



Mid-Region Metropolitan Planning Organization  
of the Mid-Region Council of Governments  
RTPO committee  
Thursday, February 19, 2026 (A hybrid meeting)  
9:30 a.m.- 11:30 a.m.



Ken Brennan - Chair

Sheri Bozic, Vice-Chair

## AGENDA

**This will be a hybrid meeting. Please let us know if you will be attending in person (voluntary). The Zoom link can be found below.**

### Call to Order

A roll-call of those in attendance will be done. The presence of a quorum will be noted

**TAB 1** Approval of the February 19, 2026 Agenda

**TAB 2** Approval of the December 11, 2025 Action Summary

## PUBLIC COMMENTS AND REPORTS

**TAB 3** Public Comments

To address the RTPO Committee, please register with the committee chair prior to call to order.

## ACTION ITEMS

**TAB 4** No Action Items

## DISCUSSION ITEMS

**TAB 5** RTPO Overview, Alicia Rodriguez, Transportation Planner, MRRTPO

**TAB 6** TPF Overview, Alicia Rodriguez, MRRTPO

**TAB 7** PFF Overview, Bill Santiago and Kyle Slim, Local Government Coordinators, NMDOT District 6

## INFORMATION ITEMS

**TAB 8** Reports

- ❖ **MRRTPO Report:** Seth Tinkle, Bianca Borg, Alicia Rodriguez
- ❖ **Member Report:** All members who wish to report
- ❖ **NMDOT Liaison Report:** Robin Graham
- ❖ **NMDOT Tribal Liason Report:** Angelica Trujillo
- ❖ **NMDOT District 5 Report:** Sean Brady, Amanda Nino
- ❖ **NMDOT District 6 Report:** Kyle Slim, Bill Santiago

## NOTES

**NEXT MEETING:** April 16, 2026, from 9:30 am to 11:30 am  
Mid-Region Council of Governments  
809 Copper Ave. NW  
(505) 724-3616

Anyone requiring special accommodations is requested to notify the MRCOG office at (505) 247-1750 seven (7) days prior to the meeting or e-mail [kbenavidez@mrcog-nm.gov](mailto:kbenavidez@mrcog-nm.gov)

# INVITATION

**RTPO Committee Meeting**  
**9:30 AM Mountain Time (US and Canada)**

**In-Person Attendance:**  
MRCOG Board Room  
809 Copper Ave. NW  
Albuquerque, NM 87102

**Virtual Attendance: Join Zoom Meeting**

<https://us06web.zoom.us/j/82266893532?pwd=X2VqbnLcqobAn1C13Gb1gxKzeBIK9o.1>

Meeting ID: 822 6689 3532



Mid-Region Council of Governments  
Metropolitan Transportation Board

**Roster**  
Updated 2-11-26



**Ken Brennan, Chair**

**Sheri Bozic, Vice-Chair**

ORGANIZATION	MEMBER	ALTERNATE
Village of Cuba	Jeanette Linville, Consultant/Grant Writer	Denny Herrera, Mayor Vacant Patricia Martinez
Town of Edgewood	Ken Brennan, Mayor	Stephen Murillo Emelia Mulligan
Town of Estancia	Amy May	Vacant
Pueblo of Jemez	Sheri Bozic, Director	Vince E. Toya, Trans. Operations Man. Vacant
Pueblo of Laguna	David Deutsawe, Tribal Secretary	Jollette Arrieta, Transportation Specialist
Town of Mountainair	Carl Archuleta, Public Works Supervisor	Cheryll Allen, Town Clerk Daniel Archuleta, Public Works Foreman
Village of San Ysidro	Daniel White, Marshall	Steve M. Lucero, Mayor
Sandoval County	Mark Hatzenbuehler, Director of Public Works	Vacant David Martinez, Roads Manager
Santa Fe County	Carrie Tremblatt	Adeline Murthy Marvelous Echeng Gary Brett Clavio
Torrance County	Luke Fields	Leonard Lujan Misty Witt
Pueblo of Zia	Kalainia Waquie, Transportation Manager	Angela Geffre, Tribal Admin. Jerome Lucero, Assistant Tribal Admin. Pete Panana, Assistant Finance Director
Village of Jemez Springs	Michael Nealeigh, Mayor	Heather Gutierrez, Interim Clerk

