



METROPOLITAN TRANSPORTATION BOARD

Friday, October 21, 2016

10:00 a.m.-11:00 a.m.

809 Copper Avenue N.W., Albuquerque, NM 87102

Debbie O'Malley, *Chair*

Isaac Benton, *Vice Chair*

AGENDA

Call to Order - *The presence of a quorum will be noted.*

Approval of Agenda for October 21, 2016

Tab 1 **Approval of Action Summary of August 19, 2016**

PUBLIC COMMENT

Tab 2 **Public Comments**
Anyone wanting to address the MTB must register with the Secretary of the Board.

Tab 3 **Reports**
→Staff
→TCC

ACTION ITEMS

Tab 4 **Approval of TIP Policies & Procedures Revisions**
R-16-08 MTB **Approval of Project Prioritization Process Revisions**

Tab 5 **Election of Officers**

DISCUSSION AND INFORMATION ITEMS

Tab 6 **Status Report on Agency Approvals of MOA for the Establishment of Operations of the MRMPO**

Tab 7 **School Traffic Study Report (Action at November meeting)**

Tab 8 **Discussion of MTB Meeting Schedule**

Tab 9 **Status Report on TIP Targets**

Adjournment (A motion to adjourn is not necessary)

NOTES

Next Meeting: Friday, November 18, 2016
10:00 a.m. - 11:00 a.m.
MRCOG Board Room

Anyone requiring special accommodations is requested to notify the MRCOG at (505) 247-1750 or email bthomas@mrcog-nm.gov seven days prior to the meeting.



Mid-Region Council of Governments
Metropolitan Transportation Board
Action Summary
Friday, August 19, 2016

Debbie O'Malley, Chair

Isaac Benton, Vice Chair

ORGANIZATION		MEMBER		ALTERNATE
Village of Los Ranchos de Albuq		Larry Abraham, Mayor		Kelly Ward
Bernalillo County		Art De La Cruz, Commissioner	X	Richard Meadows
Bernalillo County		Maggie Hart Stebbins, Commissioner	X	Dan McGregor
Bernalillo County	X	Debbie O'Malley, Commissioner <i>Chair</i>		Richard Meadows
City of Albuquerque		Isaac Benton, Councilor <i>Vice-Chair</i>	X	Andrew Webb
	X	Diane Gibson, Councilor		Chris Sylvan
		Ken Sanchez, Councilor	X	Elaine Romero
		Patrick Davis, Councilor	X	Sean Foran
		Don Harris, Councilor		Dawn Marie Emillio
		Dan Lewis, Councilor	X	Rachel Miller
		Rob Perry, CAO		Michael Riordan, Brennon Williams
		Richard Berry, Mayor		Suzanne Lubar
AMAFCA	X	Debbie Stover, Board Member		Vacant
Albuquerque Public Schools	X	Lorenzo Garcia		Martin Eckert
Town of Bernalillo	X	Jack Torres, Mayor		Maria Rinaldi
Village of Bosque Farms		Wayne Ake		Vacant
Village of Corrales		Ennio Garcia-Miera		Vacant
Village of Los Lunas		Michael Jaramillo		Erin Callahan
MRGCD		Vacant		Karen Dunning
New Mexico DOT	X	Elias Archuleta		Nancy Perea
New Mexico DOT	X	Ken Murphy		Jill Moser
City of Belen		Vacant		Vacant
City of Rio Rancho	X	Dawnn Robinson, Councilor		Scott Sensanbaugher
	X	Jim Owen, Councilor		Peter Wells
City of Rio Communities	X	Mark Gwinn		Bob Skerry
Rio Rancho Public Schools	X	Michael Baker		Don Schlichte
Cochii Pueblo		Merrill Yazzie		Dwayne Herrera
Isleta Pueblo		Kathy Trujillo		Shawna Ballay
Laguna Pueblo	X	Brandon Herrera		Sharon Hausam
Sandia Pueblo		Vacant		Chamisa Radford
Sandoval County		Don Chapman, Commissioner	X	Tommy Mora
Valencia County		Jacobo Martinez		Vacant
SSCAFCA		Charles Thomas, Board Member	X	Andres Sanchez
RMRTD	X	Terry Doyle, Director		Grant Brodehl
Village of Tijeras		Vacant		Vacant

