

### GENERAL INFORMATION

**Preparation Date:** \_\_\_\_\_ **Project Title:** \_\_\_\_\_

**Requesting T/LPA:** \_\_\_\_\_ **Is there an approved Governing Body resolution for this application**  
(Applicant)  YES  NO  PENDING If pending, date expected \_\_\_\_\_

#### Responsible Charge

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Email:** \_\_\_\_\_

### PROJECT DESCRIPTION

**Project Type** (Check all that apply):

ROADWAY  BRIDGE  SAFETY  PLANNING/DESIGN  OTHER

If you chose "OTHER" please clarify here: \_\_\_\_\_

**Project Scope:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Is the request to address a bridge on the NMDOT's Local Bridge Priority List for Replacement/Rehabilitation?  
 NO  YES If yes, please indicate bridge #: \_\_\_\_\_

Is the request to continue or advance a phase of a previous project?  
 NO  YES If yes, please indicate funding sources and scope of previous phase below.

Funding Source: \_\_\_\_\_

Previous Phase Project Scope: \_\_\_\_\_

Completion Date of Previous Phase: \_\_\_\_\_

Current Phase being requested: \_\_\_\_\_

#### Project Location

Route Number and/or Street Name: \_\_\_\_\_

#### Project Termini:

Beginning Mile point and/or intersection: \_\_\_\_\_

Ending Mile point and/or intersection: \_\_\_\_\_

Total length of proposed project: \_\_\_\_\_

**NOTE: A local government project that is located in full or in part within a department right-of-way or NHS route must be administered in accordance with the “Tribal/Local Public Agency Handbook”.**

**A local government project that ties into, connects or crosses a department right-of-way or an NHS route, or when the project may have an effect on existing improvements within department rights-of-way, requires the approval of the department.**

Is the project located in full or in part within a department right-of-way or NHS route?

NO  YES If yes, the project must be administered in accordance with the Tribal/Local Public Agency Handbook and follow all requirements and procedures.

Does the project tie into, connect or cross a department right-of-way or an NHS route, or will the project have an effect on existing improvements within a NMDOT right-of-way? “Letter of Approval” from the NMDOT District Engineer?

NO  YES If yes, a “Letter of Approval” is required from the NMDOT District Engineer.

Will the project impact known environmental and/or cultural resources?

NO  YES If yes, please clarify \_\_\_\_\_

Is this project tied to any past or future federal funding?

NO  YES If yes, please identify \_\_\_\_\_

NO  YES Does the Local Entity intend to apply for Match Waiver Funding?

**Project Phases** to be included in request (Check all that apply):

*PLANNING*

*PRELIMINARY ENGINEERING/DESIGN*

*CONSTRUCTION*

*CONSTRUCTION MANAGEMENT & TESTING*

*RIGHT OF WAY ACQUISITION\**

\* Projects that are for ROW acquisition will need to follow NMDOT ROW acquisition requirements if the entity intends to utilize federal funding in any subsequent project phase.



**Topics to discuss during all PFF meetings:**

- Is this project included in any other planning documents? (Comprehensive Plan, ICIP, etc.)
- Does the T/LPA have the minimum match required for the project? If not, does the T/LPA intend to apply for a match waiver?
- Does the T/LPA have a good track record for responsible use/tracking of state funds? Have they met closeout deadlines? Have they successfully completed other state 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?

**Additional topics to discuss during PFF meetings ONLY if project is on or intersects with an NMDOT or NHS route:**

- 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?
- 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.)
- 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.