

2021 ICIP Virtual Training- Series 3

Local Government Road Fund and
Transportation Project Fund

August 25,2021

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**Infrastructure Capital Improvement Plan (ICIP) Series 3
Local Government Road Fund & Transportation Project Fund**

Presented by Clarissa Martinez, NMDOT

Wednesday, August 25, 2021

Early Sign in 1:30 PM • Start Time 2:00 to 3:00 PM

Microsoft Teams

1. **Welcome & Introductions**
2. **Local Government Road Fund** - Presented by Clarissa Martinez, NMDOT
 - a. Municipal Arterial Program (MAP)
 - b. Submitting Project Proposals (Coop, CAP, & SB)
 - c. Submitting Project Proposals (MAP)
 - d. Budget Recommendations
3. **Transportation Project Fund** - Presented by Clarissa Martinez, NMDOT
 - a. Call for Projects 2021
 - b. Application & Review Process
4. **Comments from NewMARC**
 - a. Southwest NM COG – Priscilla Lucero
 - b. Mid-Region COG – Payton Showalter
 - c. Eastern Plains COG – Sandy Chancey
 - d. Southeastern NM Economic Development District - Dora Batista
 - e. North Central NM Economic Development District – Monica Abeita
 - f. Northwest NM COG – Evan Williams
 - g. South Central COG – Jay Armijo
5. **Upcoming Training Opportunities**

*Special thank you to all the NM Association of Regional Councils (NewMARC)
for assisting with this and the upcoming 2021 ICIP trainings.*

NMDOT Project Oversight Division

Local Government Road Fund and Transportation Project Fund

Clarissa Martinez, State Grants Manager
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505-699-9946

Local Government Road Fund

- Created to provide funds to Local Governments for projects where Local Entities take the lead in developing and contracting construction and maintenance projects.
- Funding used for project development, construction, reconstruction, improvement, maintenance or repair of public highways, streets and public-school parking lots, acquisition of right-of-way, and in place material for construction or improvement.
- State Funding
 - 75% State Match
 - 25% Local Entity Match

LGRF Funding Types

- **Cooperative Program – SP (or Coop)**
 - 42% of LGRF funds
 - Counties, Municipalities, School Districts, Universities and Tribal
 - 18-Month Project Timeframe-Agreement Terminates December 31st.
- **County Arterial Program – CAP**
 - 26% of LGRF funds
 - Counties Only – (Funding based on road miles maintained)
 - 18-Month Project Timeframe-Agreement Terminates December 31st.
- **School Bus Route Program – SB**
 - 16% of LGRF funds
 - Counties Only
 - 18-Month Project Timeframe-Agreement Terminates December 31st.
- **Municipal Arterial Program – MAP**
 - 16% of LGRF funds
 - Municipalities Only
 - 24-Month Project Timeframe-Agreement Terminates June 30th.

Call for Projects

(Dec-Jan)

- NMDOT District Coordinators will send out a letter to Local Entities asking for their project proposals for the new LGRF year for Coop, CAP and SB projects.
- The letter should include a copy of the *Project Tracking Guide*, along with samples of the *Project Proposal Letter* and the *Preliminary Cost Estimate*.
- Project Proposals are due by March 15th. Incomplete proposals or late proposals will be returned for resubmittal next year.

Municipal Arterial Program (MAP)

- The Call for Projects comes from State Grants Manager in Santa Fe.
- Your complete project proposal requires more information, multiple copies and is submitted directly to State Grants Manager in Santa Fe.
- If your project is awarded, you will begin working with the NMDOT District Local Government Road Fund Coordinator during the Agreement signature process.
- Certification of the Pre-Construction Contract Phase (Certification No. 1) is due to be submitted to District LGRF Coordinator no later than June 30th of the year following the award of your project.