NON-VOTING ADVISORY MEMBERS

MEMBER		ORGANIZATION		ALTERNATE
Albuq/Bern Cty Air Qual Control Board		Vacant		Vacant
City of Albuquerque Aviation		Jack Scherer		Jim Hinde
Federal Highway Administration		J. Don Martinez		
Federal Transit Administration		Robert Patrick		
Kirtland Air Force Base		Vacant		Vacant
NM State Transportation Commission		Vacant		Vacant
Santa Ana Pueblo		Vacant		
Bernalillo Public Schools		Vacant		Vacant

MRCOG STAFF PRESENT

	Steven Montiel, Barbara Thomas, Dewey Cave, Sandy Gaiser
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AGENDA

Call to Order

The meeting was called to order at 10:10 a.m. by Chair Debbie O'Malley, Bernalillo County and the presence of a quorum was noted.

Approval of Agenda

Action Taken:

Terry Doyle, Rio Metro Regional Transit District, made a motion to:

APPROVE THE AGENDA FOR AUGUST 19, 2016 AS PRESENTED

The motion was seconded by Dawnn Robinson, City of Rio Rancho, and passed unanimously.

Tab 1 Approval of Action Summary of July 15, 2016

Action Taken:

Diane Gibson, City of Albuquerque, made a motion to:

APPROVE THE ACTION SUMMARY OF JULY 15, 2016 AS PRESENTED

The motion was seconded by Ms. Robinson and passed unanimously.

PUBLIC COMMENT AND REPORTS

Tab 2 Public Comments

There were no requests for public comment.

Tab 3 Reports

◆Staff

There was no report for staff.

◆TCC

Steven Montiel, MPO TIP Coordinator, reported that there will be a revision of the TCC Bylaws to conform to the MTB Bylaws revisions in the near future.

ACTION ITEMS

Tab 4 R-16-07 MTB Amending the FFY 2016-2021 Transportation Improvement Program (TIP)

Mr. Montiel presented the amendments to the 2016-2021 TIP, briefly reviewing each of them. The amendments to the TIP have been requested as part of the quarterly amendment cycle.

Mr. Montiel stood for questions.

Action Taken:

Tommy Mora, Sandoval County, made a motion to:

APPROVE R-16-07 AMENDING THE FY 2016-2021 TIP TO ACCOMMODATE VARIOUS CHANGES

The motion was seconded by Jack Torres, Town of Bernalillo, and passed unanimously.

DISCUSSION AND INFORMATION ITEMS

Tab 5

Status Report on Agency Approvals of MOA for the Establishment of Operations of the MPO

Mr. Montiel reported that five agencies have returned their resolutions approving the MOA for the establishment of operations of the MPO but seven are still needed. Mr. Montiel urged those present to have their resolutions approved as soon as possible and returned to the MRCOG.

Adjournment

The August 19, 2016 meeting of the Metropolitan Transportation Board was adjourned at 10:20 a.m.

Debbie O'Malley, Chair
Metropolitan Transportation Board

ATTEST:

Dewey V. Cave, Executive Director

R-16-08 MTB

Adopting Revised Transportation Improvement Program Policies and Procedures and Revised Project Prioritization Process Guidebook

These documents are too long to send via email. They will be distributed and reviewed at the TCC meeting and will be available online for the MTB meeting.

To view the complete document and appendices, please log onto the MRCOG website at www.mrcog-nm.gov and

click on the "Transportation" tab,
then click on "Short Range TIP".

In the section at the top of the page in tan coloring is a link to *TIP Policies and Procedures*.

On the right side menu, there is a link to the *Project Prioritization Process*.

Background:

The TIP Policies and Procedures and the Project Prioritization Process Guidebook were previously developed by MPO staff in cooperation with area agencies. Due to the passage of the FAST Act and the development of the current 2040 Metropolitan Transportation Plan (MTP) and the upcoming 2018-2023 TIP, the documents required revisions.

The revisions in the *TIP Policies and Procedures* are minor to conform to FAST and the newly revised *NMDOT STIP Procedures*.

The revisions in the *Project Prioritization Process Guidebook* are to reflect the FAST Act, and the 2040 MTP.

