



# Active Transportation and Recreational Programs Guide

## Federal Fiscal Years 2018 and 2019

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Includes:

Recreational Trails Program

Transportation Alternatives Program

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## 1. Introduction and Goals

The Active Transportation and Recreational Programs Guide is a user-focused handbook for New Mexico's Transportation Alternatives Program (TAP) and Recreational Trails Program (RTP). It is intended to assist potential applicants; Metropolitan Planning Organizations (MPOs); Regional Transportation Planning Organizations (RTPOs); and other transportation planning partners in identifying and applying for the appropriate funding source based on the specific project type.

In its administration of TAP and RTP, it is NMDOT's intention to leverage these funding sources to further the multimodal and quality-of-life goals set forth in the Department's recently completed long-range plan, *The New Mexico 2040 Plan* ("2040 Plan"). The 2040 Plan provides the strategic framework to guide NMDOT's decision-making in the years to come, and represents an unprecedented level of outreach and engagement with the general public and diverse stakeholders across the entire state of New Mexico.

The broad vision of the 2040 Plan is "a safe and sustainable multimodal transportation system that supports a robust economy, fosters healthy communities, and protects New Mexico's environment and unique cultures." To this end, the 2040 Plan identified five overarching goals. These goals are to:

- operate with transparency and accountability;
- improve safety for all system users;
- preserve and maintain our transportation assets for the long term;
- provide multimodal access and connectivity for community prosperity; and,
- respect New Mexico's cultures, environment, history, and quality of life.

Finally, NMDOT strives to coordinate closely with other agencies that have developed transportation plans or other types of plans that include a transportation component. As such, it is NMDOT's goal to respect and coordinate with the plans of local and tribal governments, metropolitan areas and regions, and various State and Federal agencies—provided plans and projects are consistent with the goals and strategies of the 2040 Plan. The application scoring criteria for TAP and RTP applications outlined in this guide reflect this emphasis on planning as a means of furthering the vision and goals laid out in the 2040 Plan.

## 2. Quick-Reference Funding Guide

### Based on the project, which funding program can my entity apply for?

The following matrix is a “quick-reference” guide for easily identifying the appropriate funding program based on the type of project an entity is pursuing. Project types may be eligible for one or both funding sources. **See Appendix V for a detailed and complete list of eligible and ineligible projects and activities for each program.**

Example Projects	Program (x indicates eligibility)	
	TAP	RTP
• Sidewalks (street-adjacent)	x	
• Streetscape improvements (as part of bike/pedestrian project)	x	
• Non-motorized, paved, shared-use paths	x	x
• Equestrian trails	x*	x
• Motorized trails (e.g. for ATVs, snowmobiles, etc.)		x
• ADA improvements	x	x**
• Bike lanes, sharrows, and signage related to on-street bicycle facilities	x	
• Lighting for bicycle and pedestrian facilities	x	x**
• Traffic-calming measures (e.g. road diets)	x	
• Stormwater projects related to bicycle or pedestrian improvements	x	x**
• Trail maintenance		x
• Trailside or trailhead facilities		x
• Bicycle parking	x	x**
• Bus bike racks	x	
• Bicycle/pedestrian plans	x	x***
• Path/trail and road intersection improvements	x	x
• Path/trail connections	x	x
• Bridges or tunnels for motorized trails and equestrian trails		x
• Bridges or tunnels for bicycles and pedestrians (off-road)	x	x**
• General educational programs/trainings		x
• Bicyclist/pedestrian education for children in grades K-8	x	
• Safe routes to school coordinator positions	x	
• Bike share (capital costs only; no operations costs)	x	
• Lease of trail construction and maintenance equipment		x

\*Equestrian trails are only eligible for TAP funding if built as part of a shared-use path. Stand-alone equestrian trails are not eligible for TAP funding.

\*\*Must be directly related to a trail, trailside, or trailhead facility.

\*\*\*RTP funds may be used to develop statewide recreational trail plans.

TAP and RTP projects are not required to be located along a Federal-Aid highway. Safe Routes to School (SRTS) infrastructure projects funded through TAP must be located within two miles of a K-8<sup>th</sup>-grade school. If a project is located in a designated New Mexico MainStreet Community, a State-Authorized Arts and Cultural District, or an official Frontier Community, they must coordinate with the New Mexico Economic Development Department’s MainStreet Program to identify potential overlap between plans and proposed projects. See Appendix VIII for additional information.

### 3. Program Information

#### A. What is the Transportation Alternatives Program?

##### Background

The Transportation Alternatives Program (TAP) is a Federal reimbursement program originally authorized under section 1122 of the Federal transportation act, Moving Ahead for Progress in the 21st Century (MAP-21). TAP was reauthorized as a set-aside of the Surface Transportation Block Grant (STBG) program in section 1109 of the Fixing America's Surface Transportation Act (FAST Act)—signed into law in December of 2015. Although TAP is not explicitly mentioned in the FAST Act, all of TAP's eligibilities have been preserved and are now codified under Title 23 of the United States Code, sections 133(h)(3) and 101(a)(29). *For simplicity and consistency, NMDOT will continue to refer to the program as TAP.*

In New Mexico, TAP is administered by NMDOT. TAP provides funding for programs and projects such as: pedestrian and bicycle facilities, safe-routes-to-school projects, infrastructure improvements that provide better access to transit, environmental mitigation, and other infrastructure improvements to the transportation system.

##### Funding

New Mexico's *estimated* TAP funding amounts for FFY18 and FFY19 are \$6,019,418 and \$6,185,906, respectively. Per the FAST Act, 50% of New Mexico's annual TAP apportionment (estimated at \$3,009,709 in FFY18 and \$3,092,953 in FFY19) is sub-allocated to areas based on their relative share of the total state population. The remaining 50% is available for use in any area of the state.

Sub-allocated funds are divided into three categories: areas with populations of 200,001 or more; areas with populations of 5,001 to 200,000; and areas with populations of 5,000 or less. These are special census designations related to population density and do not correspond with city or town boundaries. In order to accurately figure out in which category a project belongs, entities should work with the appropriate MPO/RTPO planner. The resulting distribution estimates for New Mexico's FFY18 and FFY19 TAP funds are as follows.

