



# Congestion Mitigation and Air Quality Improvement (CMAQ) Non-Mandatory Program Guide

For projects beginning in Federal Fiscal Year 2020 plus



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## 1. Introduction and Goals

The Congestion Mitigation and Air Quality Improvement program (CMAQ) is a Federal Aid Highway Program (FAHP) funding source administered by the Statewide Planning Bureau (SPB) at the New Mexico Department of Transportation (NMDOT). This program guide details the process Tribal and Local Public Agencies (T/LPAs) must follow to apply for CMAQ funds for projects considered eligible (see Section 2 for a detailed list of eligible and ineligible projects). All T/LPAs receiving federal aid highway program funding must fulfill specific requirements to successfully complete their project. T/LPAs wishing to pursue CMAQ funding must consult the T/LPA Handbook prior to applying for funds in order to fully understand the requirements. A current copy of the T/LPA Handbook can be found here:

[http://dot.state.nm.us/content/dam/nmdot/Local\\_Government\\_Agreement\\_Unit/TLGA\\_HANDBOOK.pdf](http://dot.state.nm.us/content/dam/nmdot/Local_Government_Agreement_Unit/TLGA_HANDBOOK.pdf)

Beginning with the federal Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 through the most recent law, Fixing America's Surface Transportation Act or "FAST Act," signed on December 4, 2015, the NMDOT receives federal funds to administer a variety of programs, including the CMAQ program. The CMAQ program provides a flexible funding source to the State and T/LPAs for transportation projects and programs that help meet the requirements of the Clean Air Act. **Mandatory CMAQ** funding is made available to areas that do not meet the National Ambient Air Quality Standards for ozone, carbon monoxide, or particulate matter (for nonattainment areas) and for former nonattainment areas that are now in compliance (maintenance areas). Currently, El Paso Metropolitan Planning Organization (EPMPO) is the only recipient of mandatory CMAQ funds for a portion of southern Dona Ana County that is in non-attainment. **Non-mandatory CMAQ** funding is administered by NMDOT and is available statewide for projects and programs that improve air quality and reduce congestion.

This program guide outlines the process for applying for funds from the NMDOT **non-mandatory CMAQ** apportionment.

NMDOT administers CMAQ on behalf of the Federal Highway Administration (FHWA). Pursuant to the FAST Act, transportation projects that fall into one of the following three broad categories are eligible for CMAQ funding.

1. Projects that reduce the number of vehicle trips and/or vehicle miles traveled (VMT);
2. Projects that reduce emissions related to traffic congestion; and/or
3. Projects that reduce the per mile rate of vehicle emissions through improved vehicle and fuel technologies.

For a more detailed description of eligible activities, please refer to Section 2.

This call is for eligible projects beginning in Federal Fiscal Year (FFY) 2020 or 2021. Applicants should identify the desired years for their proposed projects. As NMDOT reviews, scores and programs projects, it may seek to adjust funding years in order to accommodate anticipated project timeline delays and/or support the highest ranking applications. Proposed changes to funding years will be discussed with applicants prior to awarding funds.

## 2. Eligible Projects

Below is the list of eligible projects under NMDOT's administration of the non-mandatory CMAQ program<sup>1</sup>. Please note that the list of eligible projects below reflects the program and administrative decisions of NMDOT. It does not include all of the eligible projects listed in the FHWA CMAQ guidance. Applications for NMDOT CMAQ funds must fall within the identified subset of NMDOT eligible projects.

Per federal requirements, NMDOT may transfer **up to 50%** of the total state CMAQ apportionment (mandatory and non-mandatory) to other non-FHWA agencies within the US Department of Transportation (e.g. the Federal Transit Authority) for administration of projects. This limitation may affect the number and amounts of transit projects that can be funded through this call for CMAQ projects; thus, this factor will be taken into consideration during application review and selection.

***Note: All proposed projects that include steel or iron must comply with Buy America requirements; waivers are not allowed. The applicant must demonstrate ability to comply with the requirements within the application.***

### Eligible Projects include:

- Diesel engine retrofits and/or full vehicle replacement.
- Intelligent Transportation Systems, such as traffic signal synchronization projects, traffic management projects, and traveler information systems.
- Vanpools (includes marketing and vehicle purchase); limited to 5 years.
- Locomotive retrofit and the acquisition of clean locomotives.
- Construction of roundabouts, High Occupancy Vehicle (HOV) lanes, left-turn or other managed lanes.
- Secure bicycle storage facilities and other facilities, including bicycle lanes for the convenience and protection of bicyclists in public areas.
- New or rehabilitation of existing transit facilities (e.g., lines, stations, terminals, transfer facilities) if associated with new or enhanced public transit, passenger rail, or other similar services that will increase transit service capacity.