MPO Staff Recommendation:

MPO Staff, **recommends approval** of these documents and appendices.

TPTG Recommendation:

This item was reviewed at the TPTG meeting on October 11, 2016.

The TPTG **recommends approval** of these documents and appendices.

TCC Recommendation:

This item was reviewed at their meeting on October 14, 2016.

The TCC **recommends approval** of these documents and appendices.

1 RESOLUTION
2 of the
3 METROPOLITAN TRANSPORTATION BOARD
4 of the
5 MID-REGION METROPOLITAN PLANNING ORGANIZATION
6 of the
7 MID-REGION COUNCIL OF GOVERNMENTS OF NEW MEXICO
8 (R-16-08 MTB)
9

10 **ADOPTING REVISED**
11 **TRANSPORTATION IMPROVEMENT PROGRAM POLICIES AND PROCEDURES**
12 **AND**
13 **PROJECT PRIORITIZATION PROCESS GUIDEBOOK**
14 **FOR THE**
15 **ALBUQUERQUE METROPOLITAN PLANNING AREA**
16

17 WHEREAS, regulations of the U.S. Department of Transportation require that a
18 short-term Transportation Improvement Program (TIP) be adopted by the Metropolitan
19 Planning Organization (MPO) for the Albuquerque Metropolitan Planning Area (AMPA);
20 and

21 WHEREAS, Federal regulations require the MPO to develop procedures, which
22 are agreed to by the cooperating parties, for the development and revision of the TIP;
23 and

24 WHEREAS, Federal regulations require the development of project selection
25 criteria to use in selecting projects for implementation; and

26 WHEREAS, the Mid-Region Council of Governments serves as the MPO for the
27 AMPA through its division, the Mid-Region Metropolitan Planning Organization
28 (MRMPO); and

29 WHEREAS, the process for development of the TIP for the AMPA has previously
30 been documented; and

31 WHEREAS, documentation of the TIP process enables participants in the urban
32 transportation planning process to understand and participate more fully in the
33 development of the TIP; and



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

● **Main Document – 2016 Revisions** ●

Approved by the Metropolitan Transportation Board - October 23, 2008
Revisions Approved by the Metropolitan Transportation Board - October 15, 2010
Revisions Approved by the Metropolitan Transportation Board - April 20, 2012
Revisions Approved by the Metropolitan Transportation Board – October 17, 2014
Revisions Approved by the Metropolitan Transportation Board – October 21, 2016

Mid-Region Metropolitan Planning Organization

Mid-Region Council of Governments
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I. DOCUMENT OVERVIEW

This document establishes the process for developing the Transportation Improvement Programs (TIP) for the Albuquerque Metropolitan Planning Area (AMPA). It provides an overview of the process, and then describes how each step of the process will be accomplished. Finally, the procedures that will be followed to revise the TIP after it has been adopted are also established. Many Federal requirements are outlined in Federal law and codified in Title 23 Part 450 of the Code of Federal Regulations (23 CFR 450).

It is intended that this document be revised periodically as the needs of the AMPA and pertinent Federal requirement changes. It is also intended that this document be consistent with the New Mexico Department of Transportation (NMDOT) *STIP/TIP Policies and Procedures*. Up-to-date *Policies and Procedures* will be distributed to the members of the MPO Boards and Committees as well as the NMDOT, the Federal Highway Administration and the Federal Transit Administration. The document shall also be available for public review including being posted on the MRCOG website.

This document may be revised as the region's Congestion Management Process (CMP) continues to be developed and to accommodate any future revisions that may be made to the State Implementation Plans (SIPs) to address air quality.