##### **Total FFY18 TAP Funds: \$6,019,418**

Population 200,001 or more (Large Urbanized Areas): \$1,128,404

Population 5,001 to 200,000 (Small Urbanized Areas and Large Urban Clusters): \$1,149,550

Population 5,000 or less (Small Urban Clusters and rural areas): \$731,755

Available for any area (flexible): \$3,009,709

##### **Total FFY19 TAP Funds: \$6,185,906**

Population 200,001 or more (Large Urbanized Areas): \$1,159,613

Population 5,001 to 200,000 (Small Urbanized Areas and Large Urban Clusters): \$1,181,346

Population 5,000 or less (Small Urban Clusters and rural areas): \$751,994

Available for any area (flexible): \$3,092,953

Funds for population areas over 200,000 are directly allocated to the appropriate MPOs (Mid-Region MPO and El Paso MPO), which may use their own or NMDOT's competitive process for awarding those funds. All other funding categories (for areas with populations of 5,001-200,000; 5,000 or less; and flexible) are awarded by NMDOT via a statewide competitive process. Section 5 of this Guide provides the details of the competitive project selection process.

## B. What is the Recreational Trails Program?

### Background

The Recreational Trails Program (RTP) is a Federal reimbursement program funded through section 1109 of the FAST Act, as codified under Title 23 of the United States Code, sections 133(b)(6), 133(h)(5)(C), and 206. In New Mexico, RTP is administered by NMDOT. The program provides funding to eligible entities to develop and maintain recreational trails and trail-related facilities for both non-motorized and motorized trail uses. In addition to their recreational purpose, RTP-funded projects often provide additional multimodal transportation options. Examples of trail uses include hiking, bicycling, in-line skating, equestrian use, cross-country skiing, snowmobiling, off-road motorcycling, all-terrain vehicle riding, and four-wheel driving.

### Funding

RTP funds come from the Federal Highway Trust Fund and represent a portion of the motor fuel excise tax collected from non-highway recreational fuel use—fuel used for off-highway recreation by snowmobiles, etc. New Mexico's *estimated* RTP funding amount for FFY18 and FFY19 is \$1,356,910 each year.

Per Federal requirements, the RTP apportionment must be awarded according to the following distribution (see Appendix VI for the definitions of RTP project funding categories): 30% of the funds must be used for non-motorized trails (Categories 1 and 2); 30% for motorized trails (Categories 4 and 5); and 40% for diverse-use trails (Category 2, 3, and 5). The resulting distribution estimates for New Mexico's FFY18 and FFY19 RTP funds are as follows for each year.

#### **Total Annual RTP Funds: \$1,356,910**

Non-motorized: \$407,073

Motorized: \$407,073

Diverse: \$542,764

A total of 5% of the annual apportionment may be spent on educational programs.

## 4. Funding Requirements

### A. What are the phasing and agreement requirements?

Applications for projects that do not involve design or construction, such as maintenance projects that do not disturb new ground, educational programs, or other “non-infrastructure” activities, may be submitted for funding in FFY18, FFY19, or both. These types of projects typically do not require design or certifications, although some certifications may still be required. Agreements for these projects will typically be handled directly by the program-specific coordinator at NMDOT.

Agreements for projects that involve infrastructure design or construction will be overseen by NMDOT’s Project Oversight Division (POD) and follow the NMDOT Tribal/Local Public Agency (T/LPA) agreement process in coordination with the appropriate NMDOT Regional Design Center. (For the purposes of RTP, the word “construction,” as used here, does not include construction of natural-/soft-surface trails; oversight and agreements for these projects will typically be handled directly by NMDOT’s RTP Coordinator.) Infrastructure projects will require separate agreements for a design phase and a construction phase in separate Federal fiscal years, as follows:

- **FFY18—Planning, design, and certifications.** Required of all T/LPA infrastructure projects unless the applicable NMDOT Regional Design Center grants an exception. T/LPAs with pre-approval from the applicable NMDOT Regional Design Center are not required to complete this phase using Federal funds and may apply for construction funds in FFY18, FFY19, or both.
- **FFY19—Construction.**

For some projects, special consideration may be appropriate regarding the timeframes involved for design, certifications, etc. For example, a project may require a significant amount of time to establish and/or acquire right-of-way. If an entity anticipates that their project is not feasible in the prescribed timeline for design in FFY18 and construction in FFY19, and they need construction funding in FFY20 instead, the entity must discuss the issue with their MPO/RTPO planner. The MPO/RTPO planner will then contact the appropriate NMDOT Program Coordinator to discuss whether the extended funding timeline is necessary. If approved by the Program Coordinator, the entity may proceed with their application, indicating FFY20 funding in the appropriate space on the project’s application. **These requests are considered an exception, will be reviewed on a case-by-case basis by the NMDOT Program Coordinator, and are approved at the discretion of NMDOT.** The NMDOT T/LPA Handbook has more information on planning, design, certification, and construction requirements (see Appendix II).

Alternatively, some projects may be further along in the project development process and may be eligible for construction funding in FFY18; however, this is an exceptional circumstance, and any project applying 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 standards required for Federal funds.

## B. Who can apply for funding?

The following entities are considered eligible project sponsors for the FFY18-19 TAP and RTP funding cycle:

- local governments;
- regional transportation authorities;
- transit agencies;
- State and Federal natural resources or public land agencies;
- school districts, local education agencies, and schools;
- tribal governments; and
- any other local or regional governmental entity with responsibility for oversight of transportation or recreational trails (not including MPOs and RTPOs).

The following entities are ***not*** considered eligible project sponsors for the FFY18-19 TAP and RTP funding cycle:

- Non-profits as direct grant recipients of the funds (Non-profits are eligible to partner with any eligible entity on an eligible TAP or RTP project, if State or local requirements permit.);
- NMDOT\*, MPOs and RTPOs (However, these entities may partner with an eligible entity to carry out a project, if the eligible entity is the project sponsor.); and
- High-risk entities, determined at NMDOT's discretion, even if they are otherwise eligible (High-risk entities can be defined by financial risk or historical lack of capacity to manage Federally-funded projects.).

