



Mid-Region Metropolitan Planning Organization

# Transportation Improvement Program Policies and Procedures for the Albuquerque Metropolitan Planning Area

Metropolitan Transportation Board – November 21<sup>st</sup>, 2025  
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## Mid-Region Metropolitan Planning Organization

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# Introduction

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The purpose of the Transportation Improvement Program (TIP) Policies and Procedures Manual is to outline the policies, procedures, timelines, and responsibilities of the Mid-Region Metropolitan Planning Organization (MRMPO) and the Tribal/Local Public Agencies (T/LPAs) for developing and maintaining the Transportation Improvement Program. Many of the federal requirements for the TIP are outlined in federal law and codified in Title 23 Part 450 of the Code of Federal Regulations (23 CFR 450). MRMPO staff work with members of local government, tribal government, the New Mexico Department of Transportation (NMDOT), all local transit providers, and other local agencies as needed for the development of the TIP.

Metropolitan Planning Organizations (MPOs) are federally-designated forums for cooperative transportation decision-making in metropolitan areas with a population over 50,000. The MRMPO is within a designated Transportation Management Area (TMA). A TMA is defined as having a population of over 200,000 within urbanized area boundaries. While all of New Mexico's MPOs must work with NMDOT on funding, TMAs receive direct allocations of federal Surface Transportation Block Grant Program-Urban (STPL), Transportation Alternatives Program-Large Urban (TAPL), and Carbon Reduction Program (CRPL) funds. If the TMA is out of compliance with certain aspects of the Clean Air Act, there is a mandatory Congestion Mitigation & Air Quality Improvement Program (CMAQ) where funding is allocated by formula. The MRMPO is currently in compliance with relevant aspects of the Clean Air Act.

This document is intended to be revised periodically as the needs of the Albuquerque Metropolitan Planning Area (AMPA) and federal regulations change. Further, the document is intended to be consistent with the NMDOT's *State Transportation Improvement Program (STIP) Procedures Manual*. Additional revisions may also be made as the region's Congestion Management Process (CMP) continues to be developed and accommodate any future revisions to the State Implementation Plan (SIP). An up-to-date *Transportation Improvement Program Policies and Procedures* document will be distributed to the members of the MPO Boards and Committees, NMDOT, Federal Highway Administration, and Federal Transit Administration as revisions are completed. Additionally, the document will be available for public review via the MRCOG website.

# Federal Transportation Legislation

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In 2012, Congress passed the Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21). This made the Federal Aid Highway Program (FAHP) performance-based, which means that every project funded through FAHP must assist with achieving performance measures and their associated targets. The performance-based approach was affirmed and continued in 2015 via the Fixing America's Surface Transportation Act (FAST). This approach also carried over to most current transportation legislation: The Bipartisan Infrastructure Law (BIL), also known as the Infrastructure Investment & Jobs Act (IIJA). This act was signed into law on November 15, 2021, and includes funding through fiscal year 2026.

There are seven national goals laid out by MAP-21:

- Safety;
- Infrastructure Condition;
- Congestion Reduction;
- System Reliability;
- Freight Movement and Economic Vitality;
- Environmental Sustainability; and
- Reduced Project Delivery Delays.

**See appendix A for more information about these goals**

Further, the BIL/IIJA requires Metropolitan Planning Organizations to establish performance measures for the following:

- Pavement condition on the interstate system and on the remainder of the National Highway System (NHS);
- Performance of the Interstate System and the remainder of the NHS;
- Bridge condition on the NHS;
- Fatalities and Serious injuries – both number and rate per vehicle mile traveled – on all public roads;
- Travel time reliability on the interstate and non-interstate NHS (Level of Travel Time Reliability [LOTTR]);
- Freight movement on the interstate system (Truck Travel Time Reliability [TTTR] Index);
- On-road mobile source emissions\*;
- Percentage of Non-Single Occupancy Vehicle (Non-SOV) Travel\*;
- and
- Peak Hour Excessive Delay (PHED)\*.

\*Currently, these measures only apply to the El Paso Metropolitan Planning Organization planning area, which includes Southern Dona Ana County

Metropolitan Planning Organizations (MPO) are required to set performance targets in relation to performance measures. To ensure consistency, each MPO must, to maximum extent practicable, coordinate with the relevant state department of transportation and public transportation providers when setting performance targets, **no later than 180 days** after the date on which the relevant State or the provider of public transportation establishes or updates their performance targets (23 USC 134 (h)(2)).

The Metropolitan Transportation Plan (MTP) serves as the framework for establishing shared transportation priorities across the metropolitan area. Further, all projects in MPO Transportation Improvement Programs (TIP) must be consistent with the MTP (23 CFR 450.326(i)) and assist in the achievement of performance goals, measures, and targets. Lastly, any plans, performance measures, and targets developed under Chapter 53 of Title 49 by providers of public transportation shall also be incorporated into the MTPs.

The specific requirements for TIPs outlined in the BIL, FAST, and MAP-21 are as follows:

- TIPs shall contain projects consistent with the current MTP;
- TIPs shall reflect the investment priorities established in the current MTP;
- TIPs once implemented, are designed to make progress toward achieving the performance targets established; and
- TIPs shall include, to the maximum extent practicable, a description of the anticipated effect of the TIP toward achieving the performance targets established in the MTP, linking investment priorities to those performance targets.

# Transportation Improvement Program Basics

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The Transportation Improvement Program (TIP) is a formally adopted list of federally funded and regionally significant projects – including those without federal funding – in the Metropolitan Planning Organization (MPO) area.

MPOs develop TIPs that define which federal transportation funds are allotted to specific transportation projects in the MPO region (23 CFR 450.326-328). All TIPs are required to cover a four-year period, but the Albuquerque Metropolitan Planning Area (AMPA) TIP covers a six-year period to coincide with the New Mexico Department of Transportation's (NMDOT) Statewide Transportation Improvement Program (STIP). The first four years of the TIP constitute the federally mandated TIP and include project funding levels, sources by year, and the scope of project work. The last two years of the TIP are provided for information and planning purposes. TIPs are fiscally constrained to ensure project costs do not exceed available estimated revenues, and backup documentation may be required to demonstrate proper fiscal constraint for regionally significant, non-federally funded projects.

The TIP is developed by Mid-Region Metropolitan Planning Organization (MRMPO) staff and the Transportation Program Technical Group (TPTG) utilizing the processes outlined in this document. The TIP is formally adopted by the Metropolitan Transportation Board (MTB) after considering the recommendation of the Transportation Coordinating Committee (TCC) and after the public has been provided an opportunity to comment on the draft document. Once approved by the MTB, the TIP is included into the STIP without modification; however, the NMDOT Secretary and/or Federal Highway Administration (FHWA)/Federal Transit Administration (FTA) can make the determination that the TIP requires corrective action(s). The FHWA/FTA can apply partial approvals of the STIP/TIP depending on the severity of the corrective action and the time it takes to address the issue(s).

The goal of the development process is to reach consensus regarding achieving performance targets, the regional priority of projects, and how to best apply available federal funds to the regional priorities as outlined in the Metropolitan Transportation Plan.

# Fiscal Constraint & Funding Considerations

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The first four years of the Transportation Improvement Program (TIP) must be fiscally constrained, which means that funding allocated to the program of projects must not exceed revenue. Years five and six of the TIP are not required to be fiscally constrained and are used for planning purposes until a project is ready to move to the first four fiscally constrained years. Fiscal constraint shall be demonstrated and maintained by year and shall include sufficient financial information to indicate which projects are to be implemented using current and/or reasonably identified revenues. In the case of proposed funding sources, strategies for ensuring their availability shall be identified in the financial plan. Documented demonstration of fiscal constraint is required on any Tribal/Local Public Agency Projects (T/LPA) and/or privately developed regionally significant project.

Examples of demonstration of fiscal constraint include but are not limited to:

- Project is included in a governing body's approved fiscal budget;
- Project and funding source are specifically identified in a resolution passed by the applicable governing body; or
- The applicable governing body provides a bond certification.

Fiscal constraint for a privately developed project is demonstrated when the owner of the facility enters into an agreement with the developer, specifying all terms and conditions.

It is the responsibility of the Mid-Region Metropolitan Planning Organization (MRMPO) to verify fiscal constraint of all projects in the TIP as part of the certification process. Failure to comply with fiscal constraint may result in corrective actions that may include conditional or partial approval of the TIP and subsequently the New Mexico Department of Transportation (NMDOT) Statewide Transportation Improvement Program (STIP). All documents used for demonstration of fiscal constraint shall be attached to the individual project on the eSTIP system and updated as necessary to maintain fiscal constraint of the project. MRMPO and NMDOT staff will verify that proper documentation is attached, as necessary prior to approval.

**See Appendix B for more information on fiscal constraint**

## **Non-Federal Contributions and "Soft Match"**

All fund contributions must be made known at the time of authorization. Donations of cash, land, material, or services may be credited to the state's (or local agency's) non-federal share of participating work (the match); however, it may not exceed the total costs incurred by the state or local agency on the project. These types of in-kind contributions are often referred to as "soft match." In order to accurately determine the full cost of the

project, all elements of the project cost must be accounted for regardless of the source. Project donations that are not identified at the time of authorization because they were unknown or had not yet been contributed to the project, must be identified via Fed Form and documented in Federal Highway Administration's (FHWA) Fiscal Management Information System (FMIS) within ninety (90) days of NMDOT personnel becoming aware of the donation. The following procedures shall be followed:

- A request for using eligible "soft match" as part of the required matching funds should be made early in the project development process by submitting a formal request to the NMDOT District Office Oversight Engineer for Construction and T/LPA Regional Coordinator with a copy of the request to the Metropolitan Planning Organization (MPO);
- Once approved, the MPO shall enter an explanatory note in the TIP;
- Funds used for project development (i.e. design costs) may be used as "soft match" provided they are eligible and are identified early and listed in the Local Government Agreement;
- The amount of funds used as soft match shall be identified on the Fed Form (used to request obligation of funds);
- The services utilized as soft match should not begin until federal approval has been issued. Any services (such as design) commenced prior to federal approval may not be eligible for use as soft match;
- The lead agency may be required to demonstrate that services being utilized as soft match meet all federal and state procurement laws and regulations;
- In order for local funds or third-party in-kind contributions to qualify as matching funds the lead agency will be required to demonstrate that the funds/donations meet the criteria in 2 CFR 200.306;
- The lead agency is responsible to provide any requested invoices or bills to verify the amount being used as soft match;
- Any portion of the required matching funds not covered by "soft match" remains the responsibility of the lead agency; and
- A "Public Interest Finding" may be required for certain types of soft match. NMDOT and/or FHWA will notify the lead agency if one is necessary.

### **Process for Transfer of Funds**

There are situations where highway and/or transit funds are transferred between FHWA and Federal Transit Administration (FTA), between apportioned programs and/or between the state and federal agencies. The NMDOT process for transfer of funds is included in the Appendix and can also be found in the Appendix of the *STIP Procedures Manual*.

**See Appendix C for the Transfer of Funds Process**

## **Advance Construction Process**

Advance Construction (AC) is a Federal-aid fund management tool designed to provide DOTs with greater flexibility in managing federal-aid highway funds. The primary benefit of AC is that it allows acceleration of transportation projects using non-federal funds while maintaining eligibility for reimbursement with federal funds later. FHWA does not consider advance construction as an obligation of federal funds or reimbursement. If federal funds fail to become available, the NMDOT or the T/LPA must either use non-federal funds to complete the project or suspend work on the project. The NMDOT may also convert the AC funds using a different, eligible category, should the need arise. The NMDOT Advance Construction Process can also be found in the Appendix of the *STIP Procedures Manual*.

**See Appendix D for more about the Advance Construction Process**

# Organizational Responsibilities

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## Lead Agency Eligibility and Project Sponsorship

The New Mexico Department of Transportation (NMDOT) and all county, city, town, village, and tribal governments within the Albuquerque Metropolitan Planning Area (AMPA) and the Rio Metro Regional Transit District, the Mid-Region Council of Governments (MRMPO), public transit operators, school districts, Federal land management agencies (ex. National Park Service, U.S. Forest Service, U.S. Fish and Wildlife Service, Bureau of Land Management, Bureau of Indian Affairs) and certain other public authorities and agencies are eligible to propose transportation projects for the Transportation Improvement Program (TIP) and become the lead agency on a project. Lead agencies may be, and often are, project sponsors. Other entities, such as neighborhood associations, environmental or pedestrian safety organizations, and beautification committees may also be transportation project sponsors, with a governmental jurisdiction acting as lead agency. However, all projects proposed for inclusion in the TIP must be supported by the appropriate governmental jurisdiction prior to submission.

## Project Sponsor Responsibilities

When a proposed project is programmed in the TIP, the project sponsor makes a commitment to complete the project as defined in the project proposal submittal during TIP development. This includes incorporating identified project elements for which the project received points during the initial Project Evaluation Process (PEP) and ensuring timely completion of the project. Proposals to substantively amend the scope of the project or the cost of the project will result in the project being reevaluated by Transportation Project Technical Group (TPTG) and could cause the project to be reduced in priority and thus lose programmed funds. Additionally, substantive changes to the final capital improvement after project close-out and failure to include specific project elements for which the project received points during the PEP could cause the project sponsor to risk receiving future funds during subsequent TIP development cycles.

All commitments in Environmental Impact Statements/Records of Decision, Environmental Assessments/Finding of No Significant Impact, or other National Environmental Policy Act (NEPA) decision documents that are part of the project must be funded as part of the project and must be incorporated before new improvements are operational.

To access programmed funds for a project, sponsors must meet all Federal and State requirements. This includes Tribal and Local Public Agency Americans with Disabilities Act and Title VI compliance requirements. Sponsors should work with NMDOT, Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and other relevant

federal agencies to ensure that Federal requirements are met in a timely manner that ensures programmed funds can be authorized.