Submitting Project Proposals (Coop, CAP and SB)

- Local Entities should submit a complete project proposal addressed to their NMDOT District Engineer. The proposals must be received in the District Office before the March 15th deadline. The proposal should include:
 - ❑ Letter of intent from governing body or agency head. Must list scope, termini & reference estimated project cost.
 - ❑ Location of proposed project including route designation & termini – include a map showing the location.
 - ❑ Scope of work to be performed.
 - ❑ Project estimate, including the amount of State participation requested.
 - ❑ Justification for project construction.
 - ❑ Certification that proposed work is on a public highway and necessary for the public good and convenience and to serve the public of the municipality, county and/or school district.

Submitting Project Proposals (MAP)

- Local Entities should submit a complete project proposal addressed to the State Grants Manager in Santa Fe by March 15th. The proposal should include:
 - ❑ Map of project limits (including proposed phasing).
 - ❑ Current and 20-year projected traffic volumes.
 - ❑ Pavement design criteria (10-year min.).
 - ❑ Typical section.
 - ❑ Major intersection & traffic signal analysis.
 - ❑ Drainage reports.
 - ❑ Preliminary cost estimate (include State share & Municipality share).
 - ❑ Local Government resolution of support for the project.
 - ❑ Project data sheet summarizing existing & proposed project information.
- State Grants Manager
 - Clarissa Martinez, NMDOT Project Oversight Division - 505-699-6646

Budget Recommendations (cont.)

(March-April)

Coop, CAP, SB

- Based on available funding District Coordinators prepare budget recommendations for the current LGRF year.

MAP

- State Grants Manager sends a copy of the MAP applications to each district and asks for their recommendation.

- Budget recommendations due back to State Grants Manager by April 15th.

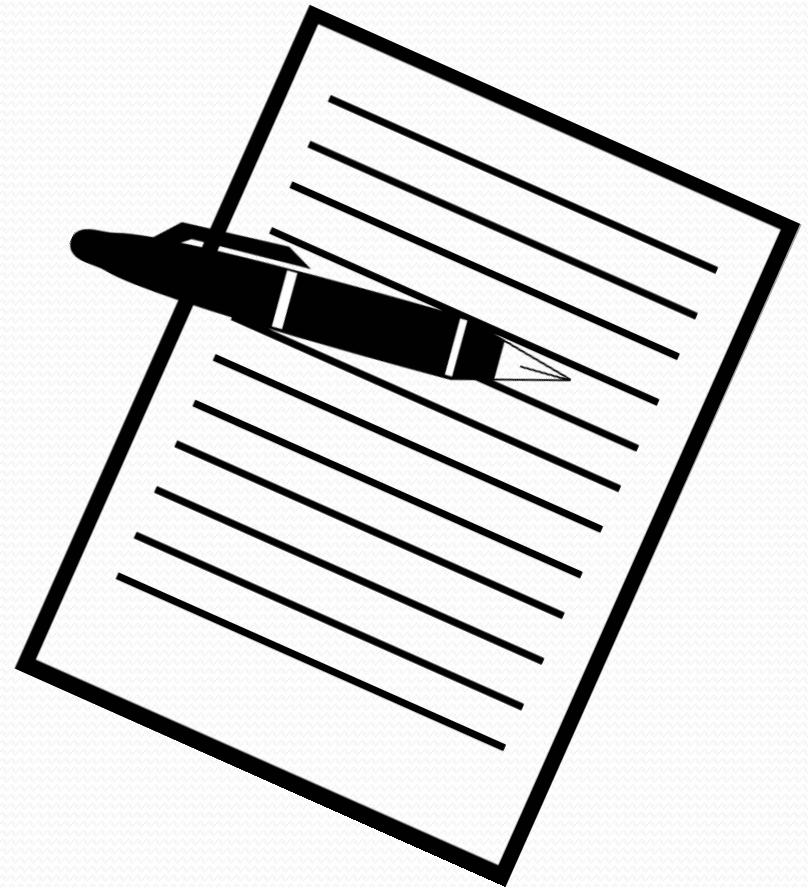
State Transportation Commission (STC) Approval/Agreements (May/June)