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<sup>1</sup> The U.S. Federal Highway Administration (FHWA) guidance for CMAQ under MAP-21 is available here:

[https://www.fhwa.dot.gov/environment/air\\_quality/cmaq/policy\\_and\\_guidance/2013\\_guidance/](https://www.fhwa.dot.gov/environment/air_quality/cmaq/policy_and_guidance/2013_guidance/).

- New transit vehicles (bus, rail, or van) to expand public fleet or replace existing vehicles.
- Diesel engine retrofits, such as replacement engines and exhaust after-treatment devices for public vehicles, are eligible if certified or verified by the Environmental Protection Agency (EPA).
- Advanced signal and communications systems for transit.
- Fuel, whether conventional or alternative fuel, is an eligible expense only as part of a project providing operating assistance for new or expanded transit service under the CMAQ program.
- Operating assistance to introduce new transit service or expand existing transit service is eligible.
- Non-construction outreach related to safe bicycle use.
- Fringe parking associated with activities such as transit, vanpools and rideshare that reduce SOV travel.
- Traffic calming measures to reduce Single Occupancy Vehicle (SOV) travel or emissions.
- Activities that promote new or existing services including marketing, outreach, and public education efforts that help forward less-polluting transportation options.
- Demonstration transportation projects expected to reduce emissions by decreasing VMT, fuel consumption, congestion, or by other factors, but does not have supporting data in emission reductions. Additional agreement and reporting requirements apply to demonstration projects.
- Publically owned fueling facilities and other infrastructure. Fueling facilities may dispense one or more of the alternative fuels identified in section 301 of the 1992 Energy Policy Act or biodiesel, or provide recharging for electric vehicles.
- Purchase of publicly-owned alternative fuel vehicles, including passenger vehicles, service trucks, street cleaners, and others.
- Costs associated with converting public fleets to run on alternative fuels.
- Alternative fuel vehicle projects that are implemented as diesel retrofits and involve the replacement of an operable engine-not standard fleet turnover.

### 3. Program Information

#### A. What is CMAQ?

##### Background

CMAQ was created under the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 and reauthorized under every successive transportation bill up to and including the FAST Act in 2015. FHWA implemented the CMAQ program to support surface transportation projects and other related efforts that contribute to air quality improvements and provide congestion relief. The CMAQ program supports two important goals of the U.S. Department of Transportation: improving air quality and relieving congestion. In New Mexico, NMDOT administers the non-mandatory CMAQ program.

## Funding

Each year, NMDOT receives approximately \$10 million in CMAQ funds to support projects that improve air quality and reduce congestion. This amount is the entire state allocation, including mandatory, and programming of the funds is at the discretion of NMDOT. NMDOT maintains latitude in programming CMAQ non-mandatory funds for projects it deems best fulfill the goals of the program.

## Funding Requirements

T/LPAs wanting to pursue CMAQ funding should first consult the T/LPA Handbook to understand the specific requirements needed to successfully complete a project prior to submitting an application. A current copy of the T/LPA Handbook can be found on the NMDOT Statewide Planning Bureau website. Phasing and Agreement Requirements here:

<http://dot.state.nm.us/content/nmdot/en/Planning.html>

Applications for projects that do not involve design or construction, such as educational programs, or other “non-infrastructure” activities, may be submitted for FFY2020 funding. These types of projects typically do not require design phases or all the certifications required for a typical infrastructure project. Agreements for these projects will typically be handled directly by the CMAQ Program Coordinator at NMDOT.

Agreements for projects that involve infrastructure design and/or construction are overseen by NMDOT’s Project Oversight Division (POD) and follow the NMDOT T/LPA agreement process in coordination with the appropriate NMDOT Regional Design Center. Infrastructure projects require separate agreements for a design phase and a construction phase in separate Federal fiscal years (FFYs).

Alternatively, some projects may be further along in the project development process and may be eligible for construction funding only. **Any project application for construction funds only must receive prior approval from the appropriate Regional Design Center.** Often, these projects previously received Federal funds for the design phase of the project and therefore were designed to the required standards. Prior approval from the appropriate Regional Design Center ensures projects are compliant with NMDOT standards and are ready to move to construction.

Detailed project schedules are required for all awarded projects before a project agreement is developed, as described in the forthcoming update to the NMDOT T/LPA Handbook. The NMDOT T/LPA Handbook has more information on planning, design, certification, and construction requirements (see Appendix II).

## B. Who can Apply for Funding?

The following entities are considered eligible responsible charges for CMAQ funds:

- local governments;
- regional transportation authorities;
- transit agencies;

- public school districts;
- state agencies;
- tribal governments; and
- any other local or regional governmental entity.