**See Appendix E for specific ADA and Title VI Information**

The NMDOT establishes a **March 15<sup>th</sup> Deadline** (unless otherwise stated) for agencies to certify that a project meets all Federal requirements to obligate the Federal funds before the end of the Federal Fiscal Year. Once certified, the NMDOT establishes a **June 15<sup>th</sup> Deadline** for obligation with justified extension granted on a project-by-project basis. If projects are unable to proceed to funding obligation according to the schedule outlined in the TIP, it should be brought to the attention of the MRMPO Staff, TIP Coordinator, and the TPTG at the earliest opportunity. If a project cannot meet these deadlines and funds cannot be obligated in the Federal Fiscal Year, the lead agency must notify MRMPO Staff and the NMDOT District 3 T/LPA Coordinator as soon as possible so they can determine whether the TIP can be revised. Revisions to the TIP often require an amendment to the project's Agreement Request Form (ARF) and Local Government Agreement (LGA). If the project is not able to be completed or if funds already programmed become available for any reason, the funds will be reprogrammed through the TIP development/revision process.

Lead agencies must submit a written request (via email to the MRMPO TIP Coordinator) for all TIP revisions along with required revision forms. Revision requests will be reviewed by the MRMPO Staff to determine whether they will be processed as amendments or administrative modifications as described in Transportation Improvement Program Project Revisions section.

The most up-to-date revision forms can be found on the MRMPO TIP Website:  
<https://www.mrcog-nm.gov/283/TIP-Procedures-Forms>

In summary, project sponsors (in conjunction with the lead agency if they're not the same entity) are responsible for:

- Providing complete information for project proposals;
- Providing periodic updated project information as requested or at the monthly TPTG meeting;
- Providing MRMPO Staff with an updated project development schedule, timelines for all certifications, and updated project costs throughout development;
- Meeting all deadlines established by these procedures;
- Completing the project or project phase in a timely manner;
- Completing all necessary project-level public involvement;
- Assuring the project meets all eligibility requirements;
- Securing all necessary interagency agreements;
- Obtaining all necessary environmental clearances;
- Obtaining all necessary permits for the project;

- Obtaining all necessary project certifications to obligate funds;
- Submitting funding applications to the appropriate federal or state agency;
- Meeting any special requirements for the project's fund source(s);
- Providing data and information requested to demonstrate eligibility;
- Providing any matching funds required for the project's fund source(s);
- Assuring any departments are following established requirements to propose projects;
- Assuring that the project is consistent with regional ITS architecture if applicable;
- Reviewing each project as programmed for accuracy and consistency with the TIP;
- Requesting TIP Revisions in writing and following the revision process; and
- Notifying MRMPO Staff and the NMDOT District 3 T/LPA Coordinator of the following:
  - Change in scope or termini of the project;
  - Change in project schedule; and
  - Inability to obligate funds in the federal fiscal year they are programmed.

### **MRMPO Staff Responsibilities**

The MRMPO shall fulfill the following responsibilities:

- Send notification to all eligible governments and jurisdictions requesting notification:
  - The TIP development process;
  - The TIP quarterly amendment cycle;
  - All associated forms; and
  - TIP Policies and Procedures document.
- Provide:
  - Assistance with completing project proposal forms and project revisions;
  - Lead agencies with electronic files of the approved TIP upon revision; and
  - Lead agencies with a summary of monthly TIP Amendments and Administrative Modifications.
- Maintain on the MRCOG website:
  - Current, effective TIP;
  - Proposed TIP amendments with public comment information;
  - TIP Revision forms; and
  - TIP Policies and Procedures document;
- Adhere to all stipulated deadlines.

### **MRMPO Committee Responsibilities**

**The Metropolitan Transportation Board (MTB)** – The MTB is the governing body for the MRMPO. A variety of committees and subcommittees operate under the rules and structure established by the MTB and serve to advise the Board and the MRMPO staff on

specific areas such as congestion, active transportation, and freight. The MTB approves the TIP and all amendments to the TIP.

**Transportation Coordinating Committee (TCC)** – The TCC provides technical advice to the MTB. The TCC reviews and makes recommendations from a technical viewpoint on all matters and items pertaining to transportation planning in the Albuquerque Metropolitan Planning Area (AMPA) that are scheduled to come before the MTB. The TCC formally reviews and recommends all new TIPs and all formal amendments to the TIP.

**Transportation Planning Technical Group (TPTG)** – The TPTG is a working group that primarily provides advice and recommendations to the TCC regarding review, development, and management of the TIP.

During maintenance of the current TIP, the TPTG:

- Obtains and reviews project status updates for all federally funded projects;
- Reviews and modifies as needed, proposed amendments to the current TIP;
- Monitor fiscal constraint of TIP projects; and
- Monitor “inactive” projects and recommend revisions as needed to maintain active projects.

During development of a new TIP, the TPTG:

- Does a complete Analysis of Current TIP Projects and Existing Project Information;
- Evaluate project submittals and refine project submissions;
- Based on staff input, develop a draft TIP and continue refining project submissions;
- Prepare a final draft TIP to be sent to the Intelligent Transportation Systems Subcommittee, Congestion Management Process Committee, and other committees as needed; and
- Send the recommended TIP to TCC for recommendation to the MTB.

**Intelligent Transportation Systems Subcommittee (ITS)** – The ITS Subcommittee is responsible for the promotion and coordination of ITS applications and services within the AMPA. It provides coordination in the development of ITS elements into the regional transportation system, consistent with the AMPA Regional Architecture, applicable federal rules and regulations (23 CFR 940), the systems engineering process (23 CFR 940.11(a)), and certifies the above as required by NMDOT during project certification. Under the framework of the AMPA Regional Architecture, the subcommittee’s role specific to the TIP includes:

- Reviewing all member agency project proposals during TIP Development for consistency with regional architecture and systems engineering process; and
- Submitting a memorandum to TPTG during TIP development certifying consistency with the AMPA Regional ITS Architecture and systems engineering process

**Congestion Management Process Committee (CMP)** – The CMP Committee brings together transportation engineers and planners from the different agencies in the region to discuss and evaluate conditions on the region’s most congested corridors. The Committee tracks traffic volume, travel speed, and safety data to determine the most critical areas and to identify strategies that can improve conditions. The CMP Committee uses data to evaluate and review projects during TIP development.

**Other MRMPO Committees** – Other advisory committees to the TCC will be given a chance to review and comment on the final draft TIP during the TIP development process.

# Transportation Improvement Program Project Requirements

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The following types of projects are required to be included in the TIP:

- All capital and non-capital transportation projects other than Federal Transit Administration (FTA)-funded planning projects, including Central Federal Lands Highways projects, trails projects, sidewalks, pedestrian and bicycle transportation facilities, or identified phases of transportation projects, proposed funding under Title 23 and the Federal Transit Act, 23 CFR 450.218(h);
- All regionally significant transportation projects requiring an action by the Federal Highway Administration (FHWA) or the FTA whether the projects are to be funded with 23 USC or Federal Transit Act Funds (23 CFR 450.216(h)); and
- All projects funded through Federal Lands or the Tribal Transportation Program

The following projects are not required but may be included in the TIP:

- 23 USC 402 and 49 USC 31102 safety projects;
- Metropolitan Planning projects funded under 23 USC 104(f), 49 USC 5305(d), and 49 USC 5339;
- State Planning and Research projects funded under 23 USC 505 and 49 USC 5305(e);
- Emergency Relief projects (Except those involving substantial functional, locational, or capacity changes);
- National Planning and Research projects funded under 49 USC 5314;
- Project management oversight projects funded under 49 USC 5327; or
- State/locally funded projects that are not regionally significant.

Note: Metropolitan Planning and Statewide Planning and Research projects are included in the Planning Work Program, which is also available for public review and comment.

**See Appendix F for more information on regionally significant projects**

## Required Project Information

Federal rules require specific information for every project in the TIP. As projects are added to the TIP, MRMPO staff will compile the federally required information from sponsoring agencies and incorporate it into the TIP. Every project within the TIP is required to have the following (23 CFR 450.326):

**Project Title** – A unique identifier for the project that should be descriptive but brief. This should not duplicate information included in the Project Description or Location Information.

**Project Scope/Description** – Sufficient descriptive material to identify the project or phase. For local lead projects, T/LPA must be added to the beginning of the project description for identification in Financial Management and Information Systems (FMIS).

**Primary Project Type/Work Type** – The category of work the project falls under from the list included in Figure 1.

**Project Location** – Route and associated mileposts or road names and total project length. Secondary route and termini (mileposts or road names) must also be included if work on the project extends to those routes. Termini listed should sufficiently cover the full project extents to include areas where traffic control will be set up and should match environmental certification. Bridges must be identified in the project by structure number, route, and termini then entered in as locations in the system. The eSTIP system also requires that each project be mapped on the “MAP” tab. This is displayed on the public site to make project locations easily identifiable to the public. Projects that do not require maps are trails, programmatic projects, new roads, facilities, and those with various locations. Additional project location requirements are count, NMDOT district, and Regional Transportation Planning Organization (where applicable).

**Project Lead Agency** – Identification of the agency responsible for carrying out the project or phase. If the project lead agency is a Tribal or Local Public Agency, “T/LPA” must be added to the front of the Project Description so that it can be identified in the FMIS system (23 CFR 630.108(b)).

**Project Funding** – The total amount of funding proposed for obligation during each program year. For the first year, the proposed category of federal funds and all source(s) of non-federal funds, to include donations and local funding sources. For the second, third, and fourth years, likely category or possible categories of federal funds and sources of non-federal funds.

**Project Cost** – Estimated total cost, or a project cost range, which may extend beyond the four years of the TIP

**Project Phase** – Preliminary Engineering (planning, design, etc.), Right of Way (ROW), Utilities, Construction, and Construction Management must all be entered in the eSTIP with the associated funding amount per phase.

**Project Point of Contact** – The main point of contact for a project at a lead agency.

**Source of cost estimate** – Examples include but are not limited scoping document, design report, or other documentation to indicate cost of a project.

**Accurate development schedule** – Delivered to TPTG every month in order to ensure all projects are meeting their deadlines.

**Capital Funding Plan** – For large-scale project proposals, the MRMPO may request a capital funding plan and/or report on how maintenance and/or operations will be funded.

### **Other Requirements**

Projects submitted for inclusion in the TIP must be in, or consistent with, the current approved Metropolitan Transportation Plan (MTP)(23 CFR 450.326(i)). Appendix A of the current MTP has the current adopted list of projects. If a project proposal is not listed in the approved MTP Project Listing, the project must go through review by MRMPO staff to verify MTP consistency. The submitting lead agency will be required to make a justification through a process identified in the MRMPO Project Evaluation Process application. In rare cases, an MTP Amendment proposal may be required.

Only projects, or phases of projects, for which full funding can reasonably be anticipated to be available for the project within the time contemplated shall be programmed into the TIP. Further, only projects for which construction or operating funds can be reasonably be expected to be available may be included in the TIP. Therefore, projects that are not reasonably expected to advance to construction or implementation shall not have any phase programmed into the TIP. Should the region violate air quality attainment, or if a maintenance area is established, projects in the first two years of the TIP shall be limited to those for which funds are available or committed (23 CFR 450.326(k)).

**See Appendix G for Project Programming information**

# Transportation Improvement Program Development Process

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## Process Overview

A new TIP is developed every 4 years in accordance with federal, state, and Metropolitan Transportation Board (MTB) regulations and policies. The Mid-Region Metropolitan Planning Organization (MRMPO) may update or review procedures regarding the Transportation Improvement Program (TIP) to reflect any policy updates such as the adoption of a new Metropolitan Transportation Plan (MTP). The MRMPO has the responsibility to initiate each new TIP cycle. Generally, this cycle begins in September followed by approval from the MTB in June or July. Final approval is done by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) before October. Between TIP development cycles, revisions are made to the TIP as needed following the processes outlined in the TIP Project Revisions section.

**See Figure 3 for the TIP Development Schedule and Appendix I for a flowchart describing the process**

The TIP is developed by the Mid-Region Metropolitan Planning Organization (MRMPO) staff through the scoring process and subsequent proposed allocation of funding. Then, the Transportation Program Technical Group (TPTG) develops a recommended TIP based on group consensus, unless timely decisions cannot be made, at which time the TPTG will move the draft TIP to the TCC without recommendation.

The draft TIP is forwarded to the TCC for review, comment, and recommendation, then subsequently submitted to the MTB for approval. The TCC and MTP meetings are open to the public and can provide public comment at both meetings. Following MTB approval, the TIP is forwarded to the NM Secretary of Transportation for approval and to be incorporated without modification to the Statewide Transportation Improvement Program (STIP). The STIP, with the approved TIP incorporated, is then submitted to the FHWA and FTA for approval (23 CFR 450.218(b) & 23 CFR 450.328(b)).

## TIP Development and Concurrent TIP Development

Since a TIP is a program of projects based on the Federal Fiscal Year, each TIP becomes effective October 1<sup>st</sup> after its adoption. Due to the complexity of projects which often span more than one fiscal year, the development of a new TIP usually requires an amendment to the existing TIP to be developed concurrently in order to accommodate all the changes required.