- NMDOT presents projects for State Transportation Commission's approval/denial. (May)
- Local Entity receives notification of State Transportation Commission's approval/denial from NMDOT. (May)
- District Coordinators begin drafting agreements and distributing to Local Entities for coordination of signatures. (June)

Agreement Signature Process

(June – October)

- When the District Coordinator receives the agreements including resolutions signed by the Entity, they submit the agreement packet to Santa Fe where the agreements are executed by the Cabinet Secretary.
- Once executed by the Cabinet Secretary, the funding on your award will be encumbered.
- **All Agreements Must Be Fully Executed no later than October 31st.**
- **NO WORK can begin before a fully executed agreement is in place.**



Match Waiver Applications (June-July)

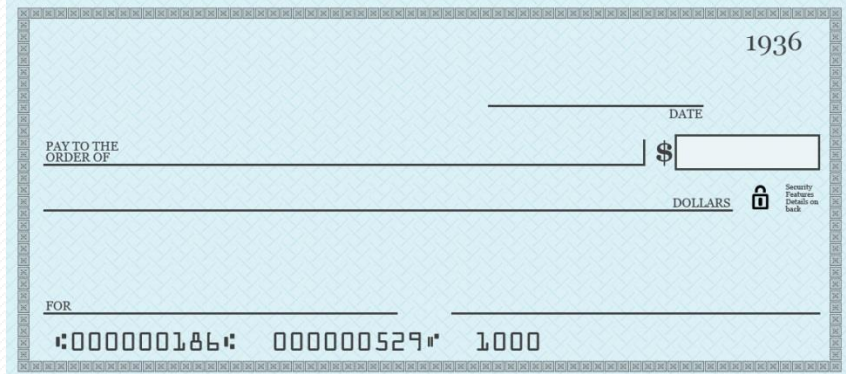
- The Match Waiver program authorizes the Department to distribute up to one million dollars of LGRF money, to entities that can demonstrate financial hardship, for use as all or a portion of their 25% match fund requirement.
 - Municipalities (SP or MAP awards)
 - Counties (CAP & SP awards only)
- Financial hardship is determined by a financial analysis preformed by the Department of Finance and Administration.
- Matching funds will not be waived for more than one project per entity, except for counties which would be eligible for one cooperative project and one county arterial project.
- The District LGRF Coordinator can provide you with a sample resolution and letter of intent to assist you in applying for the Match Waiver program.
- **Match Waiver applications should be submitted to Santa Fe by July 31.**

Match Waiver Approval/Amendments (September)

- NMDOT reviews financial analysis from the Department of Finance and Administration and presents recommended projects for approval to the State Transportation Commission.
- Local Entity receives notification of State Transportation Commission's approval/denial from NMDOT.
- District Coordinator will draft three original amendments and send to the Entity for signature. When the District Coordinator receives the amendments signed by the Entity, they will submit the amendment package to Santa Fe for execution.
- Once Executed Match Waiver funds will be added to the encumbrance.

Disbursements

- LGRF is a “Disbursement” program, not a “Reimbursement” program so funds can be requested and disbursed before work has been completed
- Ask for your disbursement of funds as soon as the Notice of Award and Notice to Proceed have been issued to all parties.



Transportation Project Fund

Transportation Project Fund

- New Mexico Legislature 2019
 - Passed HB 694 to create the Local Government Transportation Project Fund (LGTPF)
 - State Funding
 - 95% State Match
 - 5% Local Entity Match
- Eligible projects include environmental and other studies, planning, design, construction and acquisition of rights of way necessary for the development of transportation infrastructure, and includes highways, streets, roadways, bridges, crossing structures, parking facilities, including all areas for vehicular, transit, bicycle or pedestrian use for travel, ingress, egress and parking.
- New Mexico Legislature 2020
 - Passed HB 207 shortened to Transportation Project Fund (TPF)
 - Included language that Tribes/Pueblos are allowed funding through TPF
- New Mexico Legislature 2021
 - Passed SB 20 making the TPF program a recurring fund