The following entities are ***not*** considered eligible responsible charges for CMAQ funds:

- Non-profits as direct grant recipients of the funds (non-profits are eligible to partner with any eligible entity on an eligible CMAQ project);
- MPOs and RTPOs ( these entities may partner with an eligible entity to carry out a project, if the eligible entity is the responsible charge); and
- High-risk entities, determined at NMDOT’s discretion, even if they are otherwise eligible. High-risk entities are defined by financial risk or historical lack of capacity to manage Federally-funded projects.

All entities that receive federal funds must be in compliance with Federal and NMDOT Construction and Civil Rights Bureau (CCRB) requirements for Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act (ADA). Compliance consists of having a current and approved Title VI Plan on file with NMDOT CCRB and having an approved ADA Transition Plan (or exemption) on file with NMDOT CCRB. Tribal governments are exempt from these requirements. Evaluation of a LPA’s compliance status for both requirements will occur during the project application review process, approximately December 30, 2018—April 2019.

### C. What is the Match Requirement?

CMAQ requires a match from the T/LPA responsible charge of 14.56% of the *total project cost*. Tribal entities may use Tribal Transportation Program (TTP) funds for their local match.

### D. How will my Agency Receive Funds?

CMAQ is a cost-reimbursement program. If a T/LPA’s application is selected for funding, the T/LPA will enter into an agreement with NMDOT and serve as the responsible charge. As the responsible charge, the entity is responsible for paying all costs up front and requesting reimbursement from NMDOT by submitting (at least) quarterly invoices and proof of payment. The responsible charge submits reimbursement requests to NMDOT for 100% of the costs incurred and are reimbursed at the rate of 85.44%; the remaining 14.56% represents the match requirement.

All costs submitted for reimbursement are subject to Federal and State eligibility requirements.

Any work completed before NMDOT issues a Notice to Proceed is not eligible for reimbursement. For example, the responsible charge cannot be reimbursed for costs associated with completing an application or for engineering/design work completed before the responsible charge receives a Notice to Proceed. ***Additionally, the responsible charge is responsible for any costs exceeding the Federal award amount.***



### E. How Long are Funds Available?

The official project term (that is, the period of time during which eligible project costs and activities are reimbursable) is spelled out in the Cooperative Project Agreement. Cooperative Project Agreements generally anticipate two years for each phase of a project; if a project exceeds this timeframe, NMDOT will require an amendment to the existing agreement so long as the responsible charge can demonstrate substantial progress has been made on the project. Further, the obligation of construction funds is contingent upon completion of the design phase of a project; therefore, entities must complete the design phase within the designated timeframe in order for NMDOT to obligate construction funds in the federal fiscal year in which the funds are programmed.

### F. What are the Funding Limitations?

Infrastructure projects seeking funds through the statewide process must be a minimum of \$500,000 in total costs. Non-infrastructure projects do not have a minimum required amount.

### G. Other Considerations

CMAQ funds are Federal-Aid Highway Program (FAHP) funds and must be expended in accordance with all applicable Federal, State, and local regulations. ***Applicants are advised that compliance with Federal and State regulations requires a significant commitment of time and resources on the part of the applicant/responsible charge.***

Applicants are encouraged to consider the following questions prior to submitting an application for CMAQ funding:

- Does your agency have the necessary staff to administer the project and funding?
- Does your agency have the funding to pay all costs upfront before seeking reimbursement?
- Does your agency have the funding to pay the match requirement and support any costs that cannot be reimbursed?
- Has your project management staff attended any trainings relating to FAHP project oversight and administration? Applicants are ***strongly encouraged*** to attend NMDOT's T/LPA Handbook training. National Highway Institute (NHI) courses such as Federal-Aid Highways 101, Highway Program Funding, etc. are also highly recommended for potential applicants.

Projects must comply with all applicable Federal and State requirements from project design through implementation/construction, administration, and close-out. NMDOT will inform MPO/RTPO staff when and where the aforementioned trainings will take place. Finally, NMDOT will require all recipients of CMAQ non-mandatory funds to submit a reporting analysis at the conclusion of their project to detail impacts on emissions reduction and congestion mitigation. NMDOT will provide guidance on the format and base assumptions to be used in this analysis.

## 4. Application Process and Project Selection

### A. What are the timelines and deadlines for applications and selected projects?

All applicants must coordinate with and submit their applications to the appropriate MPO or RTPO based on a project's physical location and applying agency. Appendix VIII provides a map and contact information for all the MPOs and RTPOs in New Mexico.