## TIP Development Steps

- 1) **Review TIP Development Process** – MRMPO Staff reviews, updates the Project Evaluation Process (PEP) as needed based on new laws, regulations, and policies; and presents an overview of the TIP Development Process to the TPTG, TCC, and MTB.
- 2) **Determine Existing TIP Project Status** – Projects in the existing TIP will be evaluated and summarized to assure TPTG members have the information necessary for assessing how new projects will complement or supplement the previously approved program of projects.
  - a. Monthly project updates at the TPTG serve as the basis for identifying programmed projects which need to be phased, carried over into the “New” TIP, or not anticipated to be able to access the funds at the time for which they are programmed.
  - b. If a project included in the first four years of the TIP has experienced significant changes in scope or funding, a new project proposal may be required.
- 3) **Issue a Call for Project Proposals** – A packet with a copy of this document, links to all necessary forms, websites, deadlines, and schedules will be sent out to the highest governmental official in the AMPA, the jurisdiction’s TCC member, TPTG members, eligible federal aid transportation sponsors such as; the NMDOT, local transit operators, federal land management agencies, and school districts. The call for projects will also be posted on the MRMPO website, social media platforms, and the MRMPO Travel Times newsletter. Lastly, a verbal announcement will be made at all committee and subcommittee meetings.
  - a. Lead agencies will have at least ninety (90) days to complete and submit project proposals that follow any additional internal requirements mandated by policy or procedure.
  - b. Lead agencies may request additional funds for carry-over projects but will be subject to the same evaluation process and criteria as new project submittals.
  - c. MRMPO Staff will provide workshops to aid in completing project proposals throughout the Albuquerque Metropolitan Planning Area.
  - d. MRMPO Staff will aid in completing project proposals when requested.
- 4) **Initial Screening and Evaluation of Proposals** – After receiving submittals, MRMPO Staff will review all project proposals for eligibility, completeness and clarity. Staff will score projects according to the PEP and rank projects based on its criteria.
  - a. Each project will be evaluated on both a technical assessment basis and a qualitative basis. All project proposals will be given a score based on a technical assessment of the project’s contribution to the goals of the current MTP which are linked to the seven national goals and performance measures. Additionally, all projects will be reviewed based on various

qualitative information. The PEP guide will have a complete list of evaluation criteria.

- b. Concurrently, project proposals will be sent to the Intelligent Transportation Systems (ITS) Subcommittee and Congestion Management Process (CMP) Committees for review and recommendation per the MRMPO Committee Responsibilities section.

Should questions or issues come up, MRMPO Staff will communicate with the designated project contact. Any project proposal that is or remains incomplete, unclear, or has other unresolved issues after the review period will not be considered.

- 5) Establish Funding Targets** – As part of the TIP Financial Plan, estimates of available funds will be developed in accordance with Federal regulations. The MRMPO, NMDOT, and public transit operators will cooperatively develop estimates of funds that are “reasonably expected to be available” for the TIP from all fund sources, including match funds and “soft” match (23 CFR 450.326(j)). Funding estimates should include estimates for inflation and may have to be revised to reflect more current conditions. The following definitions established by Federal regulations shall be used (23 CFR 450.104):

***Available Funds** means funds derived from an existing fund source dedicated or historically used for transportation purposes. For Federal funds, authorized and/or appropriated funds and the extrapolation of formula and discretionary funds at historic rates of increase are considered “available”. A similar approach may be used for State and local funds that are dedicated to or historically used for transportation purposes.*

***Committed funds** means funds that have been dedicated or obligated for transportation purposes. For State funds that are not dedicated to transportation purposes, on those funds which the Governor has control may be considered “committed.” Approval of a TIP by a Governor is considered a commitment of those funds over which the Governor has control. For local funds or private sources of funds not dedicated to or historically used for transportation purposes (including donations of property), a commitment in writing (e.g. letter of intent) by the responsible official or body having control of the funds may be considered a commitment. For projects involving 49 USC 5309 funding, execution of a Full Funding Grant Agreement (or equivalent) or a Project Construction Grant Agreement with the USDOT shall be considered a multi-year commitment of Federal funds.*

- a. Targets shall be distributed to the TPTG, TCC, and MTB. These targets may be revised during the project evaluation and refinement process of TIP development.
- b. In the absence of more refined funding projections, a financially constrained TIP will be defined as a TIP based on the concept of “Steady-State Funding” which are the current levels of State, Federal, and local funds that will be anticipated to continue at approximately the same levels through the six-year period covered by the TIP. It will also be assumed that the AMPA will

receive all Federal demonstration project funds or other funds identified for the AMPA in current Federal legislation unless official written information is received to the contrary.

- 6) TPTG Presentation of Projects** – At the next TPTG meeting following initial staff screening, subcommittee members will be able to review a copy of each project proposal, a general listing of all project proposals, and all supporting documents. Agencies will be allowed and encouraged to make a brief presentation (set by the Chair) on their set of proposed projects to the TPTG. The TPTG then discusses the relative merits of all project proposals. Lead agencies are encouraged to attend all TPTG meetings and be prepared to answer questions about their projects.
- 7) Prepare Draft TIP** – MRMPO staff propose TIP project scenarios based on the high PEP scoring projects while balancing available annual funding. At the next TPTG meeting following conclusion of staff screening and presentation of projects, members will discuss scenarios and may propose revisions to projects included in the scenarios. Once a consensus has been reached on a recommend scenario, the draft TIP will be analyzed by staff in order to prepare the final draft TIP.
- 8) Analyze and Refine Draft TIP and Prepare Final Draft TIP** – Once the draft TIP has been developed, MRMPO Staff will analyze the draft TIP to ensure conformity with all applicable local, state, and federal regulations. Results of analysis and any recommended revisions, along with impacts of those revisions, will be provided to the TPTG for consideration. Refinements may be made and MRMPO Staff will complete additional analysis as appropriate to assure that local goals as well as state and federal requirements are met.
- 9) Committee Review and Recommendations** – The final draft of the TIP will be presented to the public (per the *MRMPO Public Participation Procedures*). The draft TIP will also be sent to the MRMPO Committees for review and comment in accordance with the Committee Responsibility section. Concurrently, the final draft TIP will be provided to the NMDOT for inclusion, in its entirety, in the draft STIP. If the region is in nonattainment or limited maintenance status, MRMPO Staff will include a program-level air quality conformity analysis.
- 10) Public Involvement** – The MRMPO undertakes a continuous outreach process. Details about the MRMPO’s public involvement efforts can be found in the *Public Participation Procedures document which can be found on the MRCOG website*.
  - a.** Public input should start at the agency level, and local agencies should gather public input on their proposed projects before completing project submission.
  - b.** Status reports will be provided to the TCC and MTB at each of their meetings throughout the entire TIP development process, and public input will be encouraged at these meetings. During concurrent TIP and MTP development cycles, the selected meetings may feature both programs.
  - c.** The MRMPO will endeavor to provide meaningful public outreach opportunities during TIP Development at opportune times.
  - d.** The MRMPO will also provide an opportunity for formal public review of the first draft of the TIP for at least thirty (30) days. Copies of the document(s),

along with a comment form will be distributed to various agencies and locations and posted to the MRCOG website.

- e. The written public comment period will end at least seven (7) business days before the MTB meeting at which the TIP is scheduled for approval. MRMPO staff will review all comments and make any necessary recommendations regarding appropriate ways to address concerns that have been raised. Additionally, time will be allotted at the MTB meeting for public comment on the TIP.

**11) TCC Recommendation** – After the subcommittees and the public have all reviewed and commented on the final draft TIP, it shall be submitted to TCC for review and subsequent recommendation to the MTB.

**12) Final MTB Approval** – The MTB shall vote on approval of the TIP and any concurrently developed amendment to the existing TIP for the AMPA. Should the MTB not approve the TIP or delay action on the TIP, MRMPO Staff shall proceed as directed by the MTB.

- a. Following the vote to approve the TIP, MRMPO Staff will incorporate any final revisions made by the MTB and formally send the approved TIP and/or amendment to the NMDOT STIP Coordinator and copy the District 3 Engineer. The MRMPO will transmit electronic data from the TIP database to the STIP Coordinator with a request to forward the new TIP and/or amendment for approval by the Governor’s designee and incorporation into the STIP.

**13) State Actions** – Upon receipt of the TIP, the STIP Coordinator forwards the TIP to the New Mexico Secretary of Transportation for approval via the NMDOT eSTIP process. Following approval by the Secretary of Transportation, NMDOT shall, by reference or inclusion, incorporate the AMPA TIP into the STIP without modification. The STIP (with TIP incorporated) is then presented to the New Mexico State Transportation Commission (NMSTC) for review. Once approved, NMDOT shall be responsible for sending the STIP (with TIP incorporated) to the FHWA and FTA for review and approvals.

**14) Federal Actions** – Upon receipt of the STIP, the FHWA and FTA shall review the TIP as noted in Federal regulations (23 CFR 450.328) to assure that, *“the TIP is consistent with the MTP produced by the continuing and comprehensive transportation process carried on cooperatively by the MPO, the State, and public transportation operators in accordance with 23 USC 134 and 49 USC 5303. This finding shall be based on the self-certification statement submitted by the State and the MPO under 23 CFR 450.334, a review of the MTP by the FHWA and FTA, and upon other reviews as deemed necessary by the FHWA and the FTA.”* Both agencies will send NMDOT results of their review and the NMDOT shall notify the MRMPO of the decisions made by the FHWA and FTA.

**15) Effective Date of the Concurrent TIP Amendment (4<sup>th</sup> cycle TIP Amendment)** – The TIP amendment concurrently developed to accommodate changes to the “existing” TIP becomes effective following approval by the FHWA and FTA. MRMPO

Staff will make changes to the TIP database from the approved amendment and distribute the revised current TIP and post it on the MRCOG website.

**16) TIP Amendment Prior to the New Federal Fiscal Year** – Any TIP amendments proposed and approved that affect projects in the “overlapping years” of the current TIP and the new TIP will be noted and incorporated into the new TIP when it becomes effective at the beginning of the new Federal Fiscal Year in October.

**17) Effective Date of the “New” TIP** – The TIP (after approval by the MTB, Governor’s Designee, the FHWA, and the FTA) becomes effective at the beginning of the new Federal Fiscal Year on October 1<sup>st</sup>.

- a. MRMPO Staff will make any necessary changes to the TIP database to reflect the approved new TIP and distribute the TIP and post it on the MRCOG website.

# Transportation Improvement Program Project Revisions

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Project or project phase amounts are programmed into the TIP in a Federal Fiscal Year (FFY) according to the project cost estimate. This cost estimate is based on the resources necessary to complete the project or phase within a period that allows all project requirements to be met. Project costs may increase or decrease based on factors outside the project sponsor's control and projects may not be completed in the period originally estimated due to those fluctuations in cost. These can be factors like fuel escalation, increased costs associated with certain materials, and effects from unforeseen economic and global events. For these and other reasons, project lead agencies may find it necessary to request revisions to the adopted TIP. Lead agencies will be required to give project status updates each month to the Transportation Program Technical Group and this information may be used to determine whether a project needs to be advanced, delayed, revised, or funds swapped.

NMDOT has established a process for amending the STIP on a quarterly basis. This schedule allows for review of the STIP by the New Mexico State Transportation Commission at their meetings in December, March, June, and September of every year. To comply with the state process, MRMPO will process TIP amendments through its committees and MTB meetings in a timely fashion which allows NMDOT to incorporate TIP amendments into the STIP amendment for review by the State Transportation Commission.

The opportunity for public participation in this process will be provided in accordance with *Public Participation Procedures for the Mid-Region Council of Governments*.

Revisions are changes made in the TIP and are classified into two categories (23 CFR 450.104).

## **Formal Amendments**

Major revisions that require public review, demonstration of fiscal constraint, and if applicable, a conformity determination. Formal approval by the Metropolitan Transportation Board (MTB) is required. Amendments are submitted to the NMDOT Secretary for approval, and subsequently the FHWA and FTA.

Formal amendments are required for the following:

- Additions or deletions of any project (Except as noted in the Administrative Amendments/Modifications below);

- Substantial changes to the scope of a project;
- Substantial changes of the project termini without an approved environmental document;
- Changes to any project that would affect air quality conformity;
- Changes in the availability (adding or deleting funds by Congressional action) of earmarked (special appropriation) funds;
- Moving a project into or out of the first four federal fiscal years of the TIP/STIP;
- Changes in a project's total programmed amount greater than 20% or an amount greater than \$2,000,000 for projects under \$25,000,000;
- Changes in a project's total programmed amount greater than 20% or an amount greater than \$5,000,000 for projects over \$25,000,000;
- Projects with adjustments less than 20% or less than \$2,000,000 that are not scheduled for production before the next quarterly TIP/STIP amendment;
- Changes in a project's fund source(s) from non-federal to federal;
- Changes in the termini of a capacity project beyond limits presented to the public during the public participation process; or
- Secondary routes added to a project unless the secondary route is part of an intersection project where work will take place on that route.

### **Administrative Amendments/Modifications**

Minor revisions that can be made by MRMPO Staff and STIP Bureau Personnel. All administrative modifications to the programmed funds of any project or groups of projects must demonstrate fiscal constraint or be funding neutral.

Administrative Modifications (also referred to as Administrative Amendments) are required for any revisions that do not meet the formal amendment criteria listed above and do not require board approval. Administrative Modifications to Tribal/Local Public Agency (T/LPA) projects must follow the NMDOT *T/LPA Handbook*. The following qualify as Administrative Modifications:

- For projects under \$25,000,000 – a change to the amount for a project phase of less than 20% of the total project amount. The change cannot exceed \$2,000,000 and only ONE adjustment per project in an active TIP/STIP is allowed. The adjustment should only be used as part of the federal authorization process to increase the programmed amount of the final estimate exceeds the current programmed amount;
- For projects over \$25,000,000 – a change to the amount for a project phase of less than 20% of the total project amount. The change cannot exceed \$5,000,000 and only ONE adjustment per project in an active TIP/STIP is allowed. The adjustment should only be used as part of the federal authorization process to increase the programmed amount of the final estimate exceeds the current programmed amount;

- Minor changes to the scope (project description) of a project that do not require recertification;
- Minor changes to the termini (up to ½ mile on each side) of a non-capacity or capacity project which falls within the termini approved on the environmental document and do not extend beyond the limits of what was presented to the public during the public involvement process;
- Adding or deleting a development phase of a project (preliminary engineering, ROW, construction, construction management, utilities) without major changes to the project scope/description or to total cost;
- Moving projects within any of the first four years of the TIP/STIP, provided fiscal constraint is maintained (23 CFR 450.218(n));
- Minor changes to the funding sources of a project in the STIP/TIP (including switching federal funding categories) with no change to the project total;
- Changes in a project fund source(s) from federal to non-federal with changes to the project scope and only if funds have not been obligated (the disposition of the “freed-up” federal funds remain under the authority of the MRMPO and are subject to TIP/STIP revision requires as appropriate);
- Changing a project lead agency when agreed upon by the two agencies affected;
- Changes made to the non-federal funding amount on a non-federal project as long as the project is NOT regionally significant;
- Adding a project that is 100% state or locally funded that is not regionally significant but for tracking in eSTIP and FMIS;
- Adding a project to the planning years (5<sup>th</sup> and 6<sup>th</sup> years of the TIP/STIP);
- Changes made to an existing project’s programmed FTA funds, Federal Lands Highway Program funds, Federal Lands Access Program, Tribal Transportation, Emergency Relief, and/or Federal Recreational Trails funds, in order to reflect the actual amount awarded by the federal agency and the corresponding amount of matching funds;
- Adding, combining, removing, or revising an existing project to the TIP/STIP which is split from a “parent project” provided the cumulative, total amount of federal funding in the parent and split projects remains intact and the overall scope of work intended to be accomplished does not change or affect National Environmental Policy Act (NEPA); or
- Adding, revising, or removing a project to the TIP/STIP that utilizes ONLY one of the following type of funds: FTA funds, Federal Lands Highway Program funds, Tribal Transportation, Emergency Relief, Federal Discretionary Grant funds, funds issued through a FHWA memorandum and meets the following criteria:
  - Is consistent with the MTP; and
  - Minor impact on the overall metropolitan transportation system and will not add or reduce through-travel lanes on any roadway functionally classified as an urban collector or rural major collector or higher.