Call for Projects 2021

- April 19, 2021 Call for Projects letter sent to all Metropolitan Planning Organizations (MPO) and Rural Transportation Planning Organizations (RTPO).
- Original deadline to submit applications was May 31, 2021 by 5 pm. This was extended to June 15, 2021.
- Local Entities were to submit their applications to their MPO/RTPO for review and ranking.
- The estimated amount of funding for FY22 is 120 million. In the future it is anticipated to be 40 million per year.

Application Packets

- Application packets should include the following:
 - Cover letter including:
 - brief overview of project;
 - whether grantee intends to apply for match waiver;
 - the timeframe in which grantee is prepared to spend the grant funds, if received;
 - verification that funding requested will be enough to complete the phase of work submitted
 - whether the project falls into category (a) or (b):

Application Packet cont.

- A) Project is located on or within locally-owned right-of-way and the project does not include federal funds; or
- B) Project is located within or on NMDOT owned right-of-way or is an NHS route and/or may include federal funds(only if continuation of a 2019 TPF project).

Application Packet cont.

- Project must fall into one or more of the following categories
 - Environmental and other studies
 - Planning
 - Design
 - Construction
 - Acquisition of rights of way
- Please be sure to clearly identify the phase of work the funding will be used for (i.e. planning, design, construction, etc.).

Application Packet cont.

- Project Feasibility Form (PFF) signed by District Engineer.
- Resolution of Sponsorship from their governing body, indicating the availability of the 5% match.
 - Alternatively, the grantee may submit an official letter signed by the potential grantee's chief executive or official with budget authority, indicating the availability of the 5% match.
- Map of project location including mile posts.
- **Required if local entity does not own the right of way;** A letter of support from owners of the project right-of-way or NMDOT District if the project is within NMDOT right-of-way.

Project Review Process

- Once all applications were received on June 15th they were logged into a spreadsheet and sent to the NMDOT District Engineers for review and ranking/recommendation by June 18, 2021.
- NMDOT District Engineer and staff reviewed applications and provided their recommendations back to the Project Oversight Division by July 19, 2021.
- The Project Oversight Division compiled the District Recommendations and submitted to Secretary Sandoval for final recommendations.

Project Approval

- Secretary Sandoval to submit the final recommendations to the State Transportation Committee by August 1.
- Projects are presented to the State Transportation Committee for approval at a special meeting in mid to late August.
- Local Entity receives notification of State Transportation Commission's approval/denial from NMDOT in early September

Agreement Signature Process

- Agreements are drafted by the Project Oversight Division and sent to the District Coordinators for coordination of signatures.
- Once signed, the Local Entity must submit the agreement, including resolution, to the District Coordinator.
- District Coordinator will submit the agreement packet to Santa Fe where the agreements are executed by the Cabinet Secretary.
- Once executed by the Cabinet Secretary, the funding on your award will be encumbered.
- **All Agreements Must Be Fully Executed by November 30th.**
- **NO WORK can begin before a fully executed agreement is in place.**

Disbursements

- The TPF program is a “Disbursement” program, not a “Reimbursement” program so funds can be requested and disbursed before work has been completed.
- Ask for your disbursement of funds as soon as the Notice of Award and Notice to Proceed have been issued to all parties.



FAQ

- **What is the definition of “Shovel Ready”?**
 - Shovel Ready is defined as- the project is advertisement ready, regardless of the phase the funding is being applied for.
- **Does a project have to be on an RTIPR to be eligible for funding?**
 - No, projects do not have to be on an RTIPR to be submitted for consideration. However, if a project is on the RTIPR local entities must ensure that no federal funds have or will be used on the project. If a project does have federal funds, it will need to be de-federalized to be eligible for TPF funding.
- **Can an application be submitted with the same scope of work as a project that has already been awarded federal funding?**
 - No, the scope of work being submitted cannot be identical to a federally funded project. Per the final rule, federal funds may not be used as part of a TPF funded project.



