



New Mexico DEPARTMENT OF
TRANSPORTATION
MOBILITY FOR EVERYONE

Statewide Planning Bureau

Project Feasibility Form (PFF)
Project Prospectus Form (PPF)
Training

NERTPO August 20, 2019

Federal Aid Highway Program (FAHP): Project Funding

T/LPAs can apply for FAHP programs:

- Recreational Trails Program (RTP)
- Transportation Alternatives Program (TAP)
- Congestion Mitigation and Air Quality Improvement Program Flexible (CMAQ-F)



Federal Aid Highway Program (FHAP): Requirements

“All transportation projects utilizing federal funds administered through the New Mexico Department of Transportation (NMDOT) or affecting any portion of federal facilities managed by the NMDOT **must meet federal transportation requirements and assist** the NMDOT with **meeting** federally-mandated **performance measures and targets.**”

T/LPA Handbook, page 2.



The Good News...

For TAP, RTP, and CMAQ-F:

- Federal Share is 85.44% of eligible costs
- The Local Share or “Match” is 14.56%



Federal Laws and Regulations

- Attached to and follow the Federal \$'s
- FHWA → NMDOT → T/LPA
- Project selection based on competitive process
- Program specific requirements
- NMDOT can not waive Federal laws and regulations



Application “Pre-Screen”

- ✓ ADA Transition Plan (if > 50 employees)
- ✓ Title VI Plan
- ✓ ADA Policy (if < 50 employees)
- ✓ Certification Letter (if < 50 employees)
 - ...very important to have your ADA and Title VI documents up-to-date to **apply** for and **receive** Federal funding
 - If not, your application will be rejected 😞
 - Tribal entities are exempt from these requirements, but still is a “best practice”



First Steps

1. Review the Program-Specific Funding Guides
2. Contact and meet with your NERTPO Planners:
 - Colfax, Mora and San Miguel Counties:
Dennis T. Salazar, Community Development Planner (NCNMEDD)
(505) 216-2108 E-mail: denniss@ncnmedd.com
 - Union, Harding, Guadalupe, and Quay Counties:
Vincent Soule, Program Manager (EPCOG)
(575) 762-7714 E-mail: vsoule@epcog.org
3. T/LPA Identifies Person in Responsible Charge
4. T/LPA Completes the PFF and submits to NERTPO Planner



PFF Form (Page 1)

Form No. A-1341
New 02/19
Statewide Planning



<NAME RTPO/MPO>

T/LPA PROJECT FEASIBILITY FORM (PFF)
For assistance, contact XXXXX, RTPO/MPO Planner, at phone number or email

Applicants Person in Responsible Charge

GENERAL INFORMATION

Preparation Date: _____ Project Title: _____
 Requesting T/LPA: _____ Governing Body Approval:
 YES ___ NO ___ PENDING ___
 Person in Responsible Charge: _____ Phone: _____

Indicate Project Type, Route or Street, Termini, and Length

PROJECT DESCRIPTION

Project Type (Circle/boldface/underline all that apply):
 ROADWAY TRANSPORTATION ALTERNATIVE BRIDGE SAFETY OTHER
 If you chose "OTHER" please clarify here: _____
 Route Number and/or Street Name: _____
 Project Termini: _____ Beginning Mile point ____ Ending Mile point ____
 Total length of proposed project: _____

Indicate what Project Phase(s) are included in this application for funding

Project Phases to be included in request (Circle/boldface/underline all that apply):
PRELIMINARY ENGINEERING CONSTRUCTION CONSTRUCTION MANAGEMENT & TESTING

NATIONAL PERFORMANCE GOALS

Goals to be addressed (circle/boldface/underline all that apply):
 System Reliability | Freight Movement & Economic Vitality | System Connectivity | Infrastructure Condition
 Safety | Congestion Reduction | Environmental Sustainability | Reduced Project Delivery Delays

Justification of how this project meets or addresses the goals circled above (use additional pages if necessary):

Begin typing here. Box will expand as needed.

