Options* means generating a list of proposed options based on input from the public, stakeholders, and MPO staff and merging them with best practices from transportation professionals. This process may be accomplished by using neighborhood or community audits, design tables, and other focus groups. Also evaluated in this step are the data gathered on current transportation conditions and existing transportation options, such as transit routes and bicycle lanes. This step of the process provides a balanced approach to updating MPO work products or evaluating potential projects.

The data gathered, along with the comments expressed by the public and stakeholders, will be analyzed for potential benefits and drawbacks. Monetary costs and technical feasibility of a project may also be considered in this step. Some of the tools that the MPO uses to analyze data are travel demand modeling, spatial geographic analyses, and other visualization techniques.

Then, MPO staff will discuss the data and proposed approaches with their committees to solicit further feedback. MPO staff will also continue to receive written comments from the public and stakeholders.

### Evaluate and Prioritize Options

*Evaluate and Prioritize Options* means asking the question “Does a proposed approach help resolve the identified transportation concerns?” Specifically, the MPO will assess each proposal based on estimated costs, potential benefits and drawbacks, and technical feasibility. Potential benefits and drawbacks are based upon transportation principles and the input received from the public and stakeholders.

For example, a benefit of a proposed update may be community or neighborhood support, but a drawback may be that the approach does not improve the regional transportation system.

Next, the public may be asked to weigh their preferred options through techniques such as option or project ranking. In order for the public to effectively rank options, the MPO must clearly explain the processes used during the first two steps and define the regional significance of any proposed approach.

Therefore, a detailed matrix of the estimated costs, potential benefits and drawbacks, and technical feasibility of each proposal will be made available, as needed, in order to facilitate the ranking process. The MPO staff will also summarize the input from the public, stakeholders, and committees. To the extent possible, the MPO will also use visual techniques to explain completed analyses.

### Develop Implementation Strategies

*Develop Implementation Strategies* means creating a report or work product that provides information on how to implement proposals. This written document will contain a summary of the entire four-step process, including written comments from the public and stakeholders, and will provide recommendations on an implementation strategy.

The implementation strategy may include determining:

- Whether an approach is a short term or long term project;
- The entity or entities responsible for implementation;
- Available funding; and
- Any other recommendations, such as design techniques or further analyses.

The draft of proposed implementation

strategies will be discussed with MPO committees and presented to the public and stakeholders for their final feedback. Final action on proposed options or plan updates is reserved for the MPO Policy Committee.

## **Public Participation Tools**

### **Introduction**

In order to maintain a proactive presence in the community, and an early and continuous public involvement process, the MPO strives to be both an educational organization and a quality resource center. To accomplish this goal, the MPO uses a toolbox of involvement techniques in their public participation processes. See Appendix A for the complete Public Participation Matrix.

### **Input Meetings**

MPO staff continually works on adjusting and improving the format of public meetings to encourage input from all people in attendance. Interactive meetings are held early in the transportation planning process. This interaction is important so that the public is involved prior to any decisions being made. Below is listed the types of meetings that MPO Staff uses in different stages or settings of the Public Participation Process.

### **MPO Committee Meeting**

The MPO has regular meetings of their Technical Advisory Committee, Bicycle and Pedestrian Advisory Committee, and Policy Committee. The advisory committees provide input to the Policy Committee on planning and engineering issues that affect the transportation decision-making process. All MPO committee meetings are open to the public. Residents and stakeholders are encouraged to attend the meetings and discuss the transportation challenges that they face. The meeting schedule, agendas and full packets for each committee meeting will be posted on the Las Cruces MPO website. Agendas are also distributed through the MPO Master Mailing List.

### **Traditional Public Input Meeting**

Traditional Public Input Meetings are appropriate when MPO staff is asked to provide information on a specific topic, conduct an educational seminar, or present final results of a plan update or corridor study. These meetings provide an opportunity for question-and-answer sessions with the public, but are less interactive than charette-style meetings.

### **Charette-Style Meeting**

Charette-Style public meetings engage the public in an interactive brainstorming process to develop ideas to address transportation needs and challenges. This process ensures that dynamic dialogue throughout the process is an integral part of assessing proposals and plans. Ideas that come out of this visioning process can be further analyzed for technical feasibility and for incorporation into a potential range of final solutions. Much of the four-step process outlined in this public participation plan is derived from the successes of conducting Charette-Style meetings.

### **Open House Meeting**

Open houses are an informal type of public meeting that take transportation issues to the public rather than asking the public to come to us. This process is often less intimidating than a traditional input meeting. An Open House meeting is generally set up at a familiar site in the community where people already congregate, for example, at the Farmer's Market, the local mall, or a University campus.