**ELIGIBLE BUT NOT PARTICIPATING**

City of Moriarty	Vacant	Vacant
Village of Encino	Victor Gallegos, Mayor	Mary Aragon Tracie Gallegos, Administrator
Village of Willard	David Dean, Mayor	Cassandra Garcia, Clerk

ORGANIZATION	MEMBER
FHWA	Vacant
NMDOT District 5	Amanda Nino, LGRF Coordinator Sean Brady, Technical Support Engineer Vacant
NMDOT District 6	Kyle Slim, Capital Outlay Coordinator Bill Santiago, LGRF Coordinator James Martinez, Local Government Supervisor Vacant
NMDOT Planning Division	Samuel Jensen, Bike/Pedestrian/Equestrian Coordinator Sullivan Moore, NMDOT District Liaison Alison Gillette, Government to Government Team Supervisor
NMDOT HWY Support Division	Angelica Trujillo, Tribal Liaison
Office of the Secretary	Vacant
UNM - LTAP	Callie Thomason French

**RPP STAFF PRESENT**

Bianca Borg, Seth Tinkle, Alicia Rodriguez, Kelly Benavidez



Ken Brennan, Chair

Mid-Region Council of Governments  
Regional Transportation Planning Organization  
Thursday, December 11, 2025 (A hybrid meeting)  
Action Summary



Sheri Bozic, Vice-Chair

## AGENDA

### Call to Order

Chair Ken Brennan, Town of Edgewood, called the meeting to order at 9:30 AM. The roll was called, and the presence of a quorum was noted. The attendance sheet is included in this Action Summary.

Note that this meeting was in a hybrid format.

### TAB 1

#### Approval of the December 11, 2025, Agenda

##### Action Taken:

Amy May, Town of Estancia, made a motion to:

##### **APPROVE THE AGENDA FOR December 11, 2025**

Sheri Bozic, Pueblo of Jemez, seconded the motion, and it passed unanimously on a roll-call vote of 10 in favor and none opposed. See the voting sheet.

### TAB 2

#### Approval of the October 16, 2025, Action Summary

##### Action Taken:

Amy May, Town of Estancia, made a motion to:

##### **APPROVE THE ACTION SUMMARY FOR October 16, 2025**

Daniel White, Village of San Ysidro, seconded the motion, and it passed unanimously on a roll-call vote of 10 in favor and none opposed. See the voting sheet.

## PUBLIC COMMENTS AND REPORTS

### TAB 3

#### Public Comments

There were no requests from the public to address the Regional Transportation Planning Organization.

## ACTION ITEMS

### TAB 4

#### **Approval of the FFY2026 Regional Work Program Amendment**

Alicia Rodriguez, RTPPO Transportation Planner, presented the formal amendment to the Committee for the Regional Work Program (RWP) and explained the amendment process.

Ms. Rodriguez explained the amendments to the Committee.

Ms. Rodriguez stood for questions.

#### **Action Taken:**

Sheri Bozic, Pueblo of Jemez, made a motion to:

#### **APPROVE THE FFY2026 Regional Work Program (RWP) AMENDMENT**

Daniel White, Village of San Ysidro, seconded the motion, and it passed unanimously on a roll-call vote of 10 in favor and none opposed. See the voting sheet.

## DISCUSSION AND INFORMATION ITEMS

### TAB 5

#### **Introductory Presentation about Transit Funding (5310 and 5311)**

Vijay Ummadi, NMDOT, explained the 5310 and 5311 application processes and the criteria for awarding 5310 and 5311 applications.

Mr. Ummadi stood for questions.

### TAB 6

#### **Adelante 5310 Application Presentation**

#### **ARCA 5310 Application Presentation**

#### **PB & J 5310 Application Presentation**

#### **Valencia County Government 5310 Application Presentation**

#### **RMRTD 5310 Application Presentation**

#### **RMRTD 5311 Application Presentation**

The RTPPO Committee reviewed the 5310 and 5311 applications from the agencies listed above. The Committee members were asked to score each application.