PROJECT COSTS:

Column A	Column B
If project is <u>not</u> phased, complete column A only.	Total Phases No. (1, 2, 3, I, II, III, etc.):
If project is phased, list the amount of funding being currently requested in Column A and complete Column B.	The amount below represents the cost of the entire project and will be greater than Column A.
Project Cost: \$	Total Project Cost: \$
Percentage Estimates:	
Total Local Match % \$	Phased projects are usually large and divided into parts or phases. If you wish to supply any additional information, list comments here:
Total Federal Share % \$	

PFF Form (Page 1, Continued)

Form No. A-1341
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<NAME RTPO/MPO>

T/LPA PROJECT FEASIBILITY FORM (PFF)
For assistance, contact XXXXXX, RTPO/MPO Planner, at phone number or email

GENERAL INFORMATION

Preparation Date: _____ Project Title: _____
 Requesting T/LPA: _____ Governing Body Approval:
 YES ___ NO ___ PENDING ___
 Person in Responsible Charge: _____ Phone: _____

PROJECT DESCRIPTION

Project Type (Circle/boldface/underline all that apply):
 ROADWAY **TRANSPORTATION ALTERNATIVE** BRIDGE SAFETY OTHER
 If you chose "OTHER" please clarify here:

Route Number and/or Street Name: _____

Project Termini: _____ Beginning Mile point ____ Ending Mile point ____

Total length of proposed project: _____

Project Phases to be included in request (Circle/boldface/underline all that apply):
 PRELIMINARY ENGINEERING **CONSTRUCTION** CONSTRUCTION MANAGEMENT & TESTING

NATIONAL PERFORMANCE GOALS

Goals to be addressed (circle/boldface/underline all that apply):

*System Reliability | Freight Movement & Economic Vitality | System Connectivity | Infrastructure Condition
 Safety | Congestion Reduction | Environmental Sustainability | Reduced Project Delivery Delays*

Justification of how this project meets or addresses the goals circled above (use additional pages if necessary):

Begin typing here. Box will expand as needed.

PROJECT COSTS:

Column A			Column B
If project is <u>not</u> phased, complete column A only.			Total Phases No. (1, 2, 3, I, II, III, etc.):
If project is phased, list the amount of funding being currently requested in Column A and complete Column B.			The amount below represents the cost of the entire project and will be greater than Column A.
Project Cost: \$			Total Project Cost: \$
Percentage Estimates:			Phased projects are usually large and divided into parts or phases. If you wish to supply any additional information, list comments here:
Total Local Match	%	\$	
Total Federal Share	%	\$	

Indicate **National Performance Goals** to be addressed by this project

Describe how this project addresses **National Performance Goals**

National Performance Goals: 23 USC 150 (b)

1. **Safety** - To achieve a significant reduction in traffic fatalities and serious injuries on all public roads.
2. **Infrastructure condition** - To maintain the highway infrastructure asset system in a state of good repair.
3. **Congestion reduction** - To achieve a significant reduction in congestion on the National Highway System.
4. **System reliability** - To improve the efficiency of the surface transportation system.
5. **Freight movement and economic vitality** - To improve the National Highway Freight Network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development.
6. **Environmental sustainability** - To enhance the performance of the transportation system while protecting and enhancing the natural environment.
7. **Reduced project delivery delays** - To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process...



<https://www.fhwa.dot.gov/tpm/about/statutes.cfm#national>

PFF Form (Page 1, Continued)

Form No. A-1341
New 02/19
Statewide Planning



<NAME RTPO/MPO>

T/LPA PROJECT FEASIBILITY FORM (PFF)

For assistance, contact: XXXXX, RTPO/MPO Planner, at phone number or email

If **not phased**
complete **Column A**
only.

Include:
Project Cost \$
Total Local Match % & \$
Total Federal Share % & \$

GENERAL INFORMATION

Preparation Date: _____ Project Title: _____
Requesting T/LPA: _____ Governing Body Approval:
YES __ NO __ PENDING __
Person in Responsible Charge: _____ Phone: _____

PROJECT DESCRIPTION

Project Type (Circle/boldface/underline all that apply):
ROADWAY TRANSPORTATION ALTERNATIVE BRIDGE SAFETY OTHER
If you chose "OTHER" please clarify here:
Route Number and/or Street Name: _____
Project Termini: _____ Beginning Mile point ____ Ending Mile point ____
Total length of proposed project: _____

Project Phases to be included in request (Circle/boldface/underline all that apply):
PRELIMINARY ENGINEERING CONSTRUCTION CONSTRUCTION MANAGEMENT & TESTING

NATIONAL PERFORMANCE GOALS

Goals to be addressed (circle/boldface/underline all that apply):
System Reliability | Freight Movement & Economic Vitality | System Connectivity | Infrastructure Condition
Safety | Congestion Reduction | Environmental Sustainability | Reduced Project Delivery Delays

Justification of how this project meets or addresses the goals circled above (use additional pages if necessary):

Begin typing here. Box will expand as needed.