\*NMDOT is an eligible project sponsor for the RTP as the program's administering agency and may program RTP funds at its discretion.

## C. What is the match requirement?

TAP and RTP both require a match from the project sponsor of 14.56% of the *total project cost*. Tribal entities may use Tribal Transportation Program (TTP) funds for their local match. A Federal agency project sponsor may provide matching funds by using other Federal funds apportioned to that agency. However, for RTP projects sponsored by Federal land management and natural resource agencies, the combined Federal funds may not exceed 95% of the total project cost. The remaining 5% match share must come from non-Federal funding sources.

Soft match equaling 14.56% of the total project cost may be utilized for match, but must be clearly stated in the project application and, if the project is awarded, must be specifically noted on the Agreement Request Form (ARF) in accordance with the requirements of the most recent NMDOT T/LPA Handbook, or in developing a non-infrastructure agreement with the Program Coordinator. This ensures that the soft match is correctly referenced in all agreements. Any approved soft match must occur within the project term specified in the agreement; work completed prior to an entity's receipt of a Notice to Proceed will not be accepted as soft match.

## D. How will my agency receive the funds?

TAP and RTP are cost-reimbursement programs. If an agency's application is selected for funding, the entity will enter into an agreement with NMDOT and serve as the sponsoring agency. As the sponsoring agency, the entity will be responsible for paying all costs up front and requesting reimbursement from NMDOT by submitting (at least) quarterly invoices and proof of payment. Typically, the sponsoring agency submits invoices to NMDOT for 85.44% of the costs incurred; 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 sponsoring agency cannot be reimbursed for costs associated with completing an application or for engineering/design work completed before the sponsoring agency receives a Notice to Proceed. ***Additionally, sponsoring agencies are responsible for any costs exceeding the Federal award amount.***

## E. How long are the funds available?

The official project term (that is, the period of time during which eligible project costs and activities are reimbursable) will be spelled out in the project's 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. 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 appropriate timeframe for NMDOT to obligate construction funds in the Federal fiscal year in which they are programmed.

## F. What are the funding limitations?

The following limitations apply to all sponsoring agencies applying for TAP funds for infrastructure projects through the statewide competitive process. There are no project minimums or maximums—other than the total available funding—for non-infrastructure projects or for RTP projects.

- Maximum amount of TAP funds agencies can apply for: \$2 million\*
- Minimum amount of TAP funds agencies can apply for: \$75,000\*

\*These amounts only apply to the TAP portion (Federal portion) of infrastructure project funds; total project costs may exceed \$2 million once local match and any other funding sources are included.

## G. Other Considerations

TAP and RTP funds are Federal-Aid Highway Program (FAHP) funds and must be expended in accordance with all applicable Federal and State 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/sponsoring agency.***

Applicants are encouraged to consider the following questions prior to submitting an application for TAP or RTP funding:

- Does your agency have the necessary staff to administer the project and funding?
- Does your agency have the funding to pay all costs first 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 Inception to Completion ("Cradle to Grave") 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. The Inception to Completion training usually occurs twice per year. Finally, NMDOT may require local government assistance and/or coordination in performing analyses related to performance measurement (before-and-after bicycle counts for a new bicycle facility, for example).

## 5. 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 sponsoring agency. Appendix X provides a map and contact information for all the MPOs and RTPOs in New Mexico.

MPOs and RTPOs will distribute this Guide and provide a schedule of specific dates and deadlines for their region. An entity interested in applying for funds will first request a Project Feasibility Form (PFF) from their MPO/RTPO. The PFF must be filled out and returned to the MPO/RTPO planner before the PFF deadline set by the MPO/RTPO. The MPO/RTPO planner will then schedule a PFF meeting to be attended by the project's sponsoring agency, 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 in Section 5B below. For projects located in RTPO areas, once a PFF is approved by the appropriate District representative, it must be included on the RTPO's Regional Transportation Improvement Program Recommendations (RTIPR) according to the RTPO's adopted procedures. **Complete application packets must be submitted to the appropriate MPO/RTPO before the specific application deadline set by the MPO/RTPO.**

*MPOs may conduct a different feasibility process than described above; RTPOs must follow the process outlined above. Smaller MPOs are highly encouraged to utilize this feasibility process.*

Mid-Region MPO and El Paso MPO may elect to use their own application process to award the TAP Large Urbanized direct allocation; however, if any entity located within the Large Urbanized Area wants to be considered for the TAP-Flex funding, which is awarded via the statewide competitive process, they must submit their application in accordance with the process outlined in this guide.

Below is a summary of FFY18 and FFY19 funding cycle deadlines and activities from the opening of the call for projects through the obligation of funds for awarded projects. Agreements for "non-infrastructure" projects will be administered by the appropriate NMDOT Program Coordinator; if awarded funds, these entities will not need to submit Agreement Request Forms (ARF) as described below.

#### FFY18 and FFY19 TAP/RTP Funding Cycle Timeline (Critical deadlines are in bold.)

<u>Month</u>	<u>Year</u>	<u>Activity</u>
<b>April-Nov</b>	<b>2016</b>	<b>Call for projects open</b>
April-July	2016	<p>PFFs 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 PFFs</p> <p>RTPO (or MPO) planner schedules PFF meetings with RTPO (or MPO)/NMDOT liaison/District/Enviro/project sponsor</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>
<b>Aug-Oct</b>	<b>2016</b>	<p>Project sponsor completes application</p> <p><b>Complete applications due to MPO/RTPO planner according to deadline set by MPO/RTPO</b></p>

