NMDOT Call for Projects for Local and Tribal Governments in New Mexico
FFY 2021-2023

- Eligible projects are in the following categories:
  (1) environmental and other studies;
  (2) planning;
  (3) design;
  (4) construction; and
  (5) acquisition of rights of way necessary for the development of transportation infrastructure, which includes highways, streets, roadways, bridges, crossing structures and parking facilities, including all areas for vehicular use for travel, ingress, egress and parking.

- For qualified projects, funding will be available via a disbursement program that will pay for up to between 75% and 95% of the project costs and will require up to a 5% to 25% match from the grantee.¹

- Grantees may provide more than 5% to 25% of the total project cost.

- If the grantee anticipates funding any part of the project with federal funds at any point in the project, the project must comply with all federal requirements.

- The grant funds awarded must be spent by January 2024. The State Transportation Commission (STC) selects the project.

¹ Most potential grantees may apply for hardship if they are unable to pay the required match. During the call for projects, potential grantees must indicate in their cover letter if they intend to apply for hardship. If the NMDOT selects a potential grantee for funding, the potential grantee will go through the hardship application process at that time. The Department of Finance and Administration (DFA) conducts the hardship determination process using the same process as used for the Local Government Road Fund. Tribal governments are not eligible to apply for a hardship.
If potential grantees would like to apply for available funds, they must prepare/update and submit the following documents (application package) to the appropriate MPO/RTPO:

1. Cover letter including: (1) brief overview of project; (2) whether the potential grantee intends to apply for hardship (match waiver); (3) the timeframe in which the potential grantee is prepared to spend the grant funds, if received (project readiness); and (4) 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 and/or may include federal funds;

2. Project must fall into one or more of the following categories, including: (1) environmental and other studies; (2) planning; (3) design; (4) construction; and (5) acquisition of rights of way necessary for the development of transportation infrastructure, which includes highways, streets, roadways, bridges, crossing structures and parking facilities, including all areas for vehicular use for travel, ingress, egress and parking;

3. Project Feasibility Form (PFF) signed by District representative (MPOs that conduct a different process for determining feasibility do not need to include a signed PFF); if the project does not have a signed PFF but is in an RTPO area or an MPO area that uses PFFs, then the potential grantee must work with the District on the PFF at the application update meeting (see below);

4. Project Prospectus Form (PPF);

5. El Paso MPO Project Request Form (PRF);

6. 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 chief executive or official with budget authority, indicating the availability of the 5% match;

7. Map of project location; and

8. (If applicable) Letters of support from entities that own the project right-of-way, if the applying potential grantee does not own all 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.

The PFF and PPF are available on the NMDOT local government webpage: http://dot.state.nm.us/content/nmdot/en/POD_Pubs.html

The El Paso MPO’s PRF is available on the EPMPO’s website (the link must be opened in Internet Explorer): http://www.elpasompo.org/civicax/filebank/blobdload.aspx?t=36584.45&BlobID=24306
TIMELINE:

- Announcement of NMDOT Project Call May 6, 2019
- Updated/completed PPFs and PRFs (and PFFs if not previously obtained) due to MPO for review prior to Staff Meeting with Grantees – May 24. (Submit electronically to El Paso MPO Staff Contact.)
- Mandatory EPMPO/NMDOT Staff Meeting with Potential Grantees for Review/Update of applications – May 27 through June 7
- Deadline to submit final application packet materials to EPMPO is up to June 12, 2019
- Final Application packets must be transmitted to NMDOT – June 14, 2019
- State Transportation Committee approval – August 1, 2019

El Paso MPO staff contact:

Gabriela Lopez, Associate Regional Transportation Analyst
glopez@elpasompo.org
Checklist for Application Packet (each item must be submitted):

1. ( ) Cover Letter
2. Project Category Selected:
   
   ( ) environmental and other studies; ( ) planning; ( ) design; ( ) construction; and ( ) acquisition of
   rights of way necessary for the development of transportation infrastructure, which includes highways,
   streets, roadways, bridges, crossing structures and parking facilities, including all areas for vehicular use
   for travel, ingress, egress and parking

3. ( ) Project Feasibility Form (PFF) – Completed and Signed
4. ( ) Project Prospectus Form (PPF)
5. ( ) EMPO Project Request Form (PRF)
6. ( ) Resolution of Sponsorship
7. ( ) Map of project location
8. ( ) Letters of Support for Rights-of-Way (if applicable)

__________________________________________
Agency Representative

__________________________________________
MPO Staff
NMDOT Call for Projects
Questions and Responses
May 7, 2019

Background
MPOs, RTPOs and their member entities submitted the questions below to NMDOT, in reference to the Call for Projects Letter sent from Secretary Sandoval on April 30, 2019. Please refer to the letter in addition to the questions/responses below.