Below is a summary of the project application process for RTPOs. Please note that MPOs may conduct a different feasibility process than described. **Smaller MPOs are highly encouraged to utilize the following feasibility process.**

1. After NMDOT opens the call for applications, MPOs and RTPOs will distribute this Guide and provide an application schedule for their region.
2. An entity interested in applying for funds must first request a Project Feasibility Form (PFF) from their MPO/RTPO the PFF must be filled out by the applicant and returned to the MPO/RTPO planner before the PFF deadline set by the MPO/RTPO.
3. The MPO/RTPO planner schedules a PFF meeting to be attended by the project's responsible charge, the MPO/RTPO planner, appropriate NMDOT staff (District staff, Planning Liaison, Environmental staff, etc.), and potentially others involved in the project. If a project is deemed feasible at the PFF meeting, the District representative will sign off on the PFF. Once an entity has an approved PFF, they can begin preparing their application packet, as itemized below.
4. Projects located in RTPO areas should be included on the RTPO's Regional Transportation Improvement Program Recommendations (RTIPR) according to the RTPO's adopted procedures.
5. Complete application packets must be submitted to the appropriate MPO/RTPO before the specific application deadline set by the MPO/RTPO.

Below is a summary of funding cycle deadlines (for projects beginning in FFY2020 or later) and activities from the opening of the call for projects through finalization of the 2020-2025 STIP. Agreements for "non-infrastructure" projects will be administered by the NMDOT CMAQ Program Coordinator; if awarded funds, these entities will not need to submit Agreement Request Forms (ARFs) as described below.

CMAQ Funding Cycle Timeline for projects beginning in FFY2020 and Beyond (Critical deadlines are in bold.)

<b>Month</b>	<b>Year</b>	<b>Activity</b>
Aug	2018	Call for projects issued
Aug-Sept	2018	<p>PFs due to RTPO planner (or to MPO planner if MPO is using PFF process); RTPO planner (and MPO planner if MPO is using PFF process) sets own deadline for receiving PFs</p> <p>RTPO (or MPO) planner schedules PFF meetings with RTPO (or MPO)/NMDOT liaison/District/Enviro/NMDOT TLPA Coordinator/responsible charge</p> <p>MPO planner screens all potential applicants for feasibility, phasing, etc. (if not using PFF process)</p> <p>RTPO/MPO planners set own deadline for completing PFF meetings (or MPO-specific feasibility screening process)</p> <p>Projects in RTPO areas whose PFF is signed off on by the appropriate District representative at the PFF meeting must be included in the RTPO's RTIPR</p>
Sept-Nov	2018	<p>Responsible charge completes application</p> <p>Complete applications due to MPO/RTPO planner according to deadline set by MPO/RTPO</p>
Dec	2018	MPO/RTPO planner vets applications for completeness
<b>Dec 30</b>	2018	<p><b>Deadline for MPO/RTPO planners to submit complete applications to NMDOT CMAQ Program Coordinator</b></p> <p>Late or incomplete applications will not be accepted.</p>
Jan-Feb	2018-2019	CMAQ Program Coordinator reviews applications for completeness and prepares packages for CMAQ Selection Committee
Feb	2019	CMAQ Selection Committee rates, ranks, and selects projects
March	2019	NMDOT sends award letters and award forms Entities must sign and return the form to confirm acceptance of federal funding and commitment to the required local match.

Month	Year	Activity
Mar-April	2019	Projects added to MPO TIPs and STIP Preview (out for public review concurrently)
April	2019	All non-NMDOT entities receiving CMAQ funds will be required to attend an orientation webinar outlining critical deadlines and processes
May	2019	TIPs adopted by MPO policy boards
June	2019	3 <sup>rd</sup> Thurs of month, State Transportation Commission (STC) meets, reviews 2020-2025 STIP Preview
July	2019	3 <sup>rd</sup> Thurs of month, STC meets, potentially adopts baseline 2020-2025 STIP
Aug	2019	FHWA has 30 days from second STC meeting to approve STIP
Oct 1	2019	2020-2025 STIP becomes active

## B. What Needs to be Included with the Application?

Applicants must submit the following documents (as a single PDF) as part of the CMAQ application process:

- Project Feasibility Form (PFF) signed by District representative – see Appendix I (MPOs that conduct a different process for determining feasibility do not need to include a signed PFF)
- Project Prospectus Form (PPF) – see Appendix I
- CMAQ Application Form – see Appendix I
- Resolution of Sponsorship indicating 1) proof of match, 2) budget to pay all project costs up front (funding is by reimbursement), and 3) acknowledgement of maintenance responsibility – see Appendix VII; alternatively, an official letter signed by the entity’s chief executive or official with budget authority, indicating all of the same, may be submitted in lieu of a resolution.
- Letter(s) of support regarding right(s)-of-way from all entities whose right-of-way/jurisdiction comes into contact with the project; this requirement only applies when a project is not located entirely within the jurisdiction of the responsible charge. The letter(s) must also address which entity will take on the maintenance responsibility of the proposed project.
- Any additional documentation in support of scoring factors.