## **TIP Revisions for NMDOT Administered Programs (Special Categories)**

All proposed TIP revisions to a NMDOT awarded project, managed by the Statewide Multi-Modal Planning Bureau (TAP-Flex, TAP-Small Urban, TAP-Rural, RTP, CMAQ Non-Mandatory, and HSIP), shall be sent by email to the respective Planning Program Coordinator at the NMDOT. Depending on the nature of the requested change, the planning program coordinator may issue an Award Change Form to further formalize the change request. If the project is managed by a local or tribal agency, the Award Change Form requires a signature from the project sponsor's project manager. Upon execution, the Planning Program Coordinator will send the fully executed Award Change Form to the MRMPO TIP Coordinator and other responsible parties. Upon receipt of the Award Change Form, the project lead agency and TIP Coordinator may initiate the process for administratively modifying or formally amending the TIP. Please note that all additional funding requests for the specific funding categories mentioned here must be submitted to NMDOT prior to 90% PS&E.

### **Out-of-Cycle Amendments**

The MRMPO and NMDOT recognize that situations may arise that require amendments be made to the TIP and STIP outside of the prescribed quarterly cycle. An *Out-of-Cycle* Amendment process has been established for rare situations which occur that require amendments to be processed outside of the quarterly cycle. T/LPAs shall follow the guidelines in the *T/LPA Handbook* about requesting additional federal funds for current TIP/STIP projects. That includes ensuring that the request is made at or before the 90% milestone and during the second quarter TIP/STIP amendment cycle. This minimizes the need for out-of-cycle amendments in the fourth quarter of the TIP/STIP cycle. The following steps must be followed for an out-of-cycle amendment:

1. The lead agency sends a formal request for an out-of-cycle amendment to the MPO (addressed to the chairperson of MTB). The request must include the reason(s) for the amendment and why it cannot be addressed within the quarterly cycle.
  - a. The letter should include two signature lines, one for the chairperson of the MRMPO Metropolitan Transportation Board and one for the Secretary of the NMDOT.
2. If approved by the MTB, the chairperson of the MRMPO Metropolitan Transportation Board formally requests the Secretary of the NMDOT to approve the out-of-cycle amendment.
3. If approved by the Secretary, the out-of-cycle amendment continues through the STIP/TIP approval process.

**For guidelines on project update requirements and advancement/delay of projects, see Appendix H**

# Corrective Actions & End-of-Year Close-out Procedures

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## Corrective actions

Corrective actions are used when a project or projects in the Transportation Improvement Program (TIP) do not meet all applicable TIP/STIP requirements and further action by the lead agency, Mid-Region Metropolitan Planning Organization, or State is necessary to meet or complete the requirements. Corrective actions can include the following situations:

- Projects with inadequate or no fiscal information may not be approved and included in the TIP/STIP until funding is assured and fiscal constraint determined by NMDOT
- If funding is not assured for a specific phase of a project and/or the proposed innovative finance package is incomplete, the project cannot be included in the TIP/STIP. Projects can be amended into the TIP/STIP per the amendment procedure
- If the funding estimate and source are not identified in the TIP, the TIP will not be approved by the Secretary of Transportation and included in the STIP until those items are identified
- If projects in the TIP/STIP are not consistent with or are not in the Metropolitan Transportation Plan, the plan must be amended to include the project

## End-of-Year Close-Out Procedures

Situations may arise that require adjustments to be made to the STIP at the end of the Federal Fiscal Year and may require that the NMDOT and MRMPO work together outside the normal amendment calendar to make sure projects are obligated. The following steps must be followed:

- The NMDOT district or STIP Bureau staff will send a request to the MPO for an administrative modification to accelerate a project in accordance with federal processes outlined in 23 CFR 450.218 & 326;
- Projects submitted can be considered for close out if they have all certifications complete and can be submitted for obligation by the end of the first week of September in the respective federal fiscal year. These projects must be programmed in the current first four years of the TIP/STIP, and be fully funded, or meet the administrative amendment eligibility requirements for adding funds; and
- The NMDOT and MRMPO will make every effort to ensure that all projects programmed in the first year of the TIP/STIP are fully programmed and ready for obligation prior to the third amendment cycle. MRMPO and NMDOT staff should make every effort to respond quickly to requests for administrative modifications so project delivery is not delayed.



## Appendix A: National Performance Goals

National performance goals established under the Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21) and continued under the Infrastructure Investment and Jobs Act (IIJA) are listed below along with criteria for new Transportation Improvement Program (TIP) projects and/or for the TIP process to satisfy.

**Safety** – Achieve a significant reduction in traffic fatalities and serious injuries on all public roads

- A project addresses a problem at a location identified in the state’s safety report (*Transparency Report*), the Metropolitan Planning Organization’s safety report (*Crash Report*) or other report of a governmental agency based on analysis of data collected;
- A project addresses a system safety concern as identified in a governmental agency report or a government mandated measure;
- A project maintains or improves the security of the transportation system; or
- A project studies and analyzes a safety concern (as listed above) to determine the preferred mitigation measure to be implemented.

**Infrastructure Condition** – Maintain the highway infrastructure asset system in a state of good repair

- A project preserves or improves the condition of the existing infrastructure;
- A project is a strategy identified in the performance-based asset management plan for the state’s National Highway System (NHS);
- A project addresses one or more deficiencies of a bridge on the state’s Deficient Bridge List;
- A project provides for the collection of data to monitor the transportation system and/or develop and maintain an asset management plan; or
- A project studies and analyzes a deficient condition of a portion of the existing infrastructure to determine the preferred mitigation measure to be implemented.

**Congestion Reduction** – Achieve a significant reduction in congestion on the NHS

- A project addresses a congested location as identified in the Congestion Management Process;
- Project includes a recognized congestion management strategy;
- A project provides or enhances alternate modes of transportation other than single occupancy vehicle (SOV) travel; or
- A project studies and analyzes an identified congested corridor to determine various strategies to reduce congestion.

**System Reliability** – Improve the efficiency of the surface transportation system

- A project includes or features a strategy identified in the Congestion Management Process; or
- A project increases the volume and/or speed of people moved on a facility without adding additional through traffic lanes or adversely affecting the other six goals.

**Freight Movement and Economic Vitality** – Improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development

- A project maintains or improves movement of freight;
- A project studies and analyzes an identified freight movement issues in order to determine various strategies to improve freight movement;
- A project provides additional infrastructure to promote economic development;
- TIP shall be managed to maximize the amount of funds obligated or used projects each fiscal year to utilize 100% of the funds available (or as close to 100% as practical). Projects will be advanced or switched among the first four federal fiscal years of the TIP based on a project’s readiness to complete the development phase for which its funds are programmed. By utilizing all funding available to the region in a fiscal year, it maximizes the amount of money flowing to the construction industry, design services, etc.;
- A project serves areas with high employment and population density; or
- A project addresses a primary freight corridor as identified in the MTP or the Long-Range Transportation Plan.

**Environmental Sustainability** – Enhance the performance of the transportation system while protecting and enhancing the natural environment

- A project reduces mobile emissions as and effort to maintain or improve air quality;
- A project mitigates adverse environmental effects of the transportation system (Erosion, diminished water quality, adverse effects to wildlife, etc.);
- A project maintains or improves the availability of transportations services to a disadvantaged population; or
- A project implements a strategy identified in an approved planning document (comprehensive plan, sector plan, etc.) to improve the quality of life in a community, the region, or the state.

**Reduce Project Delivery Delays** – Reduce the project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies’ work practices

- The MPO shall, to the extent of its ability, work with lead agencies, the NMDOT, FHWA, FTA, and other agencies to obligate funds in a timely manner and assist lead agencies in meeting project development milestones; and
- The MPO shall periodically assess projects as to their status.

# Appendix B: Fiscal Constraint

This document clarifies the fiscal constraint requirements for States and Metropolitan Planning Organizations (MPOs) and encourages the use of fiscal constraint flexibilities.

## 1. What is fiscal constraint?

Since 1991, fiscal constraint has been a key component of the statewide and metropolitan transportation planning processes. Fiscal constraint means that a Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP) and Statewide Transportation Improvement Program (STIP) include sufficient financial information to demonstrate that the projects in the MTP, TIP, and STIP can be implemented using committed, available, or reasonably available Federal, State, local, and private revenues, with the assurance that the federally supported transportation system is being adequately operated and maintained. Some examples of reasonable funding assumptions are discussed in the table below:

Examples of “reasonably available” assumptions	
New Taxes	A new tax for transportation purposes requiring local and/or State legislation and/or support from the Governor is reasonable if there is clear evidence of sufficient support (both governmental and public) to enact the new tax and a strategy exists for securing those approvals within the time for implementing the affected projects.
Increase in Existing Taxes	If a State or local jurisdiction has past historical success in incrementally increasing gas taxes for transportation purposes, it is reasonable to assume that this trend (and the historic rate of increase) over a comparable period will continue.
New Bonds or Innovative Finance Mechanisms	A new bond or other financing mechanisms issued for a particular project or program may be reasonable if there is clear evidence or a history of support by the legislature, Governor, and/or other appropriate decision-makers and a strategy exists with milestones for securing those approvals within the time for implementing the affected projects or program.
Increased Transit Fares	If a transit operator has past historical success in incrementally increasing transit fares, it is reasonable to assume that this trend (and the historic frequency of increase) over a comparable period will continue.
Future Authorizations	When the horizon year for a project in the STIP/TIP or MTP extends beyond the current authorization period for Federal program funds, available funds may include an extrapolation based on historic authorizations of Federal funds that are distributed by formula.

## 2. What is the relationship between NEPA and fiscal constraint?

A State may start the environmental review process for a project without demonstrating fiscal constraint; however, funding for a subsequent phase of the project (e.g., final design, right-of-way (ROW) acquisition, or construction) must be shown in the STIP/TIP before FHWA can sign a Record of Decision (ROD), Finding of No Significant Impact (FONSI), or approve the Categorical Exclusion (CE). The STIP should include all sources of revenue for a project and can only include projects for which full funding can reasonably be anticipated to be available. For projects in metropolitan planning areas, estimated full project costs need to be shown in the MTP. For illustrative purposes, the STIP can include additional projects that would be included in the adopted STIP if reasonable additional resources beyond those identified in the financial plan were to become available. Fiscal constraint allows the planning process to advance only those projects that a State, MPO, or local agency can afford to implement and are environmentally and/or financially feasible. Planning and Environmental Linkages studies can be used to evaluate project feasibility and costs before launching into NEPA reviews.

Examples of planning and environmental linkages (PEL) include a Tier I Environmental Impact Statement (EIS), corridor study, or feasibility study. These studies can be conducted without demonstrating fiscal constraint in the MTP. PEL studies allow a State or MPO to do advanced planning that can be used in the NEPA process. If a Tier I EIS includes a decision that could result in a federally-funded implementation action (such as the purchase of ROW), the project must be listed in the MTP and STIP/TIP, with one subsequent phase listed in the existing STIP/TIP. Further, full funding must be reasonably be anticipated to be available for the project within the time period expected to complete the project before the Tier I ROD can be signed. The subsequent phase (Tier II) will be the continuation of the NEPA process. A Tier I project cost estimation may be broader (e.g., use of banding) than for the regular projects.

### **3. What are the implications of fiscal constraint for non-attainment and maintenance areas?**

In air quality nonattainment and maintenance areas, projects included in the first two years of the TIP and STIP require funds to be "available" or "committed". Available funds are funds derived from an existing source historically used for transportation purposes, such as Federal authorized and/or appropriated funds. Committed funds are funds that have been dedicated or obligated for transportation purposes. In addition, in nonattainment and maintenance areas, fiscal constraint must be demonstrated on Plan and TIP before transportation conformity can be determined.

# Appendix C: Transfer of Funds

## Process for Transfer of Funds

*The purpose of this document is to implement statutory provisions associated with the transfer of highway, transit funds, or funds among State to State or to the Federal Highway Administration (FHWA). The process will clarify various authorities and administrative procedures associated with transferring of funds to other agencies as referenced in order 4551.1 dated August 12, 2013.*

## FTA Transfers

Transfers between the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) for Federal-Aid Highway Program (FAHP) funds is allowed and administered under chapter 53 of Title 49, per 23 U.S.C. 104(f)(1). Eligible transit and/or transportation planning projects may be transferred to and administered by FTA; however, the Federal share requirements of the original fund category apply. FHWA may accept transfers and administer FTA funds for highway projects or transportation planning per 23 U.S.C. 104(f)(2).