<u>Month</u>	<u>Year</u>	<u>Activity</u>
Nov	2016	MPO/RTPO planner vets applications for completeness
<b>Nov 30</b>	<b>2016</b>	<b>Deadline for MPO/RTPO planners to submit complete applications to appropriate NMDOT Program Coordinator</b> <b><u>Late or incomplete applications will not be accepted.</u></b>
Dec-Jan	2016-2017	Program Coordinators review applications for completeness and prepare packages for Selection Committee (TAP) and Recreational Trails Advisory Board (RTAB) (RTP)
Feb	2017	TAP Selection Committee rates, ranks, and selects projects; RTAB rates and ranks projects and makes recommendations to NMDOT
March	2017	NMDOT sends award letters
Mar-April	2017	Projects added to MPO TIPs and STIP Preview (out for public review concurrently)
April	2017	All entities receiving TAP/RTP funds will be required to attend an orientation webinar outlining critical deadlines and processes
May	2017	TIPs adopted by MPO policy boards
June	2017	3 <sup>rd</sup> Thurs of month, State Transportation Commission (STC) meets, reviews 2018-2023 STIP Preview
July	2017	3 <sup>rd</sup> Thurs of month, STC meets, potentially adopts baseline 2018-2023 STIP
Aug	2017	FHWA has 30 days from second STC meeting to approve STIP
Oct 1	2017	2018-2023 STIP becomes active
<b>Oct 15</b>	<b>2017</b>	<b>Agreement Request Forms (ARF) for FFY18 design or construction are due to NMDOT's Project Oversight Division (POD); this is coordinated through the appropriate Regional Design Center</b>
<b>March 15</b>	<b>2018</b>	<b>Entity-signed agreements for FFY18 design due to NMDOT</b> <b>Entity-signed agreements for FFY18 construction due to NMDOT; agreement held for final execution pending PS&amp;E (9-Day Letter requirements)</b>
<b>June 15</b>	<b>2018</b>	<b>Deadline for submission of 9-day letter for FFY18 construction funds, which triggers obligation requests</b>
<b>Oct 15</b>	<b>2018</b>	<b>Agreement Request Forms (ARF) for FFY19 construction are due to NMDOT's Project Oversight Division (POD); this is coordinated through the appropriate Regional Design Center</b>
<b>March 15</b>	<b>2019</b>	<b>Entity-signed agreements for FFY19 construction due to NMDOT; agreement held for final execution pending PS&amp;E (9-Day Letter requirements)</b>
<b>June 15</b>	<b>2019</b>	<b>Deadline for submission of 9-day letter for FFY19 construction funds, which triggers obligation requests</b>

## B. What needs to be included with my application?

Applicants must submit the following documents (as a single PDF) as part of the TAP and RTP 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 Identification Form (PIF) – see Appendix I
- TAP/RTP 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 IX; 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 sponsoring agency. The letter(s) must also address which entity will take on the maintenance responsibility of the proposed project.
- Basic map of project location (not required for non-infrastructure projects)
- Any additional documentation in support of scoring factors – see section 5D.

MPO/RTPO planners are responsible for submitting complete application packages to NMDOT no later than close of business (COB) on November 30, 2016. 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 the case of TAP, or by the New Mexico Recreational Trails Advisory Board (RTAB) in the case of RTP, in a statewide competitive process. Scoring factors and point criteria are detailed below, in Section 5D. Higher ranked projects are more likely to receive funding. However, funding is limited by the total TAP and RTP allocations as well as the sub-allocations based on population areas (TAP) and project categories (RTP). See sections 3A and 3B of this guide for program-specific sub-allocation and category information. At its discretion, the TAP selection committee may adjust the projects selected in an effort to program funds in a geographically equitable manner. The RTAB scores and ranks RTP applications and makes funding recommendations to NMDOT; however, as the administering agency, NMDOT may program RTP funds at its discretion.

After projects are selected, the NMDOT TAP and RTP coordinators will send out award letters to the sponsoring agencies for the selected projects. Applicants whose projects were not selected will be notified, as well. The NMDOT program-specific coordinator will ensure that selected projects are programmed into the metropolitan TIPs (for MPO projects) and the STIP.

***Recipients of TAP and RTP funds are required to attend an orientation webinar, which will outline the critical deadlines and processes for their projects.***

## D. Application Scoring Factors

Applications will be rated and ranked according to the following factors.

### **1. Planning**

The Planning factor is intended to ensure that TAP and RTP projects are consistent with adopted plans, policies, and studies. If a project is identified in an adopted local, regional, or state plan, study or other document (e.g. ICIP), this indicates a level of public involvement and support for the project. This factor will be demonstrated with supporting documentation. Rather than attaching the entire plan or document, applicants must provide a copy of the title page of the document and the page(s) identifying the proposed project. A list of potential planning documents is below. If a project is in an MPO area, it is required to be *consistent* with the MTP—thus, no points are awarded for a project that is solely consistent with the MTP. However, if a project is specifically listed in the MTP, it may be used for planning points. Applications are awarded two (2) points for each plan in which the project is listed or with which it is consistent (demonstrated through supporting documentation), up to a maximum of six (6) points for this factor.

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 TAP selection committee or RTAB

The remaining factors will be scored according to the following scale:

**3 points:** The application demonstrates a thorough understanding of how the factor applies, and provides clear and compelling documentation on how the project meets and exceeds the factor.

**2 points:** The application demonstrates a basic understanding of the factor, and provides minimal documentation on how the project meets the factor.

**1 point:** The application demonstrates very little understanding of the factor, and does not provide any documentation on how the project meets the factor.

**0 points:** The application does not meet the factor.

## **2. Economic Vitality**

In addition to achieving transportation and/or recreational goals, TAP and RTP projects may provide positive economic impacts to a community. The economic vitality of an eligible project is measured through economic impact to local, regional, or statewide economic development efforts. Consider how the project interacts with activity centers, employment generators, or other economic development activities. For example, a potential project, such as a regional trail, could provide economic benefits to nearby local businesses by attracting tourists.

### *Application Question:*

*Provide detailed information on how your eligible project will benefit local, regional, and/or state economic development efforts. Please cite and provide supporting documents or studies as necessary.*

## **3. Safety and Security**

The livability of a community is related to safety and security. A community where it is safe to walk, bicycle, use transit, and access and enjoy recreational trails will have more people on the streets interacting with neighbors, visiting businesses, walking to school, and enjoying local amenities like parks and natural areas. For example, installing solar lighting along a sidewalk or path to a park or school could increase the safety and security of children walking to the facility.