MPO/RTPO planners are responsible for submitting complete application packages to NMDOT no later than close of business (COB) on December 30, 2018. Applications packets must be submitted as single PDF documents and must be uploaded to NMDOT’s FTP site. Emailed, faxed, or mailed submissions will not be accepted. Late or incomplete applications will also not be accepted.

### C. How are Applications Selected?

Application packages submitted to the NMDOT will be rated and ranked by a selection committee in a statewide competitive process. Scoring factors and point criteria are detailed below. Higher ranked projects are more likely to receive funding. However, funding is limited by the total CMAQ allocations. At its discretion, the CMAQ selection committee may adjust the projects selected in an effort to program funds in a geographically equitable manner.

After projects are selected, the NMDOT CMAQ Coordinator will send out award letters to the responsible charge for the selected projects. Applicants whose projects were not selected will be notified as well. The NMDOT CMAQ Coordinator will ensure that selected projects are programmed into the metropolitan TIPs (for MPO projects) and the STIP.

Non-NMDOT recipients of CMAQ funds are required to attend an orientation workshop, which will outline the critical deadlines and processes for their projects.

### D. Application Scoring Factors

Applications will be evaluated according to screening and evaluation criteria. **Screening Criteria** will be used to determine if a proposed project is an eligible candidate. Projects which do not satisfy all of the screening criteria will not be evaluated any further. **Evaluation Criteria** will be used to assess the relative merits of each project to determine what its score/priority ranking should be.

Please answer each of the following questions (for both the *Screening* and *Evaluation Criteria* sections) unless otherwise noted below. Responses should provide reviewers with a thorough overview of the project's scope and impact. The CMAQ non-mandatory review committee considers the following criteria in the broader context of emissions reduction and cost-effectiveness to help fulfill the goals of the Clean Air Act.

#### Screening Criteria

The **screening criteria** are divided into three categories. Proposed projects must meet all of these screening criteria in order to move to the next phase of review.

#### 1. Project Eligibility

A. Proposed project is eligible for CMAQ funds per guidelines in the Federal Register Vol. 73, No. 203. CMAQ Program Coordinator will review for eligibility but applicant should familiarize themselves with the guidelines prior to submission.

B. Project applicant is a city, county, tribal government, transit operator or other public transportation agency, or NMDOT District office.

#### 2. Planning Consistency

A. Project is included in or is consistent with the goals and policies of an adopted Statewide, Metropolitan or Regional Transportation Plan. Please reference and provide copies of *appropriate* plan pages where the project appears or is consistent with. **Do not include entire plan.**

B. Project is included in or consistent with other state, local or regional plans. Please reference and provide copies of *appropriate* plan pages where the project appears or is consistent with. **Do not include entire plan.**

Eligible Planning Documents:

- Infrastructure and Capital Improvement Plan (ICIP)
- Metropolitan Transportation Plans (MTP)
- Regional Transportation Plans (RTP)
- Bicycle and Pedestrian Plans
- Economic Development Plans
- Comprehensive Plans
- Land-Use Plans/Studies
- Corridor Studies
- Master Plans
- Safe Routes to School (SRTS) Plans
- Sector Plans
- Road Safety Assessments (RSA)
- Safety Plans
- NM MainStreet Plans
- And other documents deemed eligible by the CMAQ selection committee

### **3. Financial Feasibility**

A. Recipient of funds must have the financial capacity to complete, operate and maintain the project. NMDOT will review audited financial statements and other pertinent public documents to make a determination about financial capacity.

B. Funds required from other sources (for local match) must be reasonably expected to be available. Please include documentation of commitment to the local match requirement. Please reference the CMAQ Program Guide, Appendix VII for a sample “resolution of sponsorship.”

C. Project can be implemented within Federal delivery requirements. Describe the proposed programming timeline for completion of the project.

### **Selection Criteria**

There are eight **selection criteria** to be used in evaluating projects that meet the above **screening criteria**. Projects will be evaluated by committee for each criterion to determine the degree to

which they accomplish the stated goal or purpose. Please provide, clear, concise narrative responses to how the proposed project addresses the following, providing supporting documents or studies as necessary:

### **1. Improves Mobility (any mode)**

Please describe how your eligible project will increase accessibility and mobility for any mode of transportation.

### **2. Improves Air Quality**

Please explain clearly how this project will improve air quality through a reduction in congestion and/or vehicle emissions. Applicants may include an estimated air quality impact analysis of their own design but should clearly articulate assumptions so that reviewers can understand how estimated impacts were arrived at.

### **3. Has Inter-Modal Elements**

Please describe how your eligible project will increase accessibility and mobility through the integration and connectivity of transportation networks.

### **4. Priority Project**

For applicants submitting multiple projects for funding, please provide the priority ranking for each project within either the MPO's prioritized projects list or the RTPO's RTIPR.