- 1) The MPO will remind agencies with potential FTA transfers about the deadline of November 1 for submittal of below documentation.
- 2) The requesting agency shall submit an MPO concurrence letter and TIP page to the NMDOT Transit Bureau Chief by November 1st of the current federal fiscal year. If the deadline of November 1st cannot be met, an extension will need to be requested through and approved by the Transit Bureau and STIP Bureau. This will begin the transfer process.
- 3) NMDOT's Transit Bureau will confirm the information, to include funding amount and eligibility, from the receiving agency and prepare the letter to FHWA formally requesting the transfer.
- 4) The Transit Bureau will submit the complete package including, the MPO concurrence letter, TIP page and transfer request letter to the STIP Bureau.
- 5) The STIP Bureau will then submit the transfer request letter to the NMDOT Chief Engineer for signature and prepare the form directly in FMIS.
- 6) Once all forms are signed, validated and verified with the FMISW10A & FMISM58A reports, the STIP Bureau will upload the documents and enter the form directly in FMIS per the updated guidance sent February 2023 by the FHWA-NM Division office.

## State to FHWA Transfers/State to State Transfers

A State may transfer funds apportioned or allocated under Title 23 to another State or to FHWA, per 23 U.S.C. 104(f)(3), provided the receiving agency agrees to undertake a project eligible for those funds. In addition to facilitating funding transfer for pooled-fund planning or research studies, this provision permits transfer between States and, in unique circumstances to FHWA.

In accordance with 23 U.S.C. 104(f)(3)(C), funds apportioned to a State for the Surface Transportation Program (STP) and attributed to an urbanized area with a population of over 200,000 individuals in that State may be transferred to FHWA or to another State only if the metropolitan planning organization designated for the area concurs, in writing, and the acknowledgement is included within or attached to the transfer request form.

- 1) Staff from NMDOT Planning Division will submit pooled-fund planning or research study transfers to the STIP Bureau with a request letter addressed to FHWA and signed by the Planning Division Director, this will begin the transfer process.
- 2) The STIP Bureau will verify the information, including amounts and project description and prepare the form in FMIS.
- 3) Once all documentation is, validated, and verified with the FMISW10A & FMISM58A reports, the STIP Bureau will upload the documents and enter the form directly in FMIS per the updated guidance sent February 2023 by the FHWA-NM Division office.

### **Transfers between Apportioned Programs**

Transferability of FAHP funds provides that an amount not to exceed 50%\* of the amount apportioned under section 104(b) for the fiscal year may be transferred to another apportionment of the State. Consistent with prior implementation of section 126, transfer limitations are established on a fiscal year-by-fiscal year basis and the sum eligible to be transferred is limited to an amount not to exceed 50% of the amount apportioned to a program in each fiscal year. Transfers between the following programs are covered under provision; National Highway Performance Program (NHPP), Surface Transportation Grant Block Program (STP), Highway Safety Improvement Program (HSIP), Congestion Mitigation & Air Quality Improvement Program (CMAQ), Carbon Reduction Program (CRP), and Transportation Alternatives Program (TAP).

- 1) STIP Bureau staff will prepare a letter to the Bureau Chief for signature and prepare the form in FMIS.
- 2) Once all amounts have been verified with the FMISW10A and guidance under 23 USC 126, the letter will be uploaded, and the form will be submitted directly in FMIS per the guidance sent February 2023 by the FHWA-NM Division office.

\*NOTE- Only 50% of the specified funds made available in the specified original fiscal year by program code and fiscal year may be transferred to other apportionments of the State under any program apportioned under 23 U.S.C. 104 (b).

## **Transfers from a State to a Federal agency other than FHWA or FTA**

In unique circumstances, a State may request, from FHWA, a transfer of funds for the Federal share of a project directly to the Federal agency taking responsibility for the project, per 23 U.S.C. 132(a)(1). This requires that the State have the requisite legal authority and that an agreement is implemented between the State and the Federal agency prior to the transfer request.

When a State enters into an agreement with another Federal agency for a Federal-aid project to be “undertaken” by that Federal agency, “undertaken” means that the Federal agency must administer the project or carry out an activity necessary to the project, either with its own forces or through a contract with a contractor that provides goods or services to the Federal agency undertaking the project on behalf of the State.

Under 23 U.S.C. 132, a State should provide sufficient information to the FHWA Division Office to permit processing of the request. The State should provide a brief description of the project(s) to be funded with the transferred funds, the name of the receiving Federal agency (including a person in responsible charge), and a written confirmation that the receiving agency has agreed to undertake the project(s). Upon receipt of the FHWA transfer request form, prior to any concurrence, the Division Office must determine that the project(s) meets the applicable Title 23 requirements. These guidelines apply to funds transferred to Central Federal Lands.

- 1) The STIP Bureau will prepare and submit a letter to the Chief Engineer for signature and prepare the form directly in FMIS.
- 2) Once all forms have been signed, validated, and verified with the FMISW10A & FMISM58A reports, the STIP Bureau will upload the documents and enter the form directly in FMIS per the updated guidance sent February 2023 by the FHWA-NM Division office.

Transfer funds are not available until they are received and/or credited into the federal receiving agency system (showing the funds are available). The availability of funds is not automatic just because there was a submittal request.

# Appendix D: Advance Construction Process

## **NMDOT Advance Construction Process**

Advance Construction is one of several federal-aid fund management tools designed to provide DOTs with greater flexibility in managing federal funds and is authorized by 23 USC Section 115. The primary benefit of AC is that it allows acceleration of transportation projects using non-federal funds while maintaining eligibility for reimbursement with federal funds later. FHWA does not consider advance construction as an obligation of federal funds or reimbursement. If federal funds fail to become available, the NMDOT or T/LPA must either use non-federal funds to complete the project or suspend work on the project. It is essential for the NMDOT to assess risks before considering Advance Construction. Other statutory and regulatory requirements are 23 CFR Section 630.701-709, Subpart G – Advance Construction of Federal- Aid Projects; Advance Construction Final Rule; and 23 U.S.C. Section 135(g) – Statewide Transportation Improvement Program (STIP).

Conversion of Advance Construction (AC) funds will occur as early as possible in the conversion program year.

## **AC Process for NMDOT Lead projects**

- State Identifies project(s) for Advance Construction (AC) designation;
- The project must be identified in the first or second year of the current STIP, to be eligible 23 USC 115 specifies that an AC project application may be approved “only if the project is included in the transportation improvement program of the State developed under section 135(f).” Because AC does not constitute a commitment of Federal funds to a project, the financial plan and/or funding information for the STIP, needs to demonstrate sufficient non-Federal revenues to provide all funding for the costs of projects listed as “AC” in the STIP (23 U.S.C. 135(g)(4)E);
- Projects can be AC’d based on the funding available in the first and second year of the project and when a Notice to Proceed will be issued to begin construction;
- Projects can be AC’d in the STIP without AC/ACCP being identified in the current year if the State is on a Continuing Resolution (CR), and if the State has no remaining limitation. Conversions will be processed, as funds are available;
- Project sponsor constructs projects following federal aid requirements;
- Obligation of federal share is based on the request of NMDOT and may obligate all or a portion of the federal share per 23 U.S.C 115; and
- The NMDOT must be able to meet funding requirements to complete the project and follow all other federal requirements as the project advances.

## **AC Process for Tribal/Local Agency Projects (T/LPA)**

- Local agency identifies project(s) and requests Advance Construction (AC) in a formal request to the NMDOT (through Agreement Request Form (ARF)- See Chapter 2 of the T/LPA Handbook for more information about the ARF));
- The project must be identified in TIP/STIP, to be eligible 23 USC 115(c) specifies that an AC project application may be approved “only if the project is included in the transportation improvement program of the State developed under section 135(f).”;
- AC’d amounts must be clearly identified in STIP assuring the project total cost is not inflated. AC does not constitute a commitment of federal funds to a project, rather, the financial plan and/or funding information for the TIP and STIP, needs to demonstrate sufficient non-federal revenues to provide all funding for the costs of projects listed as “AC” in the STIP (23 U.S.C. 135(g)(4)E);
- There is no guarantee pledged federal funding will be available. If federal funds are not available, the state will not convert the project to a federal-aid project and the entity is solely responsible for any project costs that have been incurred. The demonstration of sufficient non-federal revenue is critical in that the total amount of allowable AC in the TIP, STIP, or total federal program is limited by the requirement for a fiscally constrained STIP; know the current availability of Federal funds or obligation authority; and
- At the request of the NMDOT, an executed agreement will need to specify the funding sources inclusive of corresponding requested AC amounts in future years.

### **AC Process for Planning Work Program (PWP) Projects**

The Advance Construction (AC) process allows NMDOT to preserve eligibility of Metro-Planning (PL) and State Planning and Research (SPR) funds intended for Metropolitan Planning Organization (MPO) and Regional Transportation Planning Organization (RTPO) Work Programs (WPs), to ensure FHWA authorization for work to begin October 1 of each Federal Fiscal Year (FFY):

- All MPO and RTPO Work Programs for which AC is requested must be included in the NMDOT Planning Work Program (PWP) and approved by FHWA;
- AC’d amounts must be clearly identified in STIP assuring the project total cost is not inflated. AC does not constitute a commitment of federal funds to a project, therefore the WP budget and/or funding information for the STIP must demonstrate sufficient non-federal revenue to provide all funding for the costs of projects listed as “AC” in the STIP per 23 USC 135(g)(4) E;
- The NMDOT will continue to pay the MPOs/RTPOs until the funding is converted in the year of program (total cash on hand will need to be shown in the STIP with a funding source of AC); and
- There is no obligation or guarantee pledged federal funding will be available. If federal funds are not available, the state will not convert the project to a federal-aid project and the MPO/RTPO is solely responsible for any cost incurred.

# Appendix E: ADA and Title VI Information

**Local Public Agencies with fewer than 50 employees** (Including part-time employees but not elected officials):

- ADA Policy
  - Sample ADA Policy and requirements can be viewed on the ADA website at <https://archive.ada.gov/pcatoolkit/toolkitmain.htm> and <https://www.ada.gov/resources/web-rule-first-steps/>
- Title VI Policy
  - NMDOT's Title VI Boilerplate is online at <https://api.realfile.rtsclients.com/PublicFiles/f260a66b364d453e91ff9b3fedd494dc/de188716-d138-4f27-a479-d721925f96cd/Example%20Title%20VI%20Plan>
- Letter certifying the Local Public Agency has fewer than 50 employees
  - This letter should include the names and positions of their current employees
  - NMDOT's example exemption letter can be found online at [https://api.realfile.rtsclients.com/PublicFiles/f260a66b364d453e91ff9b3fedd494dc/1e9c780e-c75e-4faa-a41f-52fda6bdec88/Example%20exemption%20Letter%20\(less%20than%2050%20employees\)](https://api.realfile.rtsclients.com/PublicFiles/f260a66b364d453e91ff9b3fedd494dc/1e9c780e-c75e-4faa-a41f-52fda6bdec88/Example%20exemption%20Letter%20(less%20than%2050%20employees))

**Local Public Agencies with 50 or more employees:**

- Title VI Policy
  - NMDOT's Title VI Boilerplate is online at <https://api.realfile.rtsclients.com/PublicFiles/f260a66b364d453e91ff9b3fedd494dc/de188716-d138-4f27-a479-d721925f96cd/Example%20Title%20VI%20Plan>
- ADA Transition Plan must include the following:
  - Official responsible for implementation of the plan;
  - Identification of physical barriers in the public entity's facilities that limit the accessibility of its programs or activities to individuals with disabilities;
  - Detailed description of the methods that will be used to make the facilities accessible;
  - Schedule for taking the steps necessary to upgrade access to meet ADA and Section 504 requirements;
  - Description of public involvement in development of ADA Transition Plan;
  - ADA Policy Statement;
  - Identification of ADA Coordinator including contact information; and
  - Clear Complaint/Grievance Process to receive and address complaints or grievances from the public

**Tribal Governments are exempted from some of the requirements listed above.  
Please contact the NMDOT ADA/Title VI Program Coordinator for more information.**

# Appendix F: Regionally Significant Projects

**Regionally significant, non-Federally funded projects** – As defined by Federal rules and within the AMPA, must be included in the TIP in accordance with BIL planning regulations, the Clean Air Act and the Albuquerque-Bernalillo County Air Quality Control Board Regulations: [23 CFR 450.104, 23 CFR 450.218(h), 23 CFR 450.326(f), 23 CFR 450.324(d), 40 CFR 93, NMAC Title 20, Ch. 11, Part 3-Transportation Conformity] Within the Albuquerque Metropolitan Planning Area (AMPA), two definitions of “regionally significant projects” have applied based on whether the project is within the carbon monoxide maintenance area. Although the region’s CO maintenance plan has expired, MRMPO will continue this definition pending further review by the Albuquerque- Bernalillo County Air Quality Control Board. These definitions represent the minimum basis for determining regional significance; the MTB may consider additional projects to be significant to the regional metropolitan transportation system and thus be included in the TIP.

## 1. Bernalillo County

Within the boundaries of Bernalillo County, “regionally significant projects” are defined by local air quality regulations as:

*“A transportation project (other than an exempt project) that is on a facility which serves regional transportation needs (such as access to and from an area outside of the region, major activity centers in the region, major planned developments such as new retail malls, sports complexes, etc. or transportation terminals) and would normally be included in the modeling of a metropolitan area’s transportation network, including at a minimum all principal arterial highways and all fixed guideway transit facilities that offer an alternative to regional highway travel.”*

This definition applies to all unincorporated areas within the County of Bernalillo, - 16 - including: The City of Albuquerque, the Village of Los Ranchos de Albuquerque, the Village of Tijeras, those parts of the City of Rio Rancho, the Pueblo of Sandia, the Pueblo of Isleta, the Pueblo of Laguna, the To’Hajiilee Navajo Nation, and the Town of Edgewood, within Bernalillo County. Regionally significant projects within these areas are determined by the Transportation Conformity Technical Committee (TCTC), made up of Federal, state, and local agencies, with concurrence by the Albuquerque-Bernalillo County Air Quality Control Board. These determinations in Bernalillo County are based on Federal transportation planning and transportation conformity with air quality plans regulations.