### *Application Question:*

*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, access public transit, and/or access and enjoy recreational trails. Please cite and provide supporting documents or studies as necessary.*

## **4. Accessibility and Mobility through Integration and Connectivity**

Access to destinations and people's mobility are defined by the integration and connectivity of a community's transportation system (including recreational trail facilities). Gaps exist in our transportation systems, creating congestion and making it difficult for people to access necessary services, such as a grocery store, hospital, or job centers. Integrating alternative transportation networks into a community or fixing gaps in existing systems can increase people's mobility and access to necessary services and recreational opportunities. This factor also considers intermodal connectivity between pedestrian, bicycle, public transit, and park-and-ride infrastructure. For example, completion of a sidewalk between a transit stop and a nearby employment center would address an existing gap in the system, making the employment center more accessible and increasing mobility of transit-users. In addition, this would address intermodal connectivity.

Note: all Federally-funded transportation projects must comply with the Americans with Disabilities Act (ADA) and Public Rights of Way Accessibility Guidelines (PROWAG).

### *Application Question:*

*Please describe how your eligible project will increase accessibility and mobility through integration and connectivity of transportation and recreation networks. Please cite and provide supporting documents or studies as necessary.*

## **5. Protection and Enhancement of the Environment**

This factor emphasizes how eligible projects can protect and enhance the environment, whether through the promotion of energy or water conservation, quality-of-life improvements, or the funding of improvements that are consistent with land management plans or local land-use plans. Projects may promote environmental conservation in diverse ways, from reducing motorized vehicle usage, to erosion control along transportation rights-of-way or wilderness trails. Projects can also provide a broad array of quality-of-life improvements, such as access to cultur-

ally or historically significant sites, or improved community health due to increased opportunities for bicycling and walking.

Through local planning processes, governments and community members articulate land-use visions and goals to improve or enhance community quality of life. These are incorporated into local planning documents. TAP and RTP projects may help communities achieve desired land-use patterns and goals as described in local planning documents. Examples of such projects could include a paved, multi-use path that increases multimodal access to a school, thus reducing motor vehicle congestion, improving air quality, and providing opportunities for daily physical activity—all of which helps improve quality of life and overall community health.

*Application Question:*

*Please provide information as to how your eligible project will:*

- a) promote environmental conservation;*
- b) improve the quality-of-life for community residents; and*
- c) help achieve the community's desired land-use goals, as described in local planning documents.*

*Please cite and provide supporting documents or studies as necessary.*

## **6. Efficient System Management and Operations**

TAP and RTP funds are FAHP funds. Project sponsors are required by Federal law to maintain projects constructed using FAHP funds. The project sponsor must acknowledge in the Resolution of Sponsorship, or official letter (see Appendix IX), both the short-term and long-term maintenance of the TAP or RTP project. The community may also have processes and maintenance plans in place that would benefit the maintenance and overall efficient system management and operation of the project. For example, your community may have a maintenance plan for inspecting and re-painting crosswalks on an annual basis and a new crosswalk built with TAP funds would be integrated into this maintenance plan.

*Application Question:*

*Please describe how your eligible project will promote efficient system management and operation, particularly with regard to the maintenance of the TAP- or RTP-funded improvement. Please cite and provide supporting documents or studies as necessary.*

## **7. System Preservation**

The costs of maintaining existing infrastructure can be burdensome to communities. As such, building new infrastructure in certain communities is not always the most appropriate course of action. Certain projects may preserve or enhance existing infrastructure, thus eliminating additional costs to local communities. Potential projects may include safety improvements to existing infrastructure or adaptive reuse of existing infrastructure. For example, your community has a closed bridge that is no longer safe for motor vehicles, but the community wants to convert the use of the bridge to a pedestrian and bicycle facility.

*Application Question:*

*Please explain how your eligible project will enhance, preserve, or offer an adaptive reuse of existing infrastructure. Please cite and provide supporting documents or studies as necessary.*

## E. Application Scoring Matrix

Scoring Factors	Possible Points
<b>Planning:</b> Must provide documentation (cover of plan and page[s] identifying or supporting the project); 2 points per plan, maximum of 6 points	6
<b>Economic vitality</b>	3
<b>Safety and Security</b>	3
<b>Accessibility and Mobility through Integration and Connectivity</b>	3
<b>Protection and Enhancement of the Environment:</b>	
a) Promote environmental conservation	3
b) Improve quality-of-life for residents	3
c) Achieve community's land-use goals	3
<b>Efficient System Management</b>	3
<b>System Preservation</b>	3
<b>Total</b>	<b>30</b>

## 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. 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.

## 6. Appendices

### I. Forms

To apply for TAP and/or RTP funds, eligible entities must complete the NMDOT Project Identification Form (PIF) and then the TAP/RTP Application Form, which is a supplement to the PIF. 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 Identification Form (PIF)**

[http://dot.state.nm.us/content/dam/nmdot/planning/NMDOT\\_PIF.docx](http://dot.state.nm.us/content/dam/nmdot/planning/NMDOT_PIF.docx)

#### **TAP/RTP Application Form**

[http://dot.state.nm.us/content/dam/nmdot/planning/TAP-RTP\\_Application.pdf](http://dot.state.nm.us/content/dam/nmdot/planning/TAP-RTP_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 SRTS coordinators, plans, trainings, etc., as well as for RTP projects located entirely within the jurisdiction of the sponsoring agency (not including paved, multi-use paths), 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 such as paved, multi-use paths, sidewalks, etc., which 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. Eligible and Ineligible Projects and Activities

### Eligible projects and activities under TAP include:

- Planning, design, and construction of on-road and off-road trail facilities for pedestrian, bicyclists and other non-motorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Public Rights-of-Way Accessibility Guidelines (PROWAG).
- Reconstruction and rehabilitation activities that are not considered routine maintenance (see Ineligible Projects on page 9) and either increase capacity of an existing non-motorized facility and/or improve the functional condition of a non-motorized system. Examples include resurfacing AND widening an existing trail or reconstructing sidewalks to meet PROWAG requirements.
- Planning, design, and construction of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
- Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized transportation users.
- Construction of turnouts, overlooks, and viewing areas.
- Community improvement activities, which include but are not limited to:
  - Inventory, control, or removal of outdoor advertising;
  - Historic preservation and rehabilitation of historic transportation facilities;
  - Vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control; and
  - Archaeological activities relating to impacts from implementation of a transportation project eligible under this title.
- Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to:
  - Address stormwater management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff, including activities described in Sections 133(b)(11), 328(a), and 329 of title 23; or,
  - Reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats.