Sometimes traditional or even Charette-Style public meetings do not work well because people have busy schedules and may not have the time or the availability to attend these meetings. The Open House forum offers the public more opportunities to learn about transportation issues by providing meetings at several different locations and

during different times of the day. The MPO may set up a booth with brochures, maps, and other materials, and will provide opportunities for public comments.

### Stakeholder Consultation

The MPO does not stand alone in regional transportation issues. The MPO coordinates and consults with local, regional, and national agencies, such as the MPO area jurisdictions, El Paso MPO, South Central Council of Governments, New Mexico Department of Transportation, and land management agencies. For example, the MPO integrates data from the Census Bureau and land use agencies, such as the Bureau of Land Management, into their planning process. Through this coordination the MPO is able to present a comprehensive picture of the transportation system to the public.

### **Involvement Techniques**

MPO staff continually utilizes the following involvement techniques to solicit public input and ideas, as well as educate the public, stakeholders, and the MPO Committees. New techniques may be introduced and tested prior to inclusion in this document.

### Brainstorming and Visioning

Brainstorming is a cooperative, open process geared toward sharing ideas, proposing alternatives, and building consensus. Visioning is also a cooperative group effort through which participants create a set of principles that lead to shared goals and strategies. Both can be used to build a shared vision, collect ideas, and provide direction on a comprehensive strategy for implementation. A visioning exercise may include participants using index cards to write down concepts that they think are most important to their community and sharing these concepts (if they so choose) with the group. The index card can then be used to inform the current planning process.

### Visualization

Visualization techniques, such as maps, flow charts, traffic simulations, travel demand modeling, and video are used to help explain technical terms and transportation planning concepts to the public and stakeholders. Visualization techniques are applied throughout MPO documents and the MPO website. For example, the MPO's traffic count program is available in map form, Geographic Information System (GIS) files, and on the MPO website. Also, the MPO is using video to provide a visual of transportation challenges during drop-off and pick-up times at schools.

### Neighborhood and Community Audits

Neighborhood and Community Audits are used to educate the community and encourage them to get involved with issues that are close to home, yet affect the regional transportation system. Sometimes transportation concerns are more easily resolved through first hand experience. An audit can provide a constructive forum for gathering information and encouraging public involvement. For example, Safe Routes to School is an emerging issue for neighborhoods. Improving conditions for children on their routes to and from school may best be understood and observed through a walk along these routes.

Neighborhood and Community Audits are generally done in the field, but can be conducted using aerial maps as well. If a walking audit is not a possibility, then audit participants may draw on large maps to inventory valuable aspects of the transportation system and identify transportation challenges and potential solutions.

### Public Events

Participating in Public Events accomplishes the tasks of educating the public, and finding multiple ways to encourage their

participation. Sometimes the public may not have time to attend public meetings, but has already made an event a part of their schedule.

### Focus Groups

Focus Groups are generally used to explore a specific aspect of a project or transportation challenge in a more in depth manner. Individuals who are knowledgeable about or have an interest in a transportation related topic may be invited to participate in a Focus Group.

### Comment Forms

Comment forms are open-ended requests for feedback on transportation related topics. Comment forms are available on the MPO website, at public meetings, or at MPO offices. Feedback from comment forms will be included in documents as either a verbatim appendix or a summary.

### Surveys

Surveys are direct requests for feedback on specific transportation issues. In some cases, quantified results will be used to guide transportation decision making and help formulate overall goals for the transportation system.

## **Education and Resource Center**

### MPO Staff Availability

MPO staff is available during business hours to discuss the MPO transportation planning process or other transportation-related matters with residents and other interested parties. By prior arrangement, MPO staff is available to meet with stakeholders and other organizations during and after normal business hours.

### Orientation Workshops and Materials

The MPO must educate our committee members and the general public on the basics of what the MPO does and why. In order to achieve this goal, the MPO provides

both workshops that can be set up on an as needed basis and written materials that summarize the MPO's goals, regulations, and processes. The MPO is working on a presentation and handbook titled "MPO 101" to distribute to all Committee members and anyone else who is interested.

### Master Mailing List (MML)

The Mesilla Valley MPO maintains a Master Mailing List which includes neighborhood associations, community groups, business and professional groups, environmental groups, special interest groups, elected and appointed officials, affected agencies, and interested residents. This list will be used to:

- Coordinate regional planning efforts;
- Distribute TIP Call for Projects letter
- Provide MPO documents for review;
- Notify interested parties of upcoming meetings and other MPO activities;
- Communicate with members of the public, private entities, and governmental agencies; and
- Invite interested parties to comment on transportation planning issues.