If phased, list
requested \$
amount related to
this application
here **and** complete
Column B

PROJECT COSTS:

Column A			Column B		
If project is <u>not</u> phased, complete column A only.			Total Phases No. (1, 2, 3, 1, II, III, etc.):		
If project is phased, list the amount of funding being currently requested in Column A and complete Column B.			The amount below represents the cost of the entire project and will be greater than Column A.		
Project Cost: \$			Total Project Cost: \$		
Percentage Estimates:			Phased projects are usually large and divided into parts or phases. If you wish to supply any additional information, list comments here:		
Total Local Match	%	\$			
Total Federal Share	%	\$			

If your overall
project **has**
phases complete
Column A and B

Total Project
Costs, all phases

Additional
Comments

PFF Form (Page 2): Feasibility Meeting Topics

- Familiar with T/LPA Handbook?
- Are ADA documents **on file** with NMDOT?
- Is an approved Title VI Plan **on file** with NMDOT?
- Is the project within NMDOT ROW?
- Does the applicant have the required matching funds?

	100%	
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DISTRICT REVIEW:				
By:	Date:	Recommended:	Yes	No
T/LPA REVIEW:				
By:	Date:	Recommended:	Yes	No

Type district comments here. Box will expand as needed.

Topics to discuss during PFF meetings:

- Is the Tribal/Local Public Agency (T/LPA) familiar with the NMDOT T/LPA Handbook? Has the person in responsible charge attended one of the T/LPA Handbook trainings?
- The Americans with Disabilities Act of 1990 requires public agencies with more than 50 employees to create a transition plan to achieve program accessibility requirements. (Except tribal entities)
 - Does the LPA have an approved plan on file with the NMDOT?
 - If the LPA has fewer than 50 employees, has NMDOT received an official letter listing employee names and positions (to include part time employees but not elected officials)?
 - LPAs with fewer than 50 employees still need an ADA policy. Does the LPA have an ADA policy?
- Does the LPA have an approved Title VI plan on file with the NMDOT? (Tribal entities are not required to have a Title VI plan).
- Is this project included in any other planning documents? (Comprehensive Plan, ICIP, etc.)
- Is the project within NMDOT ROW? If so, does the district support the project?
 - Are agreements necessary for maintenance and operations? (Lighting agreements, landscaping, etc.)
- Is there a need for proprietary items or brand-specific items on this project? If so, Public Interest Finding/certification is required and should be discussed.
- Does the T/LPA have the minimum match required for the project? Is the T/LPA using in kind match: entity furnished items/labor/materials/equipment? This needs to be approved up front and written into the agreement.

PFF Form (Page 3): Feasibility Meeting Topics

- Federal share of costs are based on reimbursements
- Buy America requirements
- NMDOT testing requirements and construction specifications
- Maintenance and operations costs
- Is the T/LPA fiscally responsible?

- The T/LPA needs to understand the reimbursement process and be prepared to pay all costs up front. The T/LPA must follow district instructions for submitting invoices for reimbursement.
 - Does the T/LPA have the capability to pay all costs up front?
 - Does the T/LPA have the capability to adhere to 90 day project closeout process?
- Certified testing is required during construction and is eligible for reimbursement.
 - Has the T/LPA included funding for testing in the consultant management estimate above or does the T/LPA have certified employees that can provide materials testing?
- Does the T/LPA know the Buy America requirements for steel and iron?
 - **NOT the same as Buy American, this is not reimbursable or allowed on federal projects**
- The T/LPA must follow the NMDOT specifications as outlined in the "Specs for Highway and Bridge Construction" unless the appropriate NMDOT Design Center grants permission prior to design for the T/LPA to use other specs.
- Does the T/LPA have maintenance and operations costs accounted for?
- Does the T/LPA have a good track record for responsible use/tracking of federal funds? Have they met closeout deadlines? Have they successfully completed other federally funded projects in a timely manner?
- Has the T/LPA had any issues with design/construction in the past?
- Does the T/LPA have major audit findings that would prevent them from being a responsible fiscal agent?

