

# Transportation Project Fund Application Checklist

All applications submitted for TPF funding must contain the elements outlined in these guidelines. The following checklist has been prepared to assist in ensuring that the application is complete prior to submission:

- Complete Project Application with the following required documentation
  - Cover Letter including.
    - a brief overview of the project
    - whether the potential grantee intends to apply for hardship (match waiver)
    - timeframe in which the potential grantee is prepared to spend the grant funds
    - verification that funding requested will be enough to complete the phase of work submitted
    - whether the project falls into category (a) or (b): (a) Project is located on or within locally owned right-of-way and the project does not include federal funds; or (b) Project is located within or on NMDOT owned right-of-way or is an NHS route
  - Project Feasibility Form (PFF)
  - Resolution of Sponsorship from their governing body, indicating the availability of the 5% match. Alternatively, the potential grantee may submit an official letter signed by the potential grantee's CFO.
  - chief executive or official with budget authority, indicating the availability of the 5% match
  - Map of project location including mile posts
  - Required if local entity does not own the right of way:** A letter of support or authorization from owners of the project right-of-way. This includes getting a letter from the NMDOT District if the project is partially or fully within NMDOT right-of-way
- Coordinate Application Review with NMDOT District and obtain signatures and documents
  - PFF
  - ROW Letter of Support or Authorization from District Engineer (if applicable)
- Submit Application packet to MPO/RTPO for review and ranking process<sup>1</sup>
- MPO/RTPO completes ranking and fills out excel ranking sheet
- MPO/RTPO submits completed application packets and excel ranking sheet to the FTP site for NMDOT

<sup>1</sup> If MPO/RTPO chooses not to rank a letter stating they are deferring ranking must be submitted to NMDOT