The MML will be customized so only items of particular interest will be mailed to list recipients. The MML is continuously updated.

### Library

MPO staff maintains a library of documents that are available for review during normal business hours. The MPO library contains past and current transportation planning studies and materials, paper and digital versions of maps, MPO plans, and study area reports. Copies of library materials are available at reproduction and postage costs.

### Website

The Mesilla Valley MPO maintains an internet website to provide the most current information available including committee meetings, work products, current projects,

staff contact information, and links to other transportation sites. The MPO also utilizes the website for public outreach and education through regular updates and notifications. Public comments are encouraged and welcomed through the feedback page that allows anyone to submit comments regarding transportation planning issues at any time. The MPO will improve public input through the MPO website by conducting surveys on specific issues.

### E-Newsletter – Intersections

The Mesilla Valley MPO will produce a monthly e-newsletter that will contain staff contact information, upcoming meeting schedules and agendas, results of technical activities, information on policy issues, current project status reports, and links to other relevant transportation-related sites. The MPO will also solicit from the public, stakeholders and committees, topics that they would like to learn more about. The e-newsletter will be distributed via email to all parties on the Master Mailing List that have indicated an interest in receiving the e-newsletter. It will also be available as a printed handout upon request. For interested parties that do not have internet they may request that a copy be mailed to them or use a computer at the MPO office.

### MPO Logo

A logo representing the Mesilla Valley MPO is used to identify all products and publications of the MPO. This logo helps the public become familiar with the different activities of the MPO by providing a means of recognizing MPO products.

### Media Advertising

The Mesilla Valley MPO will work with the local media to inform the public of significant transportation activities and issues. Public input meeting advertisements will be published in either the Las Cruces Sun News or the Las Cruces Bulletin, or both, in order

to inform the largest number of residents possible and solicit their input. As appropriate, the MPO will send legal notices and/or press releases, conduct interviews, and submit articles to the local news media. Radio public service announcements will be used as appropriate. The MPO will work with the Las Cruces Bulletin to include a list of Committee meeting schedules.

### Marketing Materials

Marketing materials may include brochures or flyers. Marketing materials may be provided for education or for advertising events that are applicable to transportation issues. For example, the MPO has produced a Bicycling Suitability Map that contains information on suitable bicycling routes, rules of the road, and other ways to promote safe bicycle riding in the MPO area.

### Social Media

Mesilla Valley MPO staff shall investigate various types of social media for the purpose of disseminating relevant information and performing social outreach.

## Evaluation of the Public Participation Process

The Public Participation Plan will be reviewed for effectiveness every five years when the Public Participation Plan as a whole is reviewed and updated.

Consideration of effectiveness may be made on the following factors:

- Level of public participation
- Level of event attendance
- Use of website
- Public reaction to MPO efforts and activities

As a result of this review the Public Participation Plan may be modified as deemed necessary.