If NMDOT determines project is feasible...

- PFF sign off
 - ✓ T/LPA Person in Responsible Charge
 - ✓ Counter-signed by NMDOT District Technical Support Engineer (TSE)
- Issues with project identified and documented
- A signed copy of the PFF must be submitted
- An unsigned PFF will **not** be considered for funding ☹️



Next Step: Project Prospectus Form (PPF):

- Only submit a PPF if you have an approved PPF
- Describe specific project elements
- Need to address goals and planning factors
- Refer to goals in the NERTPO long-range plan
- Narrative part of the PPF may be replaced by a program specific application



Project Prospectus Form (Page 1)

- **Section 1: Details**

- T/LPA Responsible Charge
- On the ICIP?
- Consistent with T/LPA Planning Documents?
- In STIP?
- In RTIPR?

- **Project Description**

- Purpose and Need (rationale for project)
- Is NEPA process underway for project?



Project Prospectus Form (Page 2)

- **Project Details**

- Project Scope
- Route # or Street Name
- Length by mile post/intersection
- Map of Project Area
- Identify FHWA Roadway Functional Classification

- **Funding Information:**

- Total project cost by type and funding source

Activity	Federal	Local***	Tribal	Other	
26. Preliminary Engineering*					
27. Utilities					
28. Right-of-Way					
29. Construction Management**					
30. Construction					<i>Project Total</i>
Totals					



Project Prospectus Form (Page 2, Continued)

- Project Readiness: Required Certifications
 - ✓ Environmental
 - ✓ Right of Way
 - ✓ Utilities
 - ✓ Intelligent Transportation Systems (ITS)
 - ✓ Railroad
- At this point, certifications or clearances **not** typically issued
- See T/LPA Handbook, Chapters 5 – 8



PPF: Project Planning Factors: 23 USC 135 (d)

- 1. Economic Vitality** - support the economic vitality of the United States, the States, nonmetropolitan areas, and metropolitan areas, especially by enabling global competitiveness, productivity, and efficiency
- 2. Safety for Motorized and Non-motorized Users** - increase the safety of the transportation system for motorized and non-motorized users
- 3. Security for Motorized and Non-motorized Users** - increase the security of the transportation system for motorized and non-motorized users
- 4. Accessibility and Mobility of People and Freight** - increase the accessibility and mobility of people and freight
- 5. Environment, Energy Conservation, Quality of Life** - protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns



PPF: Project Planning Factors: 23 USC 135 (d)

6. **Integration and Connectivity** - enhance the integration and connectivity of the transportation system, across and between modes throughout the State, for people and freight
7. **System Management and Operation** - promote efficient system management and operation
8. **System Preservation** - emphasize the preservation of the existing transportation system
9. **Resiliency and Reliability** - improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation
10. **Travel and Tourism** - enhance travel and tourism



Wrap Up

- **Review the T/LPA Handbook**
- **Read the Program Specific Guidance Material**
- **Contact your RTPO Planner**
- **NMDOT coordinates calls for projects through the RTPOs (and MPOs)**



Resources

- **Tribal/Local Public Agency Handbook**

http://dot.state.nm.us/content/dam/nmdot/TLPA/TLPA_Handbook_Final_Version_3-4-2019.pdf

- **Active Transportation and Recreational Programs Application Guide**

http://dot.state.nm.us/content/dam/nmdot/planning/ActiveProg/NMDOT_TAP-RTP_Guide.pdf

- **CMAQ Program Guide**

http://dot.state.nm.us/content/dam/nmdot/planning/NMDOT_CMAQ_Program_Guide.pdf

http://dot.state.nm.us/content/dam/nmdot/planning/NMDOT_CMAQ_Guide_supplement.pdf

- **FHWA: Federal-aid Essentials for Local Public Agencies**

<https://www.fhwa.dot.gov/federal-aidessentials/>



Resources

- Project Feasibility Form (PFF)
- Project Prospectus Form (PPF)

...both forms can be found here

<https://www.rtpnm.org/resources>

https://dot.state.nm.us/content/nmdot/en/POD_Pubs.html



Contacts

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