### **5. Project Readiness**

Please provide information regarding any advance work that the applicant has undertaken in support of this project. This could include anything from design work to public meetings, discussions with adjacent property owners or other similar activities that lay the groundwork for a successful project.

### **6. Safety and Security**

Please explain any safety issues you are trying to address and provide any available data. Describe how your eligible project will increase the safety and security of different user groups by making it safer for them to walk, bicycle, and/or access public transit.

### **7. Economic Vitality**

Please provide detailed information on how your eligible project will benefit local, regional, and/or state economic development efforts. If this project is within a New Mexico Main Street community, provide information verifying coordination with program managers and consistency with any approved plans.

### **8. System Preservation**

Please explain how your eligible project will enhance, preserve, or offer an adaptive reuse of existing infrastructure.

### Additional Documentation

Each project should include a detailed breakdown of the project budget. Submit a separate application and budget for each project or stand-alone segment for which you are willing to accept funding.

All proposed projects that include steel or iron must comply with Buy America requirements; waivers are not allowed. The applicant must **demonstrate ability** to comply with the requirements within the application.

### Point Deductions- Inactive Projects

For each inactive Federal Aid project for which an entity is the responsible charge, **five (5) points shall be deducted** from the proposed project. An inactive project is a Federal Aid project for which no expenditures have been charged against federal funds during the past nine months. Evaluation of project inactivity will occur during the project application review process, approximately December 30, 2018—April 2019.

### E. Application Scoring Matrix

Selection Criteria	Possible Points
1. Improves Mobility (any mode)	20
2. Improves Air Quality	15
3. Has Inter-modal Elements	15
4. Priority Projects	10
5. Project Readiness	10
6. Safety and Security	10
7. Economic Vitality	10
8. System Preservation	10
TOTAL	100

### F. Best Practices and Feedback for Applicants

The following is a list of general attributes of higher-scoring and lower-scoring applications from previous TAP and RTP funding cycles, which also apply to CMAQ applications. It is intended to aid entities in ensuring that their application is as strong as it can be.

Attributes of Higher-Scoring Applications:

- Project appeared in numerous planning documents, and the supporting documentation was provided.
- Application included supporting documentation for all or most of the narrative questions contained on the application, allowing it to score maximum points for each question.



- Application demonstrated a thorough understanding of the application questions and was able to effectively explain how the project would contribute to the goals of each scoring factor.

#### Attributes of Lower-Scoring Applications:

- Project did not appear in planning documents; or, supporting documentation was insufficient or not provided.
- Application did not include supporting documentation for many of the narrative questions on the application, receiving minimal or no points for each question.
- Application demonstrated a minimal understanding of questions or did not effectively explain how the project contributed to the goals of each scoring factor.
- Application did not include responses to all questions on TAP/RTP application.
- Application was not edited, and included spelling and grammatical errors.

The competitive process is not intended to evaluate the *inherent* merit of a particular project, but rather to be a forum for entities to *demonstrate* the merit of their project. **All prospective projects have merits**, particularly to their local residents. The competitive process provides a mechanism for selecting projects given limited funding.

Finally, when projects are included in planning documents or studies, it demonstrates community support for that project, and shows how a project helps meet the goals of a community or region. Adopted plans go through robust public involvement processes, and are formally adopted by councils, commissions, or agencies. To provide the greatest benefit to communities, as well as to help ensure successful projects, NMDOT's goal is to fund projects that meet local needs and desires and that have broad community support.

## 5. Appendices

### I. Forms

To apply for CMAQ funds, eligible entities must complete the NMDOT Project Prospectus Form (PPF) and then the CMAQ Application Form. Projects located in an RTPO area must also include a Project Feasibility Form (PFF) signed by the appropriate NMDOT District representative.

Editable, electronic versions of these forms are available from the NMDOT website, as indicated below. Once applications are complete, please submit materials to your MPO/RTPO planner as a single PDF document.

Project Feasibility Form (PFF)

[http://dot.state.nm.us/content/dam/nmdot/planning/RTPO\\_PFF.docx](http://dot.state.nm.us/content/dam/nmdot/planning/RTPO_PFF.docx)

Project Prospectus Form (PPF)

[http://dot.state.nm.us/content/dam/nmdot/planning/ActiveProg/NMDOT\\_PPF.docx](http://dot.state.nm.us/content/dam/nmdot/planning/ActiveProg/NMDOT_PPF.docx)

CMAQ Application Form

[http://dot.state.nm.us/content/dam/nmdot/planning/CMAQ\\_Application.pdf](http://dot.state.nm.us/content/dam/nmdot/planning/CMAQ_Application.pdf)

## **II. NMDOT Resources**

Tribal/Local Public Agency (T/LPA) Handbook

<http://dot.state.nm.us/content/dam/nmdot/Infrastructure/PINF/TLPA-HANDBOOK.PDF>

Right-of-Way (ROW) Handbook

[http://dot.state.nm.us/content/dam/nmdot/Infrastructure/ROW\\_Handbook.pdf](http://dot.state.nm.us/content/dam/nmdot/Infrastructure/ROW_Handbook.pdf)

## **III. Sample Programmatic Boilerplate Agreement**

Agreements for non-infrastructure, programmatic projects such as public education and outreach activities or training for transportation workforce, will be handled directly by the program-specific coordinator at NMDOT. A sample boilerplate programmatic Grant Agreement is linked below. Please be aware the Grant Agreements change from time to time, and the agreement your entity receives may vary from this boilerplate.