## APPENDIX A

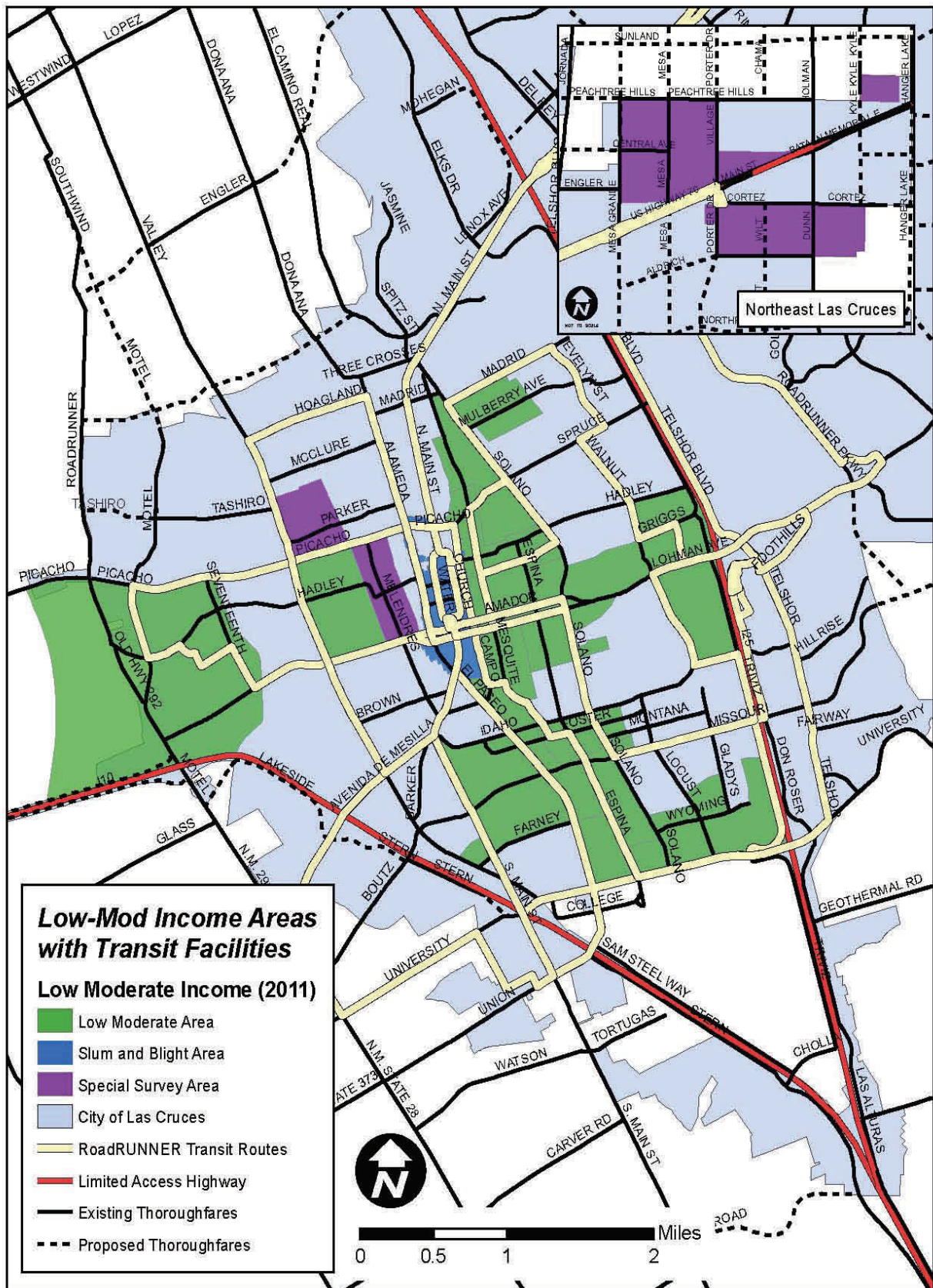
### Public Participation Matrix

<b><u>Public Participation</u></b>	<b>Public Meeting Date</b>	<b>Minimum Comment Period</b>	<b>Public Participation Tools</b>	<b>Additional Comments</b>
<b>MPO Work Product Processes</b>				
Long Range Transportation Plan (LRTP)	Kick Off meeting required with all MPO Committees  Draft LRTP: At least 30 days prior to Policy Committee final action	180 days during LRTP process  30 days on Final Draft LRTP	<ul style="list-style-type: none"> <li>• Four-Step Process</li> <li>• Input Meetings</li> <li>• Involvement Techniques</li> <li>• Education and Resource Center</li> </ul>	<ul style="list-style-type: none"> <li>• Updated every 5 years</li> <li>• All public comments received and staff responses will be included in the LRTP</li> </ul>
Transportation Improvement Program (TIP)	Call for projects letter at least 60 days prior to TIP final action  At least 30 days prior to Policy Committee final action	30 days	<ul style="list-style-type: none"> <li>• TIP Process</li> <li>• Call for Projects Letter</li> <li>• Input Meetings</li> <li>• Involvement Techniques</li> <li>• Education and Resource Center</li> </ul>	<ul style="list-style-type: none"> <li>• Updated every two years</li> <li>• BPAC and TAC may serve as public input meetings</li> <li>• All public comments received will be included in the documentation for the TIP</li> </ul>
Unified Planning Work Program (UPWP)	At least 30 days prior to Policy Committee final action	30 days	<ul style="list-style-type: none"> <li>• Input Meetings</li> <li>• Involvement Techniques</li> <li>• Education and Resource Center</li> </ul>	<ul style="list-style-type: none"> <li>• Updated every year</li> <li>• BPAC and TAC may serve as public input meetings</li> <li>• A summary of all public comments will be provided to the Policy Committee</li> </ul>
Public Participation Program (PPP)	At least 30 days prior to Policy Committee final action	45 days	<ul style="list-style-type: none"> <li>• Input Meetings</li> <li>• Involvement Techniques</li> <li>• Education and Resource Center</li> </ul>	<ul style="list-style-type: none"> <li>• Updated every 5 years</li> <li>• BPAC and TAC may serve as public meetings</li> <li>• A summary of all public comments will be provided to the Policy Committee</li> </ul>