## 2. AMPA outside Bernalillo County

Within the remainder of the metropolitan planning area, such as unincorporated parts of southern Sandoval County, the City of Rio Rancho within Sandoval County, the Village of Corrales, the Town of Bernalillo, the Pueblos of Cochiti, Santo Domingo, San Felipe, Sandia, Santa Ana, and all of Valencia County, the MTB

determines which projects are regionally significant based only on federal transportation planning regulations.

The transportation planning regulations which became effective on March 16, 2007, have a slightly different definition of regionally significant projects from that in our local conformity regulations. The differences are underlined:

*“Regionally significant project means a transportation project (other than projects that may be grouped in the TIP or exempt projects as defined in EPA’s transportation conformity regulation) that is on a facility which serves regional transportation needs (such as access to and from the area outside the region; major activity centers in the region; major planned developments, such as new retail malls, sports complexes, or employment centers; or transportation terminals) and would normally be included in the modeling of the metropolitan area’s transportation network. At a minimum, this includes all principal arterial highways and all fixed guideway transit facilities that offer a significant alternative to regional highway travel.”*

### **Early Consultation to Determine Regional Significance**

To comply with all the Federal regulations, the MRMPO requests that all member agencies coordinate with MPO staff for initial consultation at the onset of project planning to determine whether a project is regionally significant. The following types of projects may be regionally significant and should be discussed with MRMPO staff:

- All new roadway projects providing through travel (not residential streets);
- All capacity expansion projects (new through lanes) on existing roadways that are functionally classified as urban minor collector or rural major collector and above;
- New interchanges on an Interstate highway or limited access highway (23 CFR 450.326(f));
- New structures that will provide newly created connectivity across a physical barrier (ex. bridges across a river, highway, railroad track, drainage channel, etc.);
- New transit systems or extensions utilizing a fixed guideway (ex. light rail, streetcar, subway, commuter rail, monorail, maglev, bus rapid transit in dedicated right-of-way, etc.);
- Any project requiring an action by the FHWA or FTA regardless of fund source (23 CFR 450.326(f));
- Congressionally designated transportation projects even those not funded under 23 U.S.C. or 49 U.S.C. Chapter 53 (23 CFR 450.326(f));
- Projects on a facility that provides access to and from the area outside the region and are included in the modeling of the metropolitan area’s transportation network;
- Projects on facilities serving major activity centers and major planned developments (ex. malls, sports complexes, large employment centers, transportation terminals) and are included in the modeling of the metropolitan area’s transportation network;
- Projects on multi-use or pedestrian/bicycle facilities for commuters and/or which connect to or are part of a major trail route; or

- New or expanded transit stations and facilities (ex. train stations, major bus transfer stations and/or major park & ride lots, etc.).

## Appendix G: Project Programming Information

### **Project Programming: Funding of Projects ON the National Highway System (NHS) –**

For programming projects on the NHS, the lead agency should coordinate their request for these funds with both MPO staff and the District office of NMDOT. This should occur concurrently while applying for the project's inclusion into the TIP. NMDOT shall review such project proposals for consistency with any plans for they may have for the NHS. After receiving correspondence from NMDOT designating an amount to be programmed, the lead agency must notify MRMPO. The project will be discussed by the MPO and its various committees as part of the cooperative process to assure that the project(s) is consistent with the MTP.

**Project Programming: Funding Under the STP-Off System Bridge –** For programming projects utilizing these funding categories, the lead agency should coordinate their request for these funds with both MPO staff and the District office of NMDOT. This should occur concurrently while applying for the project's inclusion into the TIP. After receiving correspondence from NMDOT designating an amount to be programmed, the lead agency must notify MRMPO. The project will be discussed by the MPO and its various committees as part of the cooperative process to assure that the project(s) is consistent with the MTP.

**Project Programming: Funding Under FTA 5310 –** Projects proposed for funding under FTA 5310 are reviewed and selected by the NMDOT Transit and Rail Division. Due to the rural-urban interconnection of services, per agreement between the MPO and NMDOT Transit and Rail Division all FTA 5310 funds will be tracked by the Division in the STIP and not entered into the TIP.

**Project Programming: Funding Under FTA 5311 –** Projects proposed for FTA section 5311 funding should be submitted by jurisdictions directly to NMDOT with a copy to MRMPO. Local transit providers should inform MRMPO of any 5311 funding proposals and subsequent award so the funding can be included in the TIP. Due to the rural-urban interconnection of services, per agreement between the MPO and NMDOT Transit and Rail Division all FTA 5311 funds awarded to the Rio Metro Regional Transit District will be tracked by MRMPO and entered into the TIP.

**Project Programming: Funding Under FTA 5311(c) –** Projects proposed for FTA section 5311(c) (Tribal Transit) funding should be submitted by tribal governments directly to the FTA with a copy to MRMPO. Tribal governments should inform MRMPO of any 5311(c) funding proposals and subsequent award so the funding can be included in the TIP.

**Project Programming: Funding Under Tribal Transportation (TTP) Program –** TTP and the former Indian Reservation Roads (IRR) funds must be listed in the TIP & STIP per federal regulations. The use of these funds is under the control of the tribal government which only

needs to inform MRMPO of the project(s) utilizing these funds. Please note, unlike most other federal fund sources, TTP may be used for the required match for several other federal fund sources such as TAP (Transp. Alt. Prog.). Also, a tribal government may use up to 25% of their TTP funds or \$500,000, whichever is greater, for eligible maintenance activities.

**TTP funds for a specific project are to be included in the Albuquerque TIP if:**

- The TTP funds are being used on any road with an FHWA Highway Functional Classification of Rural or Urban: “Major or Minor Collector or Major or Minor Arterial or Interstate”;
- The TTP funds are being used on any tribal roadway or roadway with an FHWA Highway Functional Classification of “local road or street” classification if the project plan is to convert the roadway into a “collector” or “arterial”;
- The TTP funds are being used on any road/project if other federal highway and/or federal transit funds are being utilized (such as STP-U, STP-Rural, STP-Flex, CMAQ, TAP, FTA 5311(c), etc.). This is due to the requirement that a TIP project must include all sources of funding regardless of source;
- The TTP funds are being used as match for any federally funded highway or transit project;
- The TTP funds are in a project providing a transit connection to, or improvements of, a major transit facility (i.e. New Mexico Railrunner Express train station, Bus Rapid Transit/Rapid Ride service);
- The TTP funds are used in any project and the tribal government requests that it be listed in the TIP; or
- TTP funds used for other tribal roadways need to be listed in the Albuquerque TIP. However, once the TTP-TIP has been approved by the tribal government and the appropriate federal agency, no further approvals are necessary. Per federal regulations, TTP funds in an approved TTP-TIP shall be incorporated into a TIP/STIP without further approval.

**Project Programming: Funding Under Federal Lands Access Program (FLAP) –** Projects utilizing Federal Lands Access Program (FLAP) funding should be submitted to the FHWA Central Federal Lands Division and/or other Federal agency as necessary with a copy to MRMPO. Projects under these programs must be consistent with the MTP. They are programmed by the Federal land management agency having jurisdiction over the land (and in conjunction with the tribal government for TTP funds). Federal agencies should inform MRMPO of any FLAP funding proposals and subsequent awards so the funding can be included in the TIP.

For Tribal Transportation Program funds see section 6 above.

**Project Programming: Congestion Mitigation Air Quality (CMAQ) Program: Non-Mandatory Funds –** Non-mandatory CMAQ funding is administered by NMDOT and is

available statewide for projects and programs that improve air quality and reduce congestion.

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

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

All applicants must coordinate with and submit their applications to the appropriate MPO or RTPO based on a project's physical location and applying agency. MPO/RTPO planners are responsible for submitting complete application packages to NMDOT.

Application packages submitted to the NMDOT will be rated and ranked by a selection committee in a statewide competitive process. Scoring factors and point criteria are detailed in the NMDOT CMAQ Program Guide. Higher ranked projects are more likely to receive funding. However, funding is limited by the total CMAQ allocations.

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

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

For more details on the Congestion Mitigation Air Quality Program, please refer to the *NMDOT FFY 2022 Congestion Mitigation and Air Quality (CMAQ) Improvement Non-Mandatory Program Guide*.

**Project Programming: Transportation Alternative Program (TAP) and Recreational Trails Program (RTP)** – NMDOT is responsible for administering TAP (Small Urban, Rural and Flex) and RTP in New Mexico and developing a competitive and transparent application process.

For the Large Urbanized Areas (pop. 200,000+) of Albuquerque and El Paso, the MPO selects the TAP projects through a competitive process in consultation with NMDOT. For areas of the state outside of these Large Urbanized Areas, sponsoring agencies submit their complete application packages for TAP and RTP to their respective MPO/RTPO, which will ultimately submit all applications from that area to NMDOT's TAP and RTP Coordinators.

Application packages submitted to the NMDOT TAP and RTP Coordinators for inclusion in the statewide competitive process will be rated and ranked by a selection committee. The

higher ranked projects are more likely to receive TAP and RTP funding; however, the project funding is limited by the total TAP allocation, as well as the suballocations to the population areas, which NMDOT is required (by FHWA) to meet. After the selection committee meets and selects projects and funding awards, the NMDOT TAP and RTP Coordinators will provide MPOs/RTPOs with information on the selected projects, and MPOs/RTPOs will add the selected projects to their TIPs/RTIPs, for ultimate inclusion in the STIP. NMDOT will also send out award letters to the sponsoring agencies of the selected projects. *Recipients of TAP and RTP funds will be required to attend an orientation webinar, which will outline critical deadlines and processes.*

For more details on the Transportation Alternatives Program and Recreational Trails Program, please refer to the *NMDOT FFY 2022 and FFY 2023 Active Transportation Guide*

**Highway Safety Improvement Program (HSIP)** – Since 2016, the NMDOT has been in the process of revising the Highway Safety Improvement Program procedures and application guide. For more information contact NMDOT.

# Appendix H: Project Update Requirements

## Project update requirements and advancement/delay of projects

**Project Status Update** – Each month at TPTG meetings or via email, agencies shall be required to submit an assessment of the status of each project programmed in the current or following federal fiscal year of the TIP. Failure by a lead agency to provide this information may jeopardize the priority of their project(s) in the TIP. The following information shall be provided:

- Do the funds programmed in the current fiscal year of the TIP have a reasonable expectation of being obligated or secured (based on the “project readiness” criteria)?
- Does the project’s total programmed funding...
  - ...meet the total estimated project cost?
  - ...significantly exceed the total estimated project costs?
  - ...fall significantly short of the total estimated project costs?
- How is any shortfall of programmed funds being addressed?
- Are there any other project situations that affect timing, amount, or category of the programmed funds?
- Provide MPO and NMDOT with an updated project development schedule, timelines for all certs, as well as updated project costs throughout project development. (Such as estimated and actual letting dates, environmental clearance dates, railroad cert dates, ROW cert dates, SHPO concurrence dates, utility cert dates, ITS clearance dates, project end dates, agreement end dates, 30% project cost updates, 60% project cost updates, 90% project cost updates, and PS&E project cost updates.);
- Have the project’s scope and termini changed from what is noted in the TIP?
- A status report on Federal funding for each project including
  - ...What amount of Federal funding has been obligated in this FFY?
  - ...What amount of Federal funding is expected to be obligated in this FFY?
  - ...What is the date(s) of obligation?
  - ...What funding category(ies) was obligated?
  - ...How much was not obligated and what is the expected obligation schedule for the remaining programmed funds?
- Status of inactive projects, project close-outs and other similar project related concerns and activities.

Based on the information provided and other information, the TIP will be revised, if necessary, according to procedures for TIP Revisions.

From information obtained from lead agencies throughout the year, projects may be rescheduled from one fiscal year to another. This will be accomplished by switching the scheduling of one project with one or more other projects utilizing federal funds of

approximately equal value to maintain the overall amount of funds programmed in each Federal Fiscal Year in the TIP.

It is intended that monthly project updates coupled with efforts by agencies to meet all deadlines will minimize the number of projects unable to obligate funds for a given FFY. At the end of each fiscal year, projects unable to obligate all or part of their programmed funds shall be reviewed to determine the disposition of the project and the associated unobligated programmed funds will be reviewed on a project-by-project basis depending on project readiness to obligate the remaining funds and the availability of funding in each Federal Fiscal Year.

## **Guidelines for Swap/Advancement/Delay of Projects**

### **Principles driving these guidelines**

- 1) The TIP is managed with the goal of obligating, each year, all federal funding allocated to the AMPA.
- 2) Federal funds allocated to a project do not “belong” to the lead agency but are programmed to a project in order to achieve the purposes noted in the project description.
- 3) Federal regulations allow for the movement (advancement or delay) of projects within the TIP.
- 4) Agencies are responsible for meeting all regulatory rules necessary to obligate funds within the FFY they are programmed and to complete the project.
- 5) It is recognized that issues arise during the scoping and design of a project which impact an agency’s ability to timely obligate the funds.
- 6) Changes to a project’s funding obligation schedule as early as possible is essential to proper management of the TIP. Changes requested after February-March of each year pose very difficult TIP management issues.
- 7) Agencies risk losing programmed federal funds when any obligation schedule change is proposed.

### **Guidelines**

When an agency has a project that is at-risk of not meeting the obligation schedule as programmed in the TIP the following guidelines shall be followed. These guidelines are consistent with the *TIP Policies and Procedures* which must still be followed. These guidelines serve to clarify the process of revising the TIP due to project schedule changes which affect obligation of federal funds.

**Intra-Agency Swap** – An agency may propose a “swap” of equal funding amounts with another existing, federal-aid, TIP project sponsored by that agency via the following criteria:

- A “swap” within the 4-year federal TIP is an administrative modification;
- If the 5th or 6th year of the TIP is involved, the revision is a TIP amendment;

- Projects must be eligible for the fund source(s) being “swapped”;
- The scope of work of all projects involved must still be achieved; and
- The cumulative amount of federal funds programmed in each funding category involved in the “swap” remain unchanged

An agency may also propose a “swap” of equal funding amounts with another existing, TIP project utilizing local or state funds (e.g. “swapping” local for federal funds and vice versa) via the following criteria:

- This type of change is a TIP amendment;
- Projects must be eligible for the fund source(s) being “swapped”;
- The scope of work of all projects involved must still be achieved; and
- The cumulative amount of federal funds programmed in each federal funding category involved in the “swap” remain unchanged.