**Reports****❖ MRRTPO:**

Seth Tinkle, RTPO Planner, informed the Committee of the funding through the New Mexico Capacity Grant to pair entities with grant services, along with training opportunities. Mr. Tinkle also informed about the contract with the grant plant that is available for training. Please contact RTPO staff for more information.

Bianca Borg, Regional Planning Program Manager, informed the committee that assistance is available for the Capital Outlay requests, forms, and identifying project funding. Ms. Borg also informed that the GRO funding is available; if any agencies need assistance or want to be on the mailing list for the GRO fund updates, please contact Bianca Borg, and she will connect you with Marisa Esquibel, the GRO Fund Coordinator.

Alicia Rodriguez, RTPO Transportation Planner, informed the Committee to look out for the 2026 meeting calendar, and Ms. Rodriguez informed the Committee that the first RTPO meeting for 2026 in January will be hosted in Edgewood, New Mexico. Ms. Rodriguez explained that the locations for the upcoming 2026 meetings will be shown on the meeting schedule. If any agencies are interested in hosting the RTPO meetings, please contact Alicia Rodriguez to coordinate. Ms. Rodriguez also informed the Committee of some funding opportunities through the 2026 Tribal Transportation Program Safety fund, the Land and Water Conservation Fund, and the Build Fund. Ms. Rodriguez will distribute this information through email to the Committee.

**❖ Member Report:** There were no Member Reports.

**❖ NMDOT Liaison Report:** Robin Graham informed the Committee of updates available on the NMDOT website, including the revised Title VI and ADA reporting forms, upcoming updates to the Planning Procedures Manual, and the status of the federal transportation bill reauthorization. Ms. Graham also provided information on the 2025 Non-Metropolitan Survey; the development of the NMDOT Active Transportation Plan to guide future bicycle and pedestrian improvements on state roadways, along with its associated survey; and several funding opportunities, including the Tribal Transportation Program Safety Fund, T-Mobile Hometown Grant, Land and Water Conservation Fund (LWCF), Trails+, Outdoor Equity Fund, New Mexico Match, and Local Government Planning Funds. Additionally, Ms. Graham shared information on NMDOT Transportation Planning Services with Elsa Goossen (NMDOT) and noted upcoming conferences, including the New Mexico Paving and Transportation Conference and the National Association of City Transportation Officials (NACTO) Conference. Ms. Graham will share her presentation with the Committee.

**❖ NMDOT Tribal Liaison Report:** Angelica Trujillo had no Tribal Liaison Report.

**❖ NMDOT District 5 Report:** Sean Brady had no reports for District 5.

- ❖ **NMDOT District 6 Report:** Bill Santiago reminded agencies of the LGRF contracts that will be expiring by the end of the year. Mr. Santiago asked members to please send their close-out documents, if not the amendment process will be too late.

**Adjournment**

The December 11, 2025, Regional Transportation Planning Organization Board meeting was adjourned at 11:06 AM.

\_\_\_\_\_  
Ken Brennan, Chair of the Regional Transportation Planning  
Organization Board

ATTEST

\_\_\_\_\_  
Dewey V. Cave, Executive Director



Mid-Region Council of Governments  
Metropolitan Transportation Board



Attendance

Thursday, December 11, 2025 (A hybrid meeting)