<b><u>Public Participation Matrix</u></b>	<b>Public Meeting Date</b>	<b>Minimum Comment Period</b>	<b>Public Participation Tools</b>	<b>Additional Comments</b>
Area and Corridor Plans	At least 30 days prior to Policy Committee final action	30 days	<ul style="list-style-type: none"> <li>• Four-Step Process</li> <li>• Input Meetings</li> <li>• Involvement Techniques</li> <li>• Education and Resource Center</li> </ul>	<ul style="list-style-type: none"> <li>• Target notification area determined (Min. 300')</li> <li>• Notice sent regular mail</li> <li>• Sign posted on property</li> <li>• At least one public meeting held in location convenient to affected residents</li> </ul>
Long Range Transportation Plan Amendments	At least 30 days prior to Policy Committee final action	30 days	<ul style="list-style-type: none"> <li>• Four-Step Process</li> <li>• Input Meetings</li> <li>• Involvement Techniques</li> <li>• Education and Resource Center</li> </ul>	<ul style="list-style-type: none"> <li>• At least one public meeting will be held</li> <li>• BPAC and TAC may serve as public meetings</li> </ul>
Transportation Improvement Program (TIP) Amendments Unified Planning Work Program (UPWP) Amendments Public Participation Plan (PPP) Amendments	At least 15 days prior to PC final action	30 days	<ul style="list-style-type: none"> <li>• Input Meetings</li> <li>• Involvement Techniques</li> <li>• Education and Resource Center</li> </ul>	<ul style="list-style-type: none"> <li>• TIP amendments include those which are not exempt from the public participation process.</li> <li>• BPAC and TAC may serve as public meetings</li> </ul>
<b>Input Meetings</b>				
MPO Committee Meetings	Varies	N/A	<ul style="list-style-type: none"> <li>• Legal or Posted Notice, as applicable</li> <li>• E-Newsletter</li> <li>• Website</li> </ul>	See MPO Meeting Calendar in Appendix D

## APPENDIX B

### Map of Low Moderate Income Areas



## APPENDIX C

### General Time Line for MPO TIP and STIP Development and Amendments



# General Time Line for MPO TIP and STIP Development

Development Milestones	Even-numbered Calendar Year												Odd-numbered Calendar Year											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Open Call for Projects																								
NMDOT provides financial estimates and submittal and approval dates to MPO																								
MPO Draft TIPs developed and submitted to NMDOT																								
MPO Public and District Review																								
MPO Bicycle and Pedestrian Advisory Committee Review, Project Ranking, and Final Recommendation by TAC																								
MPO Policy Committee Final Ranking and Adoption																								
District, RPO, and MPO Final TIPs submitted to General Office																								
General Office Compiles STIP																								
STIP Public Review																								
Concurrent Federal Review																								
State Transportation Commission Review and Approval																								
General Office submits STIP for Federal Review and Approval																								
Final Federal Review and Approval																								
Amendment Cycles	Even-numbered Calendar Year												Odd-numbered Calendar Year											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
MPO Bicycle and Pedestrian Facilities Advisory Committee Review and Recommendation																								
MPO Technical Advisory Committee Review and Recommendation																								
MPO Policy Committee Final Action																								
State Transportation Commission Review and Approval																								
Federal Review and Approval																								

■

 signifies a submittal or approval occurring during the month.

(1)

 NMDOT STIP Development section to provide financial estimates to Districts, RPOs, and MPOs. Actual submittal and approval dates within the development cycle will be provided at the same time.

(2)

 Draft TIPs due the 1st business day of the month.

(3)

 Final TIPs due the 1st business day of the month.

(4)

 State public review to be completed during June/July time period to allow for State Transportation Commission (STC) approval in July.

(5)

 Actual date is determined by the approved STIP meeting schedule.

(6)

 The STIP should be ready for submittal for Federal review as soon as it is approved by the STC.

(7)

 Target for Federal approval is October 1st, which begins the Federal fiscal year.

(8)

 Amendments to the **current** STIP, actual date is determined by the approved STIP meeting schedule.

(9)

 Amendments to the **newly approved** STIP, actual date is determined by the approved STIP meeting schedule.

MPO TIP Amendment Cycle 1

MPO TIP Amendment Cycle 2

MPO TIP Amendment Cycle 3

MPO TIP Amendment Cycle 4

MPO TIP Amendment Alternate Cycle 4