Any proposal involving a project not currently in the TIP shall require a regular TIP amendment.

**Inter-Agency Swap** – An agency may propose a “swap” of equal funding amounts with another existing, federal aid project sponsored by another agency via the following criteria:

- A “swap” within the 4-year federal TIP is an administrative modification;
- If the 5th or 6th year of the TIP is involved the revision is a TIP amendment;
- Projects must be eligible for the fund source(s) being “swapped”;
- The scope of work of all projects involved must still be achieved;
- All agencies involved must be in agreement with the proposed revisions; and
- The cumulative amount of federal funds programmed in each funding category involved in the “swap” remain unchanged.

Any proposal involving a project not currently in the TIP shall require a regular TIP amendment.

**MPO Proposals** – The TIP Coordinator may propose changes to the TIP as part of the TIP management process if:

- A “swap” within the 4-year federal TIP is an administrative modification;
- The 5th or 6th year of the TIP is involved the revision is a TIP amendment;
- Projects must be eligible for the fund source(s) being “swapped”;
- The scope of work of all projects involved must still be achieved;
- All agencies involved must be in agreement with the proposed revisions; and
- The cumulative amount of federal funds programmed in each funding category involved in the “swap” remain unchanged.

**Release of Federal Funds:** Whenever a “swap” of funds is not achievable, the agency or the MPO may propose removing some or all of the federal funding and replacing it with local or state funding with the understanding that the newly available federal funds will be

available to all agencies for reprogramming. These revisions may require a TIP amendment.

**TIP Management Issues** – When a project is unable to meet its schedule to obligate funds, and the ability to “swap” funds with another existing TIP project is not practical, and the region is at-risk of losing the programmed funds, the TIP Coordinator shall discuss the issue with TPTG and TCC to develop an appropriate course of action.

Monthly Project Status Reports

At each monthly TPTG meeting, MPO staff will review all current FFY projects and request a status update. Lead agencies shall provide monthly project status updates. Based on information provided, the MPO and all lead agencies shall review the status of all TIP projects with emphasis on those in the current and subsequent fiscal years. Advancement or delay of projects, funding changes, proposed actions, etc. will be discussed each month.

Follow-Up – MRMPO Revises TIP Accordingly

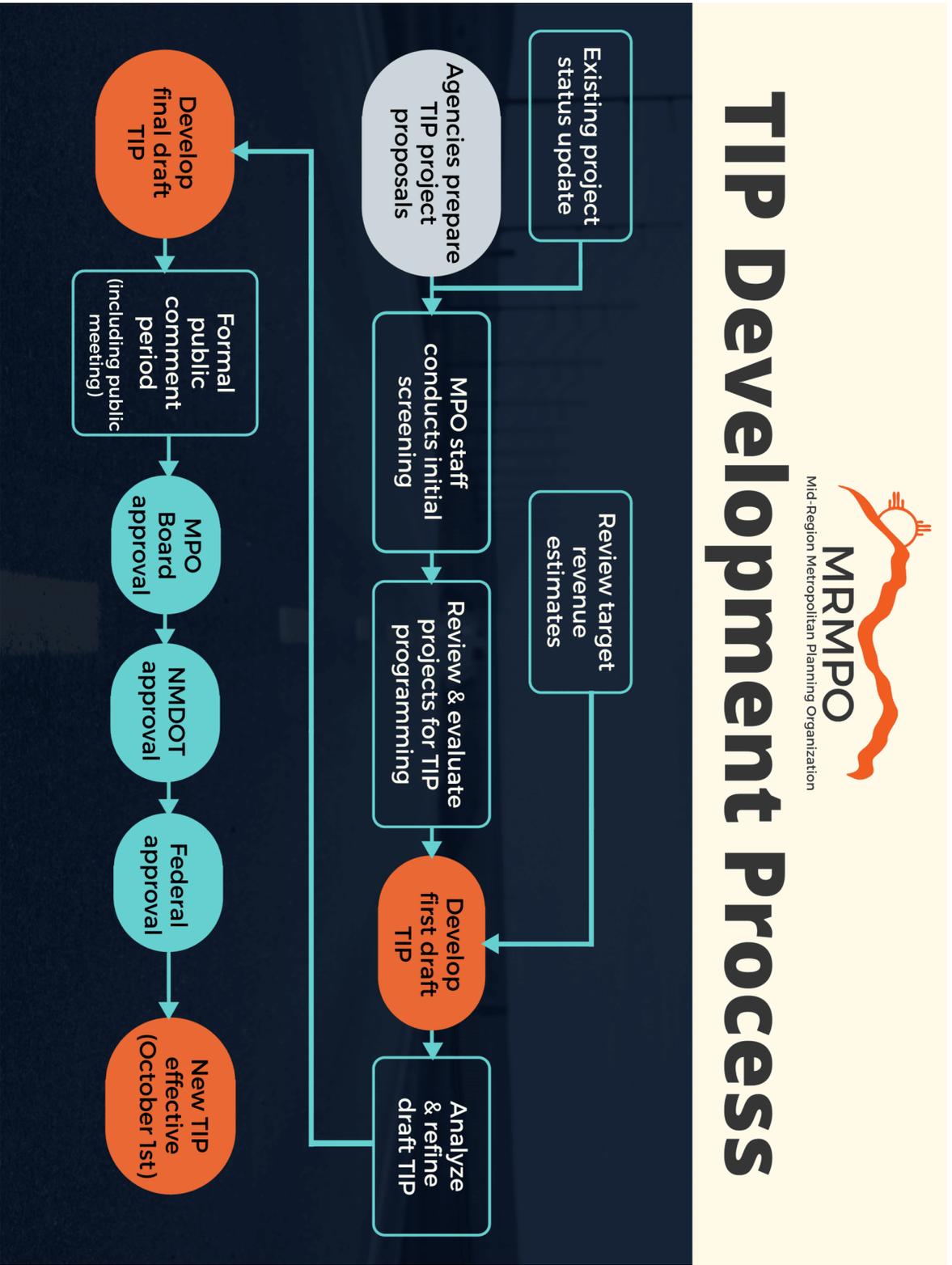
Based on information provided, MRMPO staff shall modify and/or prepare TIP Amendments accordingly.

TPTG meetings – Project Selection for New, Current FFY

If an issue arises after the March 15th deadline which delays a project, project selection procedures will be followed to select projects for the new, current FFY. Based on information provided, MRMPO staff shall modify and/or prepare TIP Amendments accordingly for MTB approval at the August meeting.

Agencies shall provide additional updates as may be required by MPO staff.

# Appendix I: TIP Development Flowchart



# TIP Development Process



## Figure 1: FMIS Improvement Type Codes

Code	Improvement Type	Description
01	New Construction Roadway	Construction of a new roadway that will not replace an existing roadway. A new roadway will provide: (1) a roadway where none existed or (2) an additional and alternate roadway to an existing roadway that will remain open and continue to serve through traffic.
03	Reconstruction, Added Capacity	Construction on approximate alignment of an existing route where the old pavement structure is substantially removed and replaced. Such reconstruction includes widening to provide continuous additional through-lane(s), adding or revising interchanges, or replacing other highway elements such as a grade separation to replace an existing grade intersection. Also included, where necessary, are other incidental improvements such as drainage and shoulder improvements.
04	Reconstruction, No Added Capacity	Widening the lanes and/or shoulders of an existing roadway without adding through lanes. This may include reconstructing the existing pavement and other incidental improvements such as shoulder and drainage improvements.
05	Resurfacing	Placement of additional surface material over the existing roadway to improve serviceability or to provide additional strength. There may be some upgrading of unsafe features and other incidental work in conjunction with resurfacing. Where surfacing is constructed by a separate project as a final stage of construction, the type of improvement should be the same as that of the preceding stage B new route, relocation, reconstruction, minor widening, etc.
06	Restoration and Rehabilitation	See Figure 2 for specific pavement treatment categories
08	Bridge, New Construction	Construction of a new bridge that does not replace or relocate an existing bridge.

10	Bridge Replacement, Added Capacity	Total replacement of a structurally inadequate or functionally obsolete bridge with a new structure constructed with additional lanes in the same general traffic corridor to current geometric construction standards. Incidental roadway approach work is included. The use of this code requires the reporting of the National Bridge Inventory (NBI) structure number in the data field identified Bridge Numbers.
11	Bridge Replacement, No Added Capacity	Total replacement of a structurally inadequate or functionally obsolete bridge with a new structure without adding lanes constructed in the same general traffic corridor to current geometric construction standards. A bridge removed and replaced with a lesser facility is considered a bridge replacement. Incidental roadway approach work is included. The use of this code requires the reporting of the National Bridge Inventory (NBI) structure number in the data field identified Bridge Numbers.
13	Bridge Rehabilitation, Added Capacity	For the major work required to restore structural integrity of a bridge, as well as work necessary to correct major safety defects. Bridge deck replacement (both partial and complete) and widening of bridges including addition of through lanes to specified standards are included. Construction of a dual structure to alleviate a capacity deficiency is also included. Work required correcting minor structure and safety defects or deficiencies, such as deck patching, resurfacing, protective systems, upgrading railings, curbs and gutters, and other minor bridge work. If HBRRP funds are involved, the use of this code requires the reporting of the National Bridge Inventory (NBI) structure number in the data field identified Bridge Numbers.
14	Bridge Rehabilitation, No Added Capacity	For the major work required to restore structural integrity of a bridge as well as work necessary to correct major safety defects. Bridge deck replacement (both partial and complete) and widening of bridges without adding through lanes to specified standards are included. Work required correcting minor structure and safety defects or deficiencies, such as deck patching, resurfacing, protective systems, upgrading railings, curbs, or other preventative maintenance items are included. If HBRRP funds are involved, the use of this

		code requires the reporting of the National Bridge Inventory (NBI) structure number in the data field identified Bridge Numbers.
15	Preliminary Engineering	For the preparation of plans, specifications, and estimates (PS&E), traffic, and related studies including field inspections, surveys, material testing, and borings.
16	Right of Way	For purchase of land, improvement, and easements, in addition to the cost of moving and relocating buildings, businesses, and persons.
17	Construction Engineering	Oversight of construction of roadways, structures, and traffic services facilities including additional design work after construction project is let (Also called Phase III or Construction Management).
18	Planning	For Planning related purposes
19	Research	For Research related purposes
20	Environmental Only	For improvements that do not provide any increase in the level of service, in the condition of the facility or in safety features. Typical improvements that fall in this category would be noise barriers, beautification, and other environmentally related features not built as a part of any other improvement type. If environmental mitigation is needed as the result of a bridge project and it is confined to the reasonable touchdown and the bridge itself, then this is allowable with HBRRP Funds. Outside the reasonable touchdown would not be considered eligible.
21	Safety	For projects or a significant portion of a project that provides features or devices to enhance safety. For example, expenditures on projects designed to improve

		the safety of at-grade railroad crossings or for the construction of facilities dedicated to the enforcement of vehicle weight regulations.
22	Rail/Highway Crossing	Improvements to crossing warning Protective Devices such as signs, markings, and cross bucks; flashing light additions/improvements; and improvement to track circuitry.
23	Transit	For transit and transit-related purposes
24	ITS	Traffic operation improvements that are designed to reduce traffic congestion and to facilitate the flow of traffic, both people and vehicles, on existing systems, or to conserve motor fuels. Include automated toll collection equipment, road and bridge surveillance and control systems, etc.
27	Administration	Administration for National Recreational Trails Projects, Commercial Vehicles, and other similar projects.
28	Facilities for Pedestrians and Bicycles	For independent projects (not part of any other Federal-aid Highway project) to construct a facility to accommodate bicycle transportation and pedestrians.
31	Landscaping and Other Scenic Beautification	For projects involving landscaping and other scenic beautification through planting and related work. This includes vegetation management to assure the sustainability of landscape areas.
38	Safety and Education for Pedestrians/Bicyclists	Safety and education for pedestrians and bicyclists
42	Training	Training; Supportive Services; TRAC; On the Job Training
43	Utilities	Utilities
44	Other	Miscellaneous work such as National Recreational Trails construction, noise barriers, etc.
45	Debt Service	Interest payments and retirement of principal under an eligible bond issue (including capitalized interest) and any other cost incidental to the sale of an eligible bond issue (including issuance costs, insurance or other

		credit enhancement fees, and other bond-related costs as determined).
47	Bridge – Preventative Maintenance	Activities that prevent, delay, or reduce deterioration of bridges or bridge elements, restore the function of existing bridges, keep bridges in good condition and extend their life.
58	Freight Movement	Projects using the National Highway Freight Funds program and identified in the NMDOT Freight Plan.