Ken Brennan, Chair  
Sheri Bozic, Vice-Chair

✓	Counts towards Quorum
!	Present, but doesn't count towards Quorum

QUORUM = 5
10

ORGANIZATION	9	MEMBER	1	ALTERNATE
Village of Cuba	✓	Jeanette Linville, Consultant/Grant Writer		Denny Herrera, Mayor Vacant Patricia Martinez
Town of Edgewood	✓	Ken Brennan, Mayor		Stephen Murillo Emelia Mulligan
Town of Estancia	✓	Amy May		Vacant
Pueblo of Jemez	✓	Sheri Bozic, Director		Vince E. Toya, Trans. Operations Man. Vacant
Pueblo of Laguna	✓	Jollette Arrieta		Romulo Lastreto
Town of Mountainair		Carl Archuleta, Public Works Supervisor		Cheryll Allen, Town Clerk Daniel Archuleta, Public Works Foreman
Village of San Ysidro	✓	Daniel White, Marshall		Steve M. Lucero, Mayor
Sandoval County	✓	Mark Hatzenbuhler, Director of Public Works		Vacant
Santa Fe County		Carrie Tremblatt	!	David Martinez, Roads Manager Adeline Murthy
Torrance County		Luke Fields		✓ Marvelous Echeng Gary Brett Clavio
Pueblo of Zia	✓	Kalainia Waquie, Transportation Manager		Leonard Lujan Misty Witt Angela Geffre, Tribal Admin. Jerome Lucero, Assistant Tribal Admin.
Village of Jemez Springs	✓	Michael Nealeigh, Mayor	!	Pete Panana, Assistant Finance Director Heather Gutierrez, Interim Clerk

ELIGIBLE BUT NOT PARTICIPATING

City of Moriarty		Vacant		Vacant
Village of Encino		Victor Gallegos, Mayor		Mary Aragon Tracie Gallegos, Administrator
Village of Willard	✓	David Dean, Mayor		Cassandra Garcia, Clerk

ORGANIZATION	MEMBER
FHWA	Vacant
NMDOT District 5	✓ Amanda Nino, LGRF Coordinator ✓ Sean Brady Vacant
NMDOT District 6	✓ Kyle Slim, Capital Outlay Coordinator Bill Santiago, LGRF Coordinator ✓ James Martinez, Local Government Supervisor Vacant
NMDOT Planning Division	Samuel Jensen, Bike/Pedestrian/Equestrian Coordinator ✓ Robin, NMDOT District Liason Alison Gillette, Government to Government Team Supervisor
NMDOT Hwy Support Division	Angelica Trujillo, Tribal Liaison
Office of the Secretary	Vacant
UNM - LTAP	Callie Thomason French

RPP STAFF PRESENT

Bianca Borg, Seth Tinkle, Alicia Rodriguez, Kelly Benavidez

# VOTES

## Approval of the December 11, 2025 Agenda



YES	<input checked="" type="checkbox"/>	10
NO	<input checked="" type="checkbox"/>	0
ABSTEINED	<input type="checkbox"/>	0
NO RESPONSE	<input type="checkbox"/>	0

Thursday, December 11, 2025 (A hybrid m

ORGANIZATION	9	MEMBER	1	ALTERNATE
	0		0	
	0		0	
	0		0	
Village of Cuba	<input checked="" type="checkbox"/>	Jeanette Linville, Consultant/Grant Writer	<input type="checkbox"/>	Denny Herrera, Mayor Vacant Patricia Martinez
Town of Edgewood	<input checked="" type="checkbox"/>	Ken Brennan, Mayor	<input type="checkbox"/>	Stephen Murillo Emelia Mulligan
Town of Estancia	<input checked="" type="checkbox"/>	Amy May	<input type="checkbox"/>	Vacant
Pueblo of Jemez	<input checked="" type="checkbox"/>	Sheri Bozic, Director	<input type="checkbox"/>	Vince E. Toya, Trans. Operations Man. Vacant
Pueblo of Laguna	<input checked="" type="checkbox"/>	Joliete Arrieta	<input type="checkbox"/>	Romulo Lastreto
Town of Mountainair	<input type="checkbox"/>	Carl Archuleta, Public Works Supervisor	<input type="checkbox"/>	Cheryll Allen, Town Clerk Daniel Archuleta, Public Works Foreman
Village of San Ysidro	<input checked="" type="checkbox"/>	Daniel White, Marshall	<input type="checkbox"/>	Steve M. Lucero, Mayor
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Torrance County	<input type="checkbox"/>	Luke Fields	<input type="checkbox"/>	Leonard Lujan Misty Witt
Pueblo of Zia	<input checked="" type="checkbox"/>	Kalainia Waquie, Transportation Manager	<input type="checkbox"/>	Angela Geffre, Tribal Admin. Jerome Lucero, Assistant Tribal Admin. <input checked="" type="checkbox"/> Pete Panana, Assistant Finance Director
Village of Jemez Springs	<input checked="" type="checkbox"/>	Michael Nealeigh, Mayor	<input type="checkbox"/>	Heather Gutierrez, Interim Clerk
<b>ELIGIBLE BUT NOT PARTICIPATING</b>				
City of Moriarty	<input type="checkbox"/>	Vacant	<input type="checkbox"/>	Vacant
Village of Encino	<input type="checkbox"/>	Victor Gallegos, Mayor	<input type="checkbox"/>	Mary Aragon Tracie Gallegos, Administrator
Village of Willard	<input checked="" type="checkbox"/>	David Dean, Mayor	<input type="checkbox"/>	Cassandra Garcia, Clerk
Jicarilla Apache Nation	<input type="checkbox"/>	Vacant	<input type="checkbox"/>	Vacant

