

FY 2023 Transportation Project Fund (TPF) Call for Projects Checklist and Eligible Project Types

NMDOT Project Oversight Division is looking for applications consisting of the **4 to 5 items** listed below.

- 1 **Cover Letter**, including the following elements:
 - 1a **Brief overview of the proposed project**
 - 1b **Project Eligibility Confirmation** (list all eligible project types that apply -- see the list below)
 - 1c **Funding details** (describe which phase(s) of the project would be funded with these funds)
 - 1d **Confirmation of match waiver request** (if applying for hardship)
 - 1e **Timeframe in which to spend funds**
 - 1f **Indication that the funds requested are sufficient for the phase of work submitted**
 - 1g **Right-of-way details** (whether the project is in locally-owned ROW, or will need NMDOT support letter)
- 2 **Project Feasibility Form, signed by first District representative, and finally by a tribal or local agency representative**
- 3 **Resolution of sponsorship from governing body**, indicating availability of 5% match or hardship waiver request
- 4 **Map of project location**, including mile posts
- 5 **If ROW is not locally-owned, letter of support from ROW owner, including from NMDOT District** if the project is partially or wholly within NMDOT right-of-way or

Eligible project types:

- (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, transit, bicycle or pedestrian use for travel, ingress, egress and parking.

General process summary

- 1) Identify project need, develop project scope, and create project estimate [as of Feb. '22, include 30-50% contingency].
- 2) Complete **TPF Project Feasibility Form**, and submit to RTPO staff (inclusion of other items listed above not necessary in the initial submittal, though the project location map is helpful - the other items can be developed later).
- 3) RTPO staff review application materials, and if they are deemed complete, RTPO staff will send the app to District staff.
- 4) District staff will review the application and reach out to the applicant if they have questions. Upon completion of review, the District will sign the PFF and may NMDOT District and Environmental Bureau comments.
- 5) The applicant will provide all application pieces, listed in the checklist above, to the RTPO staff, and present the project to the RTPO Board for rating and ranking.
- 6) RTPO staff will compile the ranked list of projects and the final project applications and submit these materials to NMDOT.
- 7) NMDOT District will provide initial suggestions of projects to award funds to the Cabinet Secretary, who will compile a statewide list for the State Transportation Commission to review and approve before Sept. 1.
- 8) NMDOT will send out awards in the first week of September.
- 9) Awarded entities who seek a match waiver will have to submit a final match waiver request by the end of September.