In addition to the above, the following projects and activities that meet the Safe Routes to Schools (SRTS) program requirements of Section 1404 of the SAFETEA-LU are considered eligible for TAP funding (additional details are at: [http://www.fhwa.dot.gov/environment/safe\\_routes\\_to\\_school/guidance](http://www.fhwa.dot.gov/environment/safe_routes_to_school/guidance)):

- Planning, design, and construction of infrastructure projects on any public road or any bicycle or pedestrian pathway or trail within two miles of a kindergarten through 8th (K-8) grade school that will substantially improve the ability of students to walk and bicycle to school, including sidewalk improvements, traffic calming and speed reduction improvements, pedestrian and bicycle crossing improvements, on-street bicycle facilities, off-street bicycle and pedestrian facilities, secure bicycle parking facilities, and traffic diversion improvements in the vicinity of schools.
- Non-infrastructure activities to encourage walking and bicycling to school, including public awareness campaigns and outreach to press and community leaders, traffic education and enforcement in the vicinity of schools, student sessions on bicycle and pedestrian safety, health, and environment, and funding for training, volunteers, and managers of safe routes to school programs.
- Safe Routes to School coordinators or champions.

### Ineligible projects and activities under TAP include:

- Acquisition of right-of-way
- Safety and educational activities for pedestrians and bicyclists (except activities targeting children in grades K-8, under SRTS).

- Acquisition of scenic easements and scenic or historic sites and scenic or historic highway programs.
- Historic preservation as an independent activity unrelated to historic transportation facilities.
- Operation of historic transportation facilities.
- Archaeological planning and research unrelated to impacts from the implementation of a transportation project eligible under Title 23.
- Transportation museums.
- TAP funds cannot be used for landscaping and scenic enhancement as independent projects; however, landscaping and scenic enhancements are eligible as part of the construction of any FAHP project under 23 U.S.C. 319, including TAP-funded projects.
- Routine maintenance is not an eligible TAP activity. Routine maintenance consists of work that is planned and performed on a routine basis to maintain and preserve the condition of the transportation system or to respond to specific conditions/events that restore the system to an adequate level of service. Routine maintenance activities can include repainting markings, filling potholes, and repairing cracks.

#### **Eligible projects and activities under RTP include:**

- Maintenance and restoration of existing trails to include any kind of trail maintenance, restoration, rehabilitation, or relocation, provided the work is completed within the time period outlined in the Cooperative Project Agreement.
- Development and rehabilitation of trailside, trailhead facilities, and trail linkages (including but not limited to drainage, crossings, stabilization, parking, benches, signage, traffic controls, water, sanitation, and access facilities). Rehabilitation can include extensive repair needed to bring a facility up to standards suitable for public use (not routine maintenance). Trailside and trailhead facilities should have a direct relationship with a recreational trail; ***a highway rest area or visitor center is not an eligible project.***
- Lease of trail construction and maintenance equipment to construct and maintain recreational trails during the time period outlined in the Cooperative Project Agreement.
- Construction of new trails where allowed on Federal, State, county, municipal, and private lands provided trails are publicly accessible.
- Construction of rail trails on abandoned railroad corridors, and construction of “rails with trails.”
- Improvements to roads and/or bridges specifically designated for recreational use by the managing agency. Eligible high clearance primitive roads/bridges may include old rights-of-way no longer maintained for general passenger vehicle traffic, provided the project does not open the road to general passenger vehicle traffic.
- Planning, design, and certifications specific to an RTP-eligible construction project. NMDOT reserves the right to deny requests for planning, design, and certifications from State or Federal natural resource or public land agencies.
- Operation of educational programs to promote safety and environmental protection related to the use of recreational trails (NMDOT may use up to 5% of the total annual apportionment for educational programs, per Federal guidelines).
- Statewide trail planning

#### **Ineligible projects and activities under RTP include:**

- Acquisition of right-of-way
- Purchase of trail construction and maintenance equipment.
- Improvements to roads/bridges intended to be generally accessible by low clearance vehicles, i.e. regular passenger cars.
- Condemnation of land
- Feasibility Studies
- Law Enforcement
- Planning that is not of a statewide nature. Trail planning as a relatively small portion of a specific trail project is allowed.

- Sidewalks, unless part of a trailhead facility or specifically providing a critical trail link. FHWA defines a sidewalk as a path parallel to a public road or street.
- Conversion from Non-Motorized to Motorized Use - Applicants shall not use RTP funds to expand, convert, or otherwise facilitate motorized use or access to trails predominately used by non-motorized trail users, and on which, as of May 1, 1991, motorized use was either prohibited or had not occurred.
- Circuit race tracks (circular or elliptical race tracks)
- Construction of any recreational trail for motorized users on Bureau of Land Management or National Forest Service lands, unless such lands:
  - Have been allocated for uses other than wilderness by an approved agency resource management plan or have been released to uses other than wilderness by an act of Congress, and
  - Such construction is otherwise consistent with the management direction of such approved land and resource management plan.

## VI. RTP Project Categories

There are five categories of RTP projects. Categories 1 and 2 count toward the 30% funding target for non-motorized single-use and diverse-use projects; Categories 2, 3, and 5 count toward the 40% funding target for diverse-use projects; and Categories 4 and 5 count toward the 30% funding target for motorized single-use and diverse-use projects.

