Letterhead

Leadership names and roles

Date

Re: Request for TPF Hardship Match Waiver

 Project Number: ###

 Vendor Number: ###

 Total Amount: $XXX.XX (100%)

 Entity Share: $XXX.XX (5%)

 State Share: $XXX.XX (95%)

Ms. Clarissa Martinez, State Grants Manager –

The Municipality is interested in applying for the Transportation Project Fund (TPF) Hardship Match Waiver per the NM Administrative Code 18 NMAC 27.6.8 for our pending funding through the Fiscal Year 2022 TPF program.

NMAC 27.6.8 allows Public Entities who are experiencing financial hardship to apply for a Match Waiver of all or part of the Public Entity match normally required for participation in the TPF.

The Municipality qualifies for the Match Waiver due to having a limited tax base which limits the funding for meeting the proportional matching share.

The Municipality requests a Match Waiver in the amount of $XXX.XX for the TPF Project for FY 2022 for the [project phases to fund, e.g. Design, Drainage Improvements, Pavement Rehabilitation/ Improvements, Reconstruction, and Miscellaneous Improvements] of [project scope, e.g. 1.0 mile of 1st street, from Main Street to Pine Street], within the control of the Municipality in Name County, New Mexico.

Should you have any questions, please contact Name, Role, at phone number or email address.

Sincerely,

Signature

Contact name, role, Municipality