Questions/Responses

1. Not knowing if CMAQ award announcements will be announced between now and RTPO deadline for applications later this month, would a federal highway continue to be eligible with local government as lead for roundabout location study and design?

Projects that applied for other funding sources are eligible to apply to this call for projects.

2. Are there minimum and/or maximum amounts that they may apply for in terms of total project cost and/or state funding?

This call for projects has no project minimums or maximums.

3. Are local/county roads that are not major collectors or above in functional class eligible?

All local and county roads are eligible regardless of their functional classification.

4. How much money in total is available through this call for projects?

To be determined. All complete applications for eligible projects that are submitted by the deadline will be considered for funding.

5. Can you explain the match? We thought the program was set at 95% grant and 5% match. When will the match rate be determined and communicated to the applicant?

Projects funded through this call for projects will have a minimum 5% match requirement, unless granted a match waiver as described in the Call for Projects Letter.

6. Is there a funding limit? A typical award level? How many awards do you foresee? Is this a formula-based program? Are there funding levels or targets for categories (1-5) or the project type?

There is not a funding limit. There is no typical award level or number of awards. There are no pre-determined funding levels or formulas for any of the eligible project categories.

7. RTIPR: Our RTIPR does not have a section for this funding source? Only projects that are Federal classified were allowed to be listed, yet this project is more flexible in terms of allowing local projects. Can we amend our RTIPR to add a prioritized listing of projects that are eligible and desired by our members.

RTPOs may amend their RTIPRs between now and when the project applications are due. The RTPO member entities should determine what works for the RTPO.

8. LGRF vs. LGTPF: Our members have already submitted their LOI’s for LGRF projects. When will they be notified of award, and if they are not awarded would they be able to re-apply into this new program? How would the timing work in terms of notification and re-applying within the Call for Projects timeframe?

Projects that applied for other funding sources are eligible to apply to this call for projects, as specified in the Call for Projects Letter. NMDOT expects to issue LGRF award letters by the week of May 22, 2019.
9. **PROJECT DEFINITIONS:** Do you have definitions of crossing structures and parking facilities as these types of projects are new to us?
All complete applications submitted will be considered. At this time, all definitions may be broadly construed.

10. **SCORING CRITERIA:** Is there a scoring criteria for application packages? Does have NMDOT have a preference on project category or project type?
NMDOT will strongly consider all RTPO and MPO recommendations.

11. **Can RTPOs or MPOs diverge from the schedule included in the call for projects letter?**
As noted in the Call for Projects Letter, RTPOs/MPOs may determine their own schedules, provided the applications get to NMDOT by June 14, 2019 and the applications went through the necessary steps.

12. **Are transit projects and/or transit related planning eligible?**
No

13. **Are planning-only projects eligible?**
Yes, per the terms of Call for Projects Letter

14. **Would roadway safety audits be eligible?**
Yes, however it does not guarantee future HSIP funding.

15. **Are there segregated pots of money by project types, or one big pot for all projects?**
No

16. **Is project selection going to be made by a selection committee; and if so, what is the background of the committee, i.e. federal, state, DOT either Districts or Transit & Rail, MPO/RTPO, etc.?**
As noted in the Call for Projects Letter, the State Transportation Commission (STC) will select the projects.

17. **Is land purchase as a component of a construction project eligible under this call for projects?**
Yes, per the terms of the Call for Projects Letter

18. **Are these types of projects to be programmed in the TIP/STIP?**
See the NMDOT STIP Manual

19. **What is the incentive for a match of more than 5%-25%?**
Please refer to question 5.

20. **Can an agency replace federal funds in the TIP/STIP with these state funds?**
It depends and will be considered on a project by project basis.

21. **Do projects already in the TIP have to go through the application process?**
All projects that want to be considered must submit an application as outlined in the Call for Projects Letter.

22. **Is NMDOT eligible?**
No
23. Does “spent” mean obligated, let or closed out?
Spent means awarded funding fully expended.

24. What funding category should be identified in the TIP/STIP? (Local Government Transportation Project Fund?)
Local funds

25. Can an entity submit ONE PFF form for sidewalks throughout various streets in the local jurisdiction or would it have to be a PFF for each street?
Entities need separate PFFs and application packages for each project. Projects are defined by their termini, scope, and budget.

26. If our proposed project for roadway rehabilitation (pavement/striping) also includes on-street parking, can this funding be used to include ADA compliant parking spaces and required ADA compliant sidewalks to accommodate drivers and passengers to enter/exit their vehicles in the public right-of-way per PROWAG?
Yes

27. Can this funding be used for relocation of utilities within the ROW?
If the relocation is considered necessary and part of the construction project, it may be considered.