# VOTES

## Approval of the October 16, 2025 Action Summary



MID-REGION  
**RTPO**

Thursday, December 11, 2025 (A hybrid m

YES	<input checked="" type="checkbox"/>	10
NO	<input checked="" type="checkbox"/>	0
ABSTEINED	<input type="checkbox"/>	0
NO RESPONSE	<input type="checkbox"/>	0

ORGANIZATION	8	MEMBER	1	ALTERNATE
Village of Cuba	<input checked="" type="checkbox"/>	Jeanette Linville, Consultant/Grant Writer	<input type="checkbox"/>	Denny Herrera, Mayor Vacant
Town of Edgewood	<input checked="" type="checkbox"/>	Ken Brennan, Mayor	<input type="checkbox"/>	Patricia Martinez Stephen Murillo Emelia Mulligan
Town of Estancia	<input checked="" type="checkbox"/>	Amy May	<input type="checkbox"/>	Vacant
Pueblo of Jemez	<input checked="" type="checkbox"/>	Sheri Bozic, Director	<input type="checkbox"/>	Vince E. Toya, Trans. Operations Man. Vacant
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<b>ELIGIBLE BUT NOT PARTICIPATING</b>				
City of Moriarty	<input type="checkbox"/>	Vacant	<input type="checkbox"/>	Vacant
Village of Encino	<input type="checkbox"/>	Victor Gallegos, Mayor	<input type="checkbox"/>	Mary Aragon Tracie Gallegos, Administrator
Village of Willard	<input checked="" type="checkbox"/>	David Dean, Mayor	<input type="checkbox"/>	Cassandra Garcia, Clerk
Jicarilla Apache Nation	<input type="checkbox"/>	Vacant	<input type="checkbox"/>	Vacant

# VOTES

## Approval of the FFY2026 RWP Amendment, Alicia Rodriguez, Mid-Region RTPO



Thursday, December 11, 2025 (A hybrid m

YES	<input checked="" type="checkbox"/>	10
NO	<input checked="" type="checkbox"/>	0
ABSTAINED	<input type="checkbox"/>	0
NO RESPONSE	<input type="checkbox"/>	0

ORGANIZATION	8	MEMBER	1	ALTERNATE
	0		0	
	0		0	
	0		0	
Village of Cuba	<input checked="" type="checkbox"/>	Jeanette Linville, Consultant/Grant Writer		Denny Herrera, Mayor Vacant Patricia Martinez
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City of Moriarty	<input type="checkbox"/>	Vacant		Vacant
Village of Encino	<input type="checkbox"/>	Victor Gallegos, Mayor		Mary Aragon Tracie Gallegos, Administrator
Village of Willard	<input checked="" type="checkbox"/>	David Dean, Mayor		Cassandra Garcia, Clerk
Jicarilla Apache Nation	<input type="checkbox"/>	Vacant		Vacant

NMDOT

# Transportation Project Fund and Local Government Road Fund

NMDOT Project Oversight Division

Clarissa Martinez, NMDOT State Grants Manager  
Clarissa.Martinez@dot.nm.gov  
505-699-9946