Sample Grant Agreement

[http://dot.state.nm.us/content/dam/nmdot/planning/TAP-RTP\\_Sample\\_Programmatic\\_Agreement.pdf](http://dot.state.nm.us/content/dam/nmdot/planning/TAP-RTP_Sample_Programmatic_Agreement.pdf)

## **IV. Sample Design/Construction Boilerplate Agreement**

Agreements for infrastructure projects that have separate phases for design and construction, will be handled by NMDOT's Project Oversight Division (POD). These projects may use the boilerplate agreements linked below. These boilerplate agreements are meant for sample purposes only and are subject to change.

Sample Cooperative Project Agreement – Design

[http://dot.state.nm.us/content/dam/nmdot/Infrastructure/PINF/2016\\_Design\\_Agreement.pdf](http://dot.state.nm.us/content/dam/nmdot/Infrastructure/PINF/2016_Design_Agreement.pdf)

Sample Cooperative Project Agreement – Construction

[http://dot.state.nm.us/content/dam/nmdot/Infrastructure/PINF/2016\\_Construction\\_Agreement.pdf](http://dot.state.nm.us/content/dam/nmdot/Infrastructure/PINF/2016_Construction_Agreement.pdf)

## **V. State and Federal Requirements and Guidelines**

FHWA Congestion Mitigation and Air Quality Improvement Program:

[https://www.fhwa.dot.gov/environment/air\\_quality/cmaq/](https://www.fhwa.dot.gov/environment/air_quality/cmaq/)

FAST Act CMAQ Fact Sheet: <https://www.fhwa.dot.gov/fastact/factsheets/cmaqfs.cfm>

## **VI. New Mexico MainStreet Program**

If your proposed CMAQ non-mandatory project is located in a community with any of the three following designations, you are required to coordinate with the NM MainStreet Program on project development.

- NM MainStreet Communities
- State-Authorized Arts and Cultural Districts
- Frontier Communities

Please review the map linked below to see whether your project is within one of these communities. If so, please contact Rich Williams, Director of NM MainStreet at: [rich.williams@state.nm.us](mailto:rich.williams@state.nm.us) or 505-827-0168.

The following link has up-to-date information: <http://gonm.biz/community-development/mainstreet-program/>