II. Fixing America's Surface Transportation Act (FAST) Moving Ahead for Progress in the 21st Century (MAP-21)

On December 4, 2015, President Obama signed the [Fixing America's Surface Transportation \(FAST\) Act](#) into law—the first federal law in over a decade to provide long-term funding certainty for surface transportation infrastructure planning and investment. The FAST Act authorizes \$305 billion over fiscal years 2016 through 2020 for highway, highway and motor vehicle safety, public transportation, motor carrier safety, hazardous materials safety, rail, and research, technology, and statistics programs. The FAST Act maintains a focus on safety, keeps intact the established structure of the various highway-related programs, continues efforts to streamline project delivery and, for the first time, provides a dedicated source of federal dollars for freight projects. ~~Moving Ahead for Progress in the 21st Century (MAP-21) The FAST Act upholds National goals and performance measures which will continue to transform the Federal-aid highway program and provides a means to the most efficient investment of Federal transportation funds by refocusing its attention on national transportation goals, increased accountability and transparency and improved project decision making through performance-based planning and programming. The seven national goals set forth by MAP-21 and now the FAST Act comprise of improving safety, maintaining infrastructure condition, reducing traffic congestion, improving efficiency of the transportation system along with the national freight network, protecting the environment, and reducing delays in project delivery.~~

Performance Goals and Measures

The FAST Act continues MAP-21's overall performance management approach, within which States invest resources in projects that collectively will make progress toward national goals. The seven national goals set forth by MAP-21 and continued under the FAST Act, comprise of improving safety, maintaining infrastructure condition, reducing traffic congestion, improving efficiency of the transportation system along with the national freight network, protecting the environment, and reducing delays in project delivery. ~~MAP-21~~ FAST also requires the United States Department of Transportation (USDOT), states and metropolitan planning organizations (MPOs) to establish performance measures for pavement conditions and performance for the Interstate and National Highway System (NHS), bridge conditions, injuries and fatalities, traffic congestion, on-road mobile source emissions, and freight movement on the Interstate System. USDOT must establish these measures.

Performance Targets

Within one year of the USDOT final rule on performance measures, states are required to establish performance targets in support of those measures established by USDOT under 23 USC 150(c). States may choose to set different performance targets for urbanized and rural areas. To ensure consistency each state must, to the extent practicable, coordinate with an MPO when setting performance targets for the area represented by that MPO.

Setting of MPO Targets

MPOs are required to set performance targets in relation to the performance measures within 180 days of states or providers of public transportation setting performance

targets. To ensure consistency, each MPO must, to the maximum extent practicable, coordinate with the relevant state department of transportation and public transportation providers when setting performance targets (23 USC 134 (h)(2)).

The FAST Act and MAP-21 listed requirements for a Transportation Improvement Program (TIP):

- TIP shall contain projects consistent with the current metropolitan transportation plan.
- TIP shall reflect the investment priorities established in the current metropolitan transportation plan.
- TIP, once implemented, is designed to make progress toward achieving the performance targets established under subsection (h)(2) [listed below].
- TIP shall include, to the maximum extent practicable, a description of the anticipated effect of the transportation improvement program toward achieving the performance targets established in the metropolitan transportation plan, linking investment priorities to those performance targets.

~~Fast Act became effective December 4th 2015 at the beginning of the development of the FFY 2014-2017 STIP and FFY 2014-2019 TIP. Realistically, the~~ It is expected that many of the **anticipated** performance measures and targets will not be established and finalized by USDOT and NMDOT before the ~~*Futures 2040 MTP* and the FFY 2016-2021 TIP~~ FFY 2018-2023 TIP is ~~are both~~ formally adopted. Therefore, in order to work toward meeting the intent of the law, the following interim criteria for shall be used for upcoming TIP development cycles. The seven national performance goals established under MAP-21 **and continued under FAST** are listed below along with interim criteria for new TIP projects and/or 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 MPO's safety report (annual *Crash Report*) or other report of a governmental agency based on an analysis of data collected.
- A project addresses a systemic 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.
- 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.
- 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.
- 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.
- 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.
- 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 issue 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 for projects each fiscal year in order 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.
- A project addresses a primary freight corridor as identified in the MTP or LRTP.

Environmental Sustainability: enhance the performance of the transportation system while protecting and enhancing the natural environment.

- A project reduces mobile emissions as an effort to maintain or improve air quality.
- A project mitigates adverse environmental effects of the transportation system. (Examples are: erosion, diminished water quality, adverse effects to wildlife, etc.)
- A project maintains or improves the availability of transportation services to a disadvantaged population.
- 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, the FHWA, the FTA, and other agencies to obligate funds in a timely manner and assist lead agencies in meeting project development milestones.

- The MPO shall periodically assess projects as to their status.

- TIP shall be managed to maximize the amount of funds obligated or used for projects