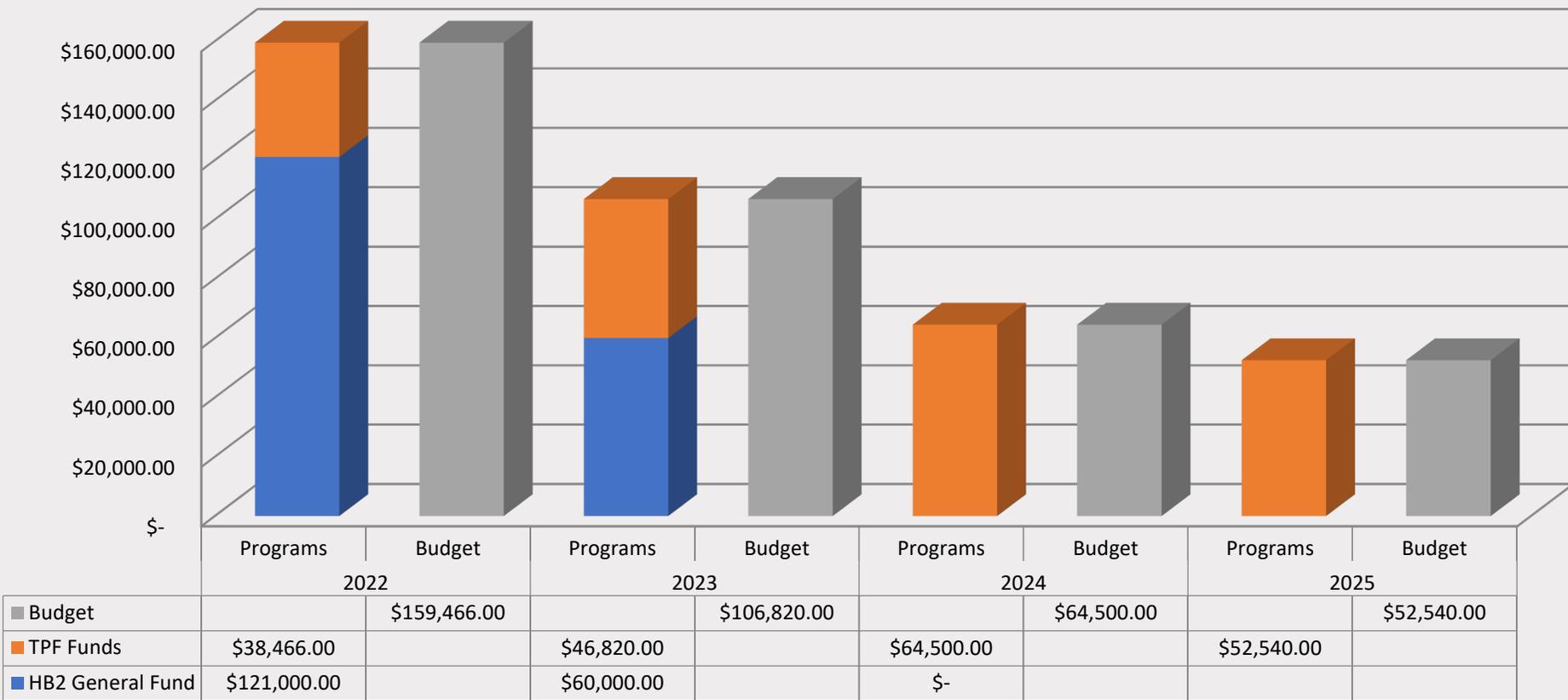


# Transportation Project Fund History

- 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

# TPF Funding Amounts

TPF Funding Breakout



# Call for Projects

- January - Call for Projects letter sent to all Metropolitan Planning Organizations (MPO) and Regional Transportation Planning Organizations (RTPO).
- Local Entities must submit their applications to their RTPO for review and ranking.
  - Specific to the Mid-Region RTPO, we are asking for PFFs by March 31<sup>st</sup>
- RTPO's will facilitate meetings between NMDOT staff and project applicants to review applications and obtain any required signatures.
- After RTPO and NMDOT review, RTPOs will upload final applications to NMDOT's FTP sever.
  - <https://grader.dot.nm.gov/public/folder/ovlpprmvy0yg0fl4j2moew/FY26%20TPF%20Applications>
  - Deadline to submit application is May 31st of each year by 5 pm.
- The amount of funding for FY25 was 52 million. Future funding is anticipated to range between 40-50 million per year.