28. When will notifications of award be made?
Between mid-September to mid-October 2019

29. What is the source of funding? Is it from the General Fund, a severance tax, or something else?
Various funding sources

30. Is there a cap on the number a projects an entity can submit?
No

31. Are maintenance projects eligible?
All complete and eligible applications submitted will be considered.

32. Are universities and schools eligible?
No

33. Whether or not projects approved for award under this program would be required to be compliant with federal or state rules/regulations/procedures other than those of the specific local government?
Please see the Call for Projects Letter. Page 2, item 1, parts (a) and (b) require the applicant to indicate whether their project falls into category (a) or (b). If the project falls into category (a), it is not required to be planned, designed and certified to federal standards. If the project falls into category (b), then the project must be planned, designed and certified to federal standards.

34. Would a proposed project for roadway rehabilitation within the public ROW be required to address PROWAG/ADA relative to sidewalks and/or curb ramp construction within the public right of way?
Yes
35. Would using State funds under this program make the specific project ineligible for future federal funding?
No, provided that the project is fully planned, designed and certified to federal standards. See response to question 33.

36. Would projects using State funds from this program be audited by NMDOT, similar to what is done for capital outlay funded projects?
Yes

37. Would a project with the specific intent of roadway street lighting within the public roadway ROW be eligible under this program?
All complete applications submitted will be considered.

38. As this funding was appropriated by the legislature, would projects be tracked at all in CPMS like other capital outlay projects?
No

39. How much specifically is each district being appropriated? Entities are concerned about how much they should apply for (is there a limit, whether upper or lower limit).
All complete applications submitted will be considered.

40. Should applicants have taken the new TLPA training course?
The updated T/LPA Handbook training is primarily geared toward federal funding requirements. See response to question 33. If the project falls into category (b), then applicants who attended the recent T/LPA Handbook trainings may be better prepared to submit applications for category (b) projects but the T/LPA Handbook training is not required.

41. On the Project Prospectus Form
   a. Should applicants put expected state match in the “other” column of the project breakdown (under Funding Information section); there is not a “state” column
   b. I have thus far directed applicants to put the state match in the “other” column for now...
Yes, applicants should use the ‘other’ column on the PPF to show the state funds.

42. Is soft and/or in-kind match allowed?
No

43. What cannot be used for match? (CDBG, other federal funds?)
It depends on the eligibilities of the other programs.

44. Do you have an example of a ROW request for projects that enter into ROW of other entities (an easement, I guess?)?
We do not have an example of a Right-of-Way (ROW) letter of support. However, it can be a fairly simple letter of support from the entity that owns the ROW, indicating the owner’s support of the project and intention to grant access for the project to move forward.

45. TAP/RTP as well as LGRF came with resolution templates (boilerplates) for entities to use or guide off of. Would a template be created for this fund?
Entities are encouraged to use the other resolution templates as a reference.

46. Is this a yearly reoccurring funding?
This is a one-time appropriation for this call for projects.

47. The Cabinet Secretary outlined what documents were needed (he had 7 in total) in his letter, but item 2 is confusing. A specific document is not listed; can this be addressed in the cover letter? Would the PFF/PPF identify what category/categories the project falls into?
The project category may be specified in the cover letter.

48. Additional information can be submitted in addition to what the Cabinet Secretary wrote in his letter? Supporting documents? This would make items 1-7 in the required materials listed in the letter a bare minimum for applicants
Additional documentation may be submitted to the extent it supports the application.

49. Since the PPF and PFF forms are for Federally Funded projects, which items need to be completed?
Entities should fill out both the PFF and PPF completely. In the Funding Information section, the applicant may use the ‘other’ column to display the state funds for which they are applying. As described in question 33, if the project falls into category (a), the applicant can put “N/A” in the Project Readiness section. If the project falls into category (b), then it will be required to have certifications.

50. Do these projects need to comply with PROWAG requirements?
Yes

51. Do applicants need to have Title VI Plans and ADA Transition Plans/Policies to be eligible for funds?
Please review the response to question 33. If the project falls into category (a), it is not required to have these documents to be eligible. If the project falls into category (b), it is required to have these documents to be eligible.

52. Are non-motorized projects eligible?
Applications for non-motorized projects that interface with the roadway may be submitted for consideration.

53. Why are Tribal governments ineligible for hardship (match waiver)?
Per the New Mexico Department of Finance and Administration (DFA) determinations, Tribal governments are ineligible for match waivers.