Questions?

NEWMARC: NEW MEXICO'S COUNCILS OF GOVERNMENT

District 1: Northwest NM Council of Governments

(San Juan, McKinley, Cibola Counties)
106 West Aztec Avenue | Gallup, New Mexico, 87301
P(505) 722-4327 | F(505) 722-9211
www.NWNMCOG.com

District 2: North Central NM Economic Development District

(Rio Arriba, Santa Fe, Taos, Los Alamos, Colfax, Mora, San Miguel Counties)
3900 Paseo del Sol | PO Box 5115 | Santa Fe, New Mexico, 87502
P(800) 699-4927 | P(505) 395-2668 | F(887) 293-3710
www.NCNMEDD.com

District 3: Mid-Region Council of Governments

(Sandoval, Bernalillo, Valencia, Torrance Counties)
809 Copper Ave., NW | Albuquerque, New Mexico, 87102
P(505) 247-1750 | F(505) 247-1753
www.MRCOG-NM.gov

District 4: Eastern Plains Council of Governments

(Union, Harding, Quay, Curry, Roosevelt, Guadalupe, De Baca Counties)
418 North Main St. | Clovis, New Mexico, 88101
P(575) 762-7714 | F(575) 762-7715
www.EPCOG.org

District 5: Southwest NM Council of Governments

(Catron, Hidalgo, Luna, Grant Counties)
1203 North Hudson St., 2nd Floor | PO Box 2157 | Silver City, NM, 88062
P(575) 388-1509 | F(575) 388-1500
www.SWNMCOG.org

District 6: Southeastern NM Economic Development District

(Lincoln, Otero, Chaves, Eddy, Lea Counties)
1600 Se. Main Street Suite D | Roswell, New Mexico, 88203
P(575) 624-6131 | F(575) 624-6134
www.SNMEDD.org

District 7: South Central Council of Governments

(Socorro, Sierra, Dona Ana Counties)
600 Hwy 195, Suite C | PO Box 1072 | Elephant Butte, New Mexico, 87935
P(575) 744-4857 | F(575) 744-5021
www.SCCOG-NM.com



NewMARC
New Mexico Association of Regional Councils

UPCOMING ICIP TRAINING OPPORTUNITIES

ICIP Trainings Series 3

Thursday, August 26, 2021 • 10:00 AM-12:00 PM • **FUNDIT, Economic Recovery & Renewable Energy** -- NM Economic Development

Friday, August 27, 2021 • 10:00 AM • **How the ICIP affects funding in New Mexico Tribal Communities** -- NWNMCOG and IAD

Monday, August 30, 2021 • 10:00 AM to 12:00 PM • **Tourism Infrastructure** – NM Tourism

Tuesday, September 28, 2021 • 10:00 AM • **Capital Outlay Request Form** -- Legislative Council Service

FY2023-2027 ICIP Submission Deadlines

- **SPECIAL DISTRICTS – FRIDAY, SEPTEMBER 3, 2021**
- **TRIBAL GOVERNMENTS – FRIDAY, SEPTEMBER 17, 2021**
- **COUNTIES AND MUNICIPALITIES – FRIDAY, SEPTEMBER 17, 2021**
- **SENIOR CITIZEN FACILITIES – FRIDAY, OCTOBER 1, 2021**

Submit your ICIP documents to: lgd.icip@state.nm.us

ICIP Guidelines, Data Entry Instructions & Submission forms available on the ICIP webpage.

<https://www.nmdfa.state.nm.us/local-government/icip/>

25th Annual New Mexico Infrastructure Finance Virtual Conference (IFC) October 25 & 26, 2021



<http://www.nmifc.com/>



Thank you!

**Community Development
Bureau**

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Survey Time!