# Application Packet

- 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 Packets 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 or Designee.
- 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 chief executive or authorized budget officer, confirming 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 or authorization from the right-of-way owners or from the NMDOT District, if the project is within NMDOT right-of-way.

# Letter of Approval vs Letter of Authorization

- "Letter of approval" - a document issued by the district engineer that authorizes an entity to proceed with a project that:
  - Is located ,in whole or in part, within department ROW or NHS route
  - Ties into or crosses a department ROW or an NHS route
  - May impact existing improvements within Department ROW
- A separate project agreement is NOT required for projects that receive a letter of approval.
- "Letter of authorization" - a document issued by a district engineer that authorizes an eligible entity to seek funding for a project that will require additional requirements from NMDOT and:
  - Is located, in whole or in part, within department ROW or NHS route
  - Ties into or crosses a department ROW or an NHS route
  - May impact existing improvements within Department ROW
- A letter of authorization serves as conditional approval for a project. Final approval will be granted through a project agreement.

# Project Review Process

- Once all applications are received, they will be logged into a spreadsheet and sent to the NMDOT District Engineers for review and ranking/recommendations.
- NMDOT District Engineer submit their recommendations back to the Project Oversight Division.
- The Project Oversight Division compiles the District Recommendations and submitted to the NMDOT Cabinet Secretary for final recommendations.
- RTPOs do not participate in awarding projects outside of the project ranking process

# Project Approval

- NMDOT Cabinet Secretary submits the final recommendations to the State Transportation Commission by August 1.
- Projects are presented to the State Transportation Commission 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 the Project Oversight Division 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.**

# Match Waiver Applications

- The Match Waiver program authorizes the Department to distribute funding to entities that can demonstrate financial hardship, to cover the required 5% match fund requirement.
- Financial hardship is determined by a financial analysis performed by the Department of Finance and Administration.
  - Tribal Entities will need to provide the following documents for review since DFA cannot perform the financial analysis:
    - Profit and loss statement
    - Recent financial statement or report
    - Copies of any bank statements that would demonstrate hardship
- The District 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 the Project Oversight Division by September 30.**

# Match Waiver Approval/Amendments

- NMDOT reviews financial analysis from the Department of Finance and Administration/documents provided by the Tribal Entity and presents recommended projects to the State Transportation Commission for approval.
- Local Entity receives notification of State Transportation Commission's approval/denial from NMDOT.
- Amendments are drafted and sent to the Entity for signature. Once signed, the District Coordinator submits the amendment package to the Project Oversight Division for execution.
- After execution, Match Waiver funds will be added to the encumbrance.

# Disbursements

- The TPF program is a “Disbursement” program, not a “Reimbursement” program, allowing funds to be requested and disbursed before work has been completed.
- Request disbursement as soon as the Notice of Award and Notice to Proceed are issued to all parties.



# FAQ's

- **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 need to be on the RTIPR to be considered. However, if a project is on the RTIPR, local entities must ensure that no federal funds have been or will be used. If federal funds are involved, the project must 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.
- **Is drainage work an allowed expense?**
  - Yes, as long as the drainage work is part of an overall project it is eligible. The drainage work cannot be a standalone project.
- **Is utility work an allowed expense?**
  - Yes, if the utility work is necessary to mitigate the impacts of the proposed construction. However, standalone utility projects or upgrades are not eligible for this grant funding. Utility work can be included in the project if funded by another local or state source.
- **Can soft match or in-kind be used to cover the 5% match?**
  - No. Allowing a local entity to use "non-cash" contributions as the 5% match would require additional oversight from NMDOT, including documentation to establish the value of services. The goal of this funding is to minimize NMDOT's oversight.

NMDOT

## Contact Info

Clarissa Martinez, NMDOT State Grants Manager  
Project Oversight Division  
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# Questions?