### **NM MainStreet Program Map**

<http://nmmainstreet.org/communityDirectoryMap.php>

## **VII. Sample Resolution of Sponsorship**

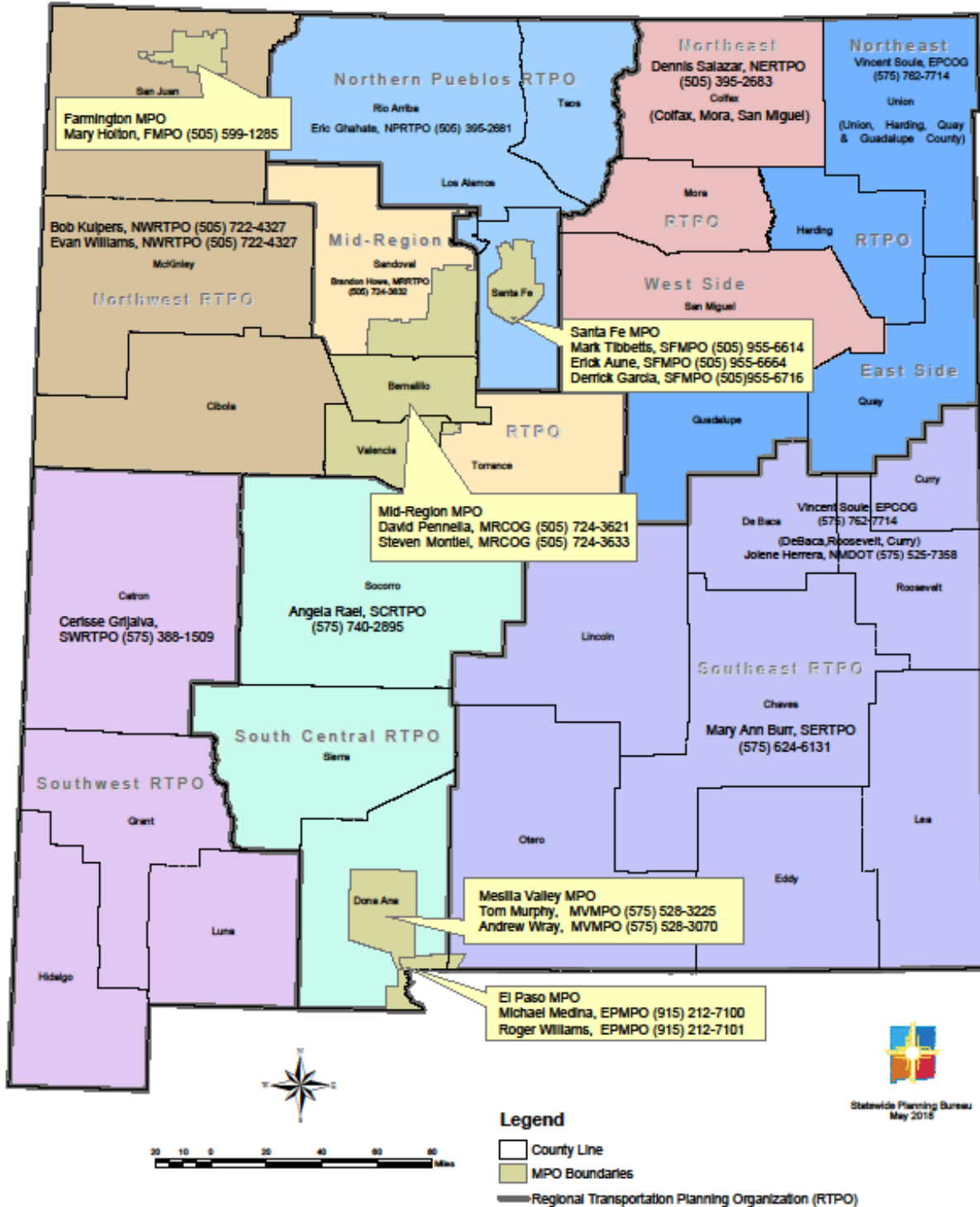
Applicants may reference the sample Resolution of Sponsorship linked below. If an entity opts to submit an official letter (from and signed by the appropriate official) in lieu of the Resolution of Sponsorship, the letter must include the same information as this sample Resolution of Sponsorship.

Sample Resolution of Sponsorship

[http://dot.state.nm.us/content/dam/nmdot/planning/TAP-RTP\\_Sample\\_Resolution.pdf](http://dot.state.nm.us/content/dam/nmdot/planning/TAP-RTP_Sample_Resolution.pdf)

## VIII. MPO and RTPO Contact Information

### 2018 Statewide Planner Areas Metropolitan and Regional Transportation Planning Organizations



## IX. NMDOT District Offices and Regional Design Centers

### District 1:

2912 E. Pine St.  
Deming, NM 88030  
Main: (575) 544-6530

### District 2:

4505 W. Second St.  
Roswell, NM 88201  
Mailing Address:  
P.O. Box 1457  
Roswell, NM 88202  
Main: (575) 637-7200

### District 3:

7500 Pan American Blvd.  
Albuquerque, NM 87199  
Mailing Address:  
P.O. Box 91750  
Albuquerque, NM 87199  
Main: (505) 798-6600

### District 4:

South Highway 85  
Las Vegas, NM 87701  
Mailing Address:  
P.O. Box 10  
Las Vegas, NM 87701  
Main: (505) 454-3600

### District 5:

7315 Cerrillos Rd.  
Santa Fe, NM 87502  
Mailing Address:  
P.O. Box 4127  
Santa Fe, NM 87502  
Main: (505) 476-4100

### District 6:

1919 Piñon Dr.  
Milan, NM 87021  
Mailing Address:  
P.O. Box 2160  
Milan, NM 87021  
Main: (505) 285-3200

### North Regional Design Center (D4 & D5):

1120 Cerrillos Rd.  
Room 225  
Santa Fe, NM 87504  
T/LPA Coordinator:  
Brad Fisher,  
(505) 827-5396  
[bradleyf.fisher@state.nm.us](mailto:bradleyf.fisher@state.nm.us)

### Central Regional Design Center (D3 & D6):

7500 Pan American Freeway NE  
Albuquerque, NM 87109  
T/LPA Coordinator  
Luke Smith,  
(505) 373-7411  
[Luke.Smith@state.nm.us](mailto:Luke.Smith@state.nm.us)

### South Regional Design Center (D1 & D2):

750 N. Solano Dr.  
Las Cruces, NM 88001  
T/LPA Coordinator:  
Judith Gallardo  
(575)323-4242  
[Judith.Gallardo@state.nm.us](mailto:Judith.Gallardo@state.nm.us)