### **Category 1: Non-motorized, single use**

This category includes projects primarily intended to benefit only one mode of non-motorized recreational trail use, such as pedestrian only or bicycling only. Projects serving various pedestrian uses (such as walking, hiking, wheelchair use, running, bird-watching, nature-interpretation, backpacking, etc.) constitute a single use for the purposes of this category. *(Note: wheelchair use by mobility-impaired people, whether operated manually or powered, constitutes non-motorized, pedestrian use.)* Projects serving various non-motorized, human-powered snow uses (such as skiing, snowshoeing, etc.) constitute a single use for this category.

### **Category 2: Non-motorized, diverse use**

This category includes projects primarily intended to benefit more than one mode of non-motorized recreational trail use, such as walking, bicycling, and skating; pedestrian and equestrian use; or pedestrian use in summer and cross-country skiing in winter. *(Note: electrically powered bicycles, scooters, and personal mobility devices—such as the Segway—are considered motorized uses for the purposes of the RTP under 23 U.S.C. 206(g)(4). The exception is a motorized wheelchair.)*

### **Category 3: Diverse use including both motorized and non-motorized**

This category includes projects intended to benefit both non-motorized and motorized recreational trail use. This category includes projects where motorized use is permitted, but is not the predominant beneficiary. This category also includes projects where motorized and non-motorized uses are separated by season, such as equestrian use in summer and snowmobile use in winter.

### **Category 4: Motorized, single use**

This category includes projects primarily intended to benefit only one mode of motorized recreational trail use. A project may be classified in this category if the project also benefits some non-motorized uses (it is not necessary to exclude non-motorized uses), but the primary intent must be for the benefit of a single motorized use.

### **Category 5: Motorized, diverse use**

This category includes projects primarily intended to benefit more than one mode of motorized recreational trail use, such as motorcycle and ATV use, or ATV use in summer and snowmobile use in winter. A project may be classified in this category if the project also benefits some non-motorized uses (it is not necessary to exclude non-motorized uses), but the primary intent must be for the benefit of motorized uses.

## VII. State and Federal Requirements and Guidelines

Sponsoring agencies should review and regularly reference NMDOT's Tribal/Local Public Agency (T/LPA) Handbook to understand the State processes for Federal funds. The T/LPA Handbook provides guidance to entities working to develop and construct highway, street, road, and other multimodal transportation related projects, funded by the NMDOT with Federal and/or State funds. See Appendix II for a link to the T/LPA Handbook

### Americans with Disabilities Act (ADA) Requirements

Projects located on US Forest Service (USFS) lands must comply with the following:

- Forest Service Trails Accessibility Guidelines (FSTAG)  
[http://www.fs.fed.us/recreation/programs/accessibility/FSTAG\\_2013%20Update.docx](http://www.fs.fed.us/recreation/programs/accessibility/FSTAG_2013%20Update.docx)
- Accessibility Guidebook for Outdoor Recreation and Trails  
<http://www.fs.fed.us/recreation/programs/accessibility/pubs/htmlpubs/htm12232806/index.htm>

RTP Projects located on State or Federal natural resource or public land agency (other than USFS) lands and T/LPA projects that are NOT connected to a Federal-Aid highway right-of-way must comply with the Access Board's Final Guidelines for Outdoor Developed Areas, published on September 26, 2013, under the Architectural Barriers Act (ABA) of 1968.

- Final Guidelines for Outdoor Developed Areas  
<http://www.access-board.gov/guidelines-and-standards/recreation-facilities/outdoor-developed-areas/final-guidelines-for-outdoor-developed-areas>

Infrastructure projects (paved, multi-use trails; sidewalks; transit facilities, etc.) located on public right(s)-of-way are required to meet standard ADA requirements as outlined in NMDOT design guidelines provided by the NMDOT Design Centers.

### ADA/Accessibility Guidelines and Resources

- **US Access Board Guidelines for Outdoor Developed Areas:**  
<http://www.access-board.gov/attachments/article/1500/outdoor-rule.pdf>
- **US Access Board information on Public Rights-of-Way Access Guide (PROWAG) and Shared-Use Path accessibility guidance**  
<http://www.access-board.gov/guidelines-and-standards/streets-sidewalks>
- **US Forest Service Accessibility resources:**  
<http://www.fs.fed.us/recreation/programs/accessibility>
- **US Forest Service Outdoor Recreation Accessibility Guidelines (FSORAG):**  
[http://www.fs.fed.us/recreation/programs/accessibility/FSORAG\\_2013%20Update.1.pdf](http://www.fs.fed.us/recreation/programs/accessibility/FSORAG_2013%20Update.1.pdf)

### Design Guidelines and Resources

- **AASHTO Bicycle and Pedestrian Facilities Guides:**  
[http://www.fhwa.dot.gov/environment/recreational\\_trails/guidance/manuals.cfm#aashto](http://www.fhwa.dot.gov/environment/recreational_trails/guidance/manuals.cfm#aashto)
- **Federal Highway Administration Memorandum, *Bicycle and Pedestrian Facility Design Flexibility*:**  
[http://www.fhwa.dot.gov/environment/bicycle\\_pedestrian/guidance/design\\_flexibility.cfm](http://www.fhwa.dot.gov/environment/bicycle_pedestrian/guidance/design_flexibility.cfm)
- **Federal Highway Administration Trails Construction and Maintenance Notebook:**  
[http://www.fhwa.dot.gov/environment/recreational\\_trails/publications/fs\\_publications/07232806](http://www.fhwa.dot.gov/environment/recreational_trails/publications/fs_publications/07232806)

- **Forest Service Equestrian Design Guidebook:**  
[http://www.fs.fed.us/t-d/php/library\\_card.php?p\\_num=0723%202816](http://www.fs.fed.us/t-d/php/library_card.php?p_num=0723%202816)
- **Resources for specific trail features:**  
[http://www.fhwa.dot.gov/environment/recreational\\_trails/publications/fs\\_publications](http://www.fhwa.dot.gov/environment/recreational_trails/publications/fs_publications)
- **US Forest Service Standard Trail Plans and Specifications:**  
<http://www.fs.fed.us/recreation/programs/trail-management/trailplans/index.shtml>