## Figure 2: Pavement Categories & Treatment

### Repair Categories, Definitions & Pavement Treatments

Repair Category	Definition	Pavement Treatment
F1 – Preventative Maintenance	A planned strategy of cost-effective treatments to an existing roadway system and its appurtenances that preserves the system, retards future deterioration, and maintains or improves the functional condition of the system (without significantly increasing the structural capacity).	<p><b>F1A - Crack Seal</b> - <i>Involves the placement of an adhesive material into and/or over working cracks at the pavement surface to prevent the infiltration of moisture into the pavement structure.</i></p> <p><b>F1B - Fog Seal</b> - <i>Fog sealing is overlying an existing pavement surface with an asphalt binder, sometimes topping with sand.</i></p> <p><b>R1 - Joint and Crack Seal (PCCP)</b> - <i>Joint resealing consists of removing existing deteriorated transverse and/or longitudinal joint sealant, refacing and pressure cleaning the joint sidewalls, and installing new sealant material. Crack sealing consists of sawing, power cleaning, and sealing cracks in concrete pavement using high-quality sealant materials.</i></p>
F3 – Preservation (Minor)	A network-level, long-term strategy that enhances pavement performance by using an integrated, cost-effective set of practices to extend pavement life, improve safety, and meet motorist expectations but does not increase its load carry capacity or strength.	<p><b>F3A - Scrub Seal</b> - <i>A scrub seal is an application that is very close to a chip seal treatment where asphalt emulsion and crushed rock are placed on an asphalt pavement surface. The only difference is that the asphalt emulsion is applied to the road surface through a series of brooms placed at different angles.</i></p> <p><b>F3B - Chip Seal</b> - <i>Chip seals consist of a sprayed application of asphalt</i></p>

		<p>(commonly an emulsion, although heated asphalt cement and cutbacks are used as well) directly to the pavement surface (0.35 to 0.50 gal/yd<sup>2</sup>), followed by application of aggregate chips (15 to 50 lb. /yd<sup>2</sup>), which are then immediately rolled to achieve 50% to 70% embedment.</p> <p><b>F3C - Slurry Seal</b> - consists of a mixture of well-graded aggregates (fine sand and miller filler) and asphalt emulsion that is spread over the surface of the pavement using a squeegee or a spreader box fixed to the back of the truck that is depositing the mixture.</p> <p><b>F3D - Cape Seal</b> - Combination of a chip seal and slurry seal, with the slurry seal placed atop the chip seal typically 4 to 10 days after placement of the chip seal.</p> <p><b>F3E - ROGFC/OGFC</b> – Open graded asphalt mixes are designed to be permeable to water, which differentiates them from dense graded (Superpave) and stone matrix (SMA) mixtures. Typically placed as a wearing course, the OGFC improves skid resistance, reduces splash and spray, and reduces noise. ROGFC includes rubberized polymer binder.</p> <p><b>F3F - Microsurfacing</b> - Microsurfacing is a mixture of crushed, well-graded aggregate, mineral filler (Portland cement), and latex-modified emulsified asphalt spread over the full width of pavement with either a squeegee or spreader box.</p> <p><b>F3G - Plant Mix Wearing Course overlay or NovaChip Overlay - A</b></p>
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		<p><i>NovaChip Overlay is the placing an asphalt membrane on an existing pavement then overlying it with an ultra-thin, coarse aggregate hot mix.</i></p> <p><b>R3A - Diamond Grinding (PCCP) -</b>  <i>Diamond grinding consists of removing a thin layer of concrete (usually between 0.12 and 0.25 in.) from the pavement surface, using special equipment fitted with a series of closely spaced diamond saw blades.</i></p> <p><b>R3B - Diamond Grooving (PCCP) -</b>  <i>Diamond grooving consists of cutting narrow, discrete grooves into the pavement surface, which helps to reduce hydroplaning, vehicle splash and spray, and wet-weather crashes.</i></p>
<p>F4 – Preservation (Major)</p>	<p>A network-level, long-term strategy that enhances pavement performance by using an integrated, cost-effective set of practices to extend pavement life, improve safety, and meet motorist expectations but does not increase its load carry capacity or strength.</p>	<p><b>F4A - Pavement Resurfacing and Curb line milling or Cutler or Dustrol (1.5” to 2.5”)</b></p> <p><b>F4B - Hot In-Place Recycling (Remixing) (1.5” to 2.5”)</b>  <i>Pavement is heated, loosened, combined with virgin aggregate and new asphalt (and/or new HMA), and re-laid for significant mix improvement/modification and/or modest pavement strengthening. The recycled mix can serve as the final wearing surface (low volume roads) or can serve as a base for an HMA overlay or surface treatment (moderate- to high-volume roads).</i></p> <p><b>F4C - Hot In-Place Recycling (Heater Scarification) (1.5” to 2.5”) or Cutler or Dustrol –</b>  <i>The wearing surface (typically 1.5” to 2.5”) is heated, loosened and mixed</i></p>

		<p><i>with new asphalt binder and re-laid and compacted.</i></p> <p><b>Hot In-Place Recycling (Repaving) (1.5” to 2.5”)</b>  <i>Pavement surface is heated, loosened, combined with new asphalt, and re-laid in tandem with an HMA overlay for the purposes of pavement strengthening and restoration of surface profile and/or friction.</i></p> <p><b>F4D - Cold Mill Asphalt Recycling (Warm or Cold)</b></p> <p><b>F4E - HMA/WMA Mill and Inlay (1.5” to 2.5”)</b></p> <p><b>F4F - SMA Mill and Inlay (1.5” to 2.5”)</b> – <i>A Hot Mix Asphalt consisting of a mix of asphalt cement, stabilizer material, mineral filler and gap graded aggregate.</i></p> <p><b>R4A - Patch (Full Depth isolated areas) (PCCP)</b> - <i>Patches are used to treat localized slab problems such as spalling, scaling (e.g., reactive aggregate distress, over-finishing the surface), joint deterioration, corner breaks or punchouts. If the problem is limited in depth, then a partial depth patch may be appropriate, otherwise, a full depth patch is recommended.</i></p> <p><b>R4B - Slab Replacement &lt; 5% (PCCP)</b> – <i>Selective slab replacement involves removing the deteriorated concrete down to the base, repairing the disturbed base, installing load-transfer devices, and refilling the excavated area with new concrete.</i></p>
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		<p><b>R4C - Dowel Bar Retrofit (PCCP) –</b>  <i>Includes the installation of dowel bars to restore load transfer across existing transverse joints. Dowel bars are retrofitted in existing concrete pavements either that do not have dowel bars or in which the existing bars are not working effectively.</i></p>
<p>F5 – Rehabilitation (Minor)</p>	<p>Nonstructural enhancements (e.g., thin hot-mix asphalt [HMA] overlay, mill and thin HMA overlay) made to an existing pavement section to either eliminate age-related, top-down surface cracking that develops in flexible pavements due to environmental exposure or to restore functionality of concrete pavements.</p>	<p><b>F5A - HMA/WMA Mill and Inlay 2.5” to 4”</b></p> <p><b>F5D - Pavement Resurfacing and Curb line milling Cutler (2.5” to 4”)</b></p> <p><b>F5B - Hot In-Place Recycling (Remixing) (2.5” to 4”)</b>  <i>Pavement is heated, loosened, combined with virgin aggregate and new asphalt (and/or new HMA), and re-laid for significant mix improvement/modification and/or modest pavement strengthening. The recycled mix can serve as the final wearing surface (low volume roads) or can serve as a base for an HMA overlay or surface treatment (moderate- to high-volume roads).</i></p> <p><b>- F5C - Hot In-Place Recycling (Heater Scarification) (2.5” to 4”)</b>  <i>The wearing surface (typically 2.5” to 4”) is heated, loosened and mixed with new asphalt binder and re-laid and compacted.</i></p> <p><b>F5E - HMA/WMA Overlay 2.5” to 4” –</b>  <i>Generally used with vertical restrictions or to correct severe surface defects, Mill and overlay may</i></p>

		<p><i>increase the overall pavement height slightly i.e. Mill 3”, Overlay 4”</i></p> <p><b>F5F - SMA Mill and Inlay (2.5” to 4.0”)</b> - <i>A Hot Mix Asphalt consisting of a mix of asphalt cement, stabilizer material, mineral filler and gap graded aggregate.</i></p> <p><b>R5A - Slab Stabilization (isolated joint faulting) (PCCP)</b> – <i>Consists of pressure insertion of a flowable material (commonly a cement based grout or polyurethane material) beneath the concrete pavement slab to fill voids and restore full support.</i></p> <p><b>R5B - HMA Overlay (2.5" to 4") (PCCP)</b></p> <p><b>R5C - Bonded Overlays (2.5" to 5") (PCCP)</b> – <i>sometimes referred to thin or ultra-thin white topping are placed on existing asphalt pavement to eliminate surface distress and correct pavement deformation such as rutting, corrugation and shoving). The treatment is characterized by the placement of a thin concrete layer onto a cold-milled asphalt surface.</i></p>
<p>F6 – Rehabilitation (Major)</p>	<p>Structural enhancements that extend the service life of an existing pavement or improve its load-carrying capability or both.</p>	<p><b>F6A - HMA/WMA Mill and Inlay greater than 4” –</b></p> <p><b>F6D - Pavement Resurfacing and Curb line milling Cutler greater than 4” –</b></p> <p><b>- F6B - Hot In-Place Recycling (Remixing) greater than 4”</b>  <i>– Pavement is heated, loosened, combined with virgin aggregate and new asphalt (and/or new HMA), and relaid for significant mix</i></p>

		<p><i>improvement/modification and/or modest pavement strengthening. The recycled mix can serve as the final wearing surface (low volume roads) or can serve as a base for an HMA overlay or surface treatment (moderate- to high-volume roads).</i></p> <p><b>- F6C - Hot In-Place Recycling (Heater Scarification) greater than 4”</b> - <i>The wearing surface (typically 2.5” to 4”) is heated, loosened and mixed with new asphalt binder and re-laid and compacted.</i></p> <p><b>F6E - HMA Overlay greater than 4” –</b></p> <p><b>F6F - Process Place and Compact W/Overlay</b> – <i>Process by which the existing pavement is pulverized into homogeneous mixture. Could include underlying aggregate. Typically, does not include additive.</i></p> <p><b>F6I - Cold Central Plant Recycling (CCPR)</b> - <i>Cold-mix asphalt recycling is defined as a process in which reclaimed asphalt pavement (RAP) materials are combined with new asphalt and/or recycling agents to produce cold base mixtures. The term "cold-mix recycling" generally refers to central plant mixing and is done without application of heat. Central plant recycling is used for asphalt cold- mix recycling projects that require high rates of production or close control of the mix design. Central plant recycling is used when stockpiles of RAP are available or when the existing pavement has to be removed off site for some reason and</i></p>
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		<p><i>in-place recycling is not an option. Typical compacted thickness of 2.5 to 3.5 inches.</i></p> <p><b>F6H - Cold in Place Recycling (CIR) -</b>  <i>Cold in-place recycling (CIR) is a process that consists of milling and sizing reclaimed asphalt pavement (RAP) and mixing in-place the RAP with recycling additive and new aggregate (either in the milling machine's cutting chamber or in a mix paver) to produce a recycled cold mix, which is then re-laid and compacted as a new base course.</i></p>
F7 – Reconstruction	<p>Replacement of the entire existing pavement structure by the placement of the equivalent or increased pavement structure. Reconstruction is required when a pavement has either failed or has become functionally obsolete (HMA and PCCP)</p>	<p><b>R7A - Rubblizing (PCCP) –</b> <i>Process of rubblizing the concrete pavement into fragments typically combined with HMA overlay.</i></p> <p><b>R7B - Reconstruction -</b> <i>Is the replacement of the entire existing pavement structure by the placement of the equivalent or increased pavement structure. (HMA and PCCP).</i></p>

## Figure 3: TIP Development Schedule

### TIP Development Schedule

Step	Item	Typical Timeframe
1	Review TIP Development Process with groups and committees	Approx. at start of Development Cycle
2	Obtain Project Status for All Existing TIP Projects	Ongoing monthly at TPTG
3	Issue Call for Projects Proposals and Distribute TIP Policies and Procedures and Forms	Late September/Early October
4	MPO Staff Analysis of Existing TIP Project's Status	October/November
5	Complete Analysis of Current TIP Projects and Existing Project Information	October/November TPTG & TCC Meetings
6	Establish Funding Estimates	Before Jan 1 <sup>st</sup> .
7	Deadline for Submission of TIP Project Proposals	Min. 90 days after solicitation
8	Initial Screening and Evaluation by MPO Staff	Approx. 2 weeks after submission deadline
9	ITS Committee Review of Project Submittals	February ITS Committee Meeting
10	CMP Committee Review of Project Submittals	February CMP Committee Meeting
11	Begin TPTG Evaluation of Projects	Regular February TPTG meeting
11a	Continue/Finish Evaluation of Projects	Special TPTG Meeting
11b	Continue/Finish Evaluation of Projects as Applicable	Special TPTG Meeting
12	Finish Evaluation of Project Submittals and Begin TIP Scenarios Development	Regular March TPTG Meeting
12a	Finish Evaluation of Project Submittals and Begin TIP Scenarios Development	Special TPTG Meeting
13	Prepare First Draft TIP	Special March TPTG Meetings <b>as needed</b>
14	Analyze/Refine/Prepare Final Draft TIP	Regular April TPTG Meeting

14a	Analyze/Refine/Prepare Final Draft TIP	Special April TPTG Meetings <b>as needed</b>
14b	Final Draft TIP for Public and Committee Review	On or Before May 1 <sup>st</sup>
15	ITS Committee Review and Comment	May ITS Committee Meeting
16	CMP Committee Review and Comment	May CMP Committee Meeting
17	TCC Review and Initial Recommendation	May TCC Meeting
18	Begin Formal Public Comment Period*	Min. 30 Days Prior to Adoption
18a	Public Written Comment Period Ends (Verbal Comments May be Made at MTB Meeting)	Min. 30 Days After Start of Public Comment
19	TCC Final Review and Recommendation	After Close of Public Comment Period
20	Final TIP Approval by MTB	MTB Meeting in July
21	Send Approved TIP to NMDOT for Approval and Incorporation into STIP	Within one week of MTB Approval
22	Approval of TIP by Governor's Designee	August/September
23	TIP Incorporated into STIP	Immediately following Designee Approval
24	STIP (with Approved TIP) is Presented to NMSTC for Review	August/September NM State Transportation Committee Meeting
25	NMDOT Sends STIP to FHWA and FTA for Approval	August/September
26	Effective Date of Amended TIP	By the Beginning of the FFY
27	Incorporate any Necessary TIP Amendment into the Current TIP	By Beginning of the FFY
28	Distribution of Amended TIP	By Beginning of FFY
29	Amendments to Pending "New" TIP Requested Before October 1	Hold Until 1 <sup>st</sup> TIP Amendment for New FFY
30	Effective Date of "New" TIP	Beginning of FFY
30a	Distribution of "New" TIP	Beginning of FFY

\*Public involvement is to be occurring simultaneously with the entire TIP development process and throughout the project development process by lead agencies.