### **Design Guidance Publications**

- *Designing Walkable Urban Thoroughfares: A Context Sensitive Approach*, 2010. Institute of Transportation Engineers, 1627 Eye Street, N.W, Suite 600, Washington, DC 20006, Phone: (202) 785-0060
- *Guide for the Development of Bicycle Facilities, Fourth Edition*, 2012. American Association of State Highway and Transportation Officials (AASHTO), 444 N. Capitol St NW, Suite 249, Washington, DC, 20001, Phone: (202) 624-5800
- *Guide to the Development of Pedestrian Facilities*, 2004. American Association of State Highway and Transportation Officials (AASHTO), P.O. Box 96716, Washington, DC, 20090-6716, Phone: (888) 227-4860
- *Urban Bikeway Design Guide*, 2014. National Association of City Transportation Officials (NACTO), 55 Water St, 9th Floor, New York, NY 10041
- *Urban Street Design Guide*, 2013. National Association of City Transportation Officials (NACTO), 55 Water St, 9th Floor, New York, NY 10041

## VIII. New Mexico MainStreet Program

If your TAP/RTP 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>

## IX. Sample Resolution of Sponsorship

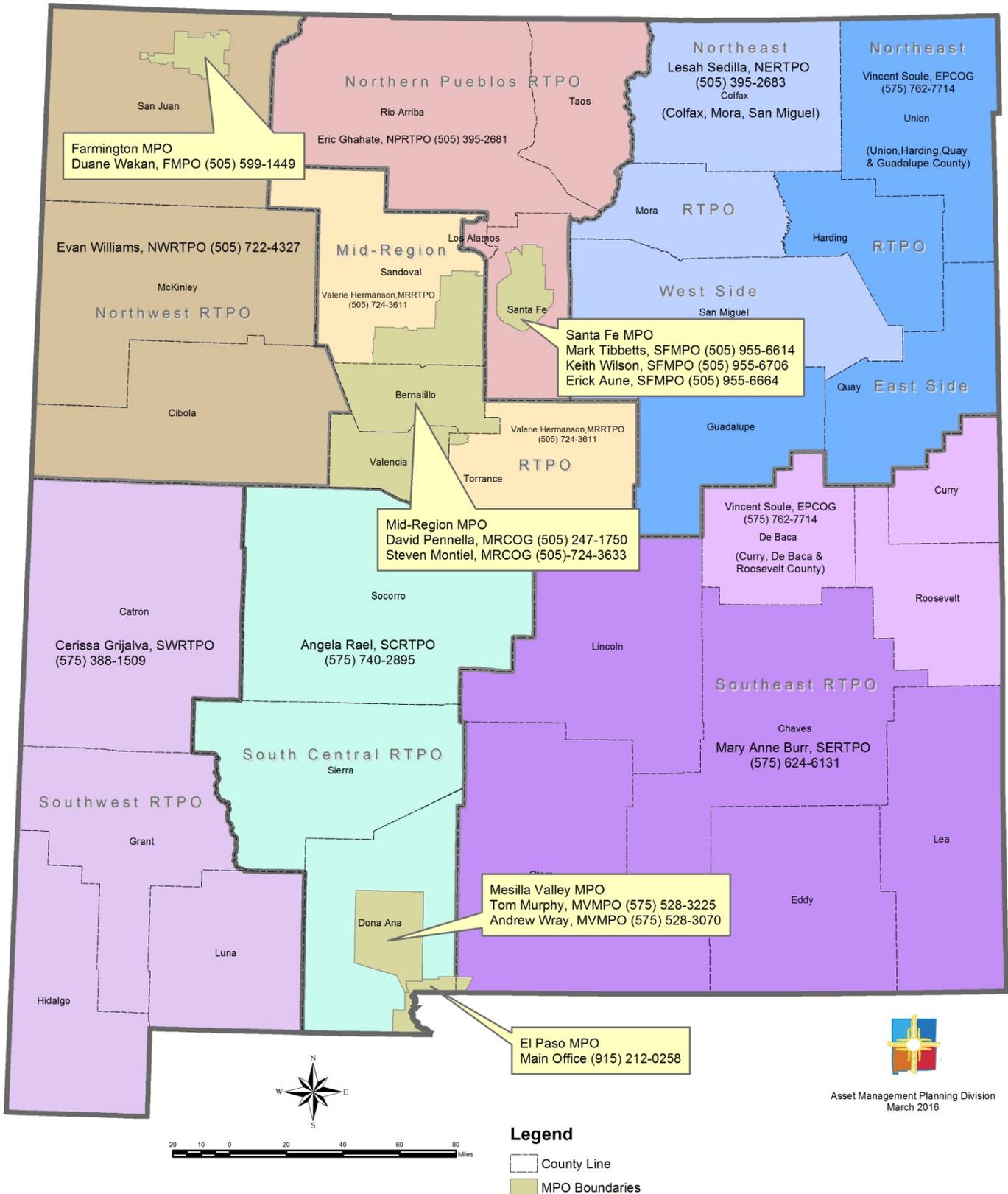
Applicants may reference the sample Resolution of Sponsorship linked below. If an entity opts to submit an official letter (from and signed by the appropriate official) in lieu of the Resolution of Sponsorship, the letter must include the same information as this sample Resolution of Sponsorship.

### 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)

X. MPO and RTPO Contact Information

Metropolitan and Regional Transportation Planning Organizations



Asset Management Planning Division  
March 2016

## XI. 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 Pinon 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:  
Ray Chavez,  
(505) 798-6708  
[ray.chavez2@state.nm.us](mailto:ray.chavez2@state.nm.us)

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

750 N. Solano Dr.  
Las Cruces, NM 88001  
T/LPA Coordinator:  
Kimberley Fetherlin,  
(575) 525-7355  
[kimberley.fetherlin@state.nm.us](mailto:kimberley.fetherlin@state.nm.us)

Please refer to NMDOT's website for information on District boundaries:

<http://dot.state.nm.us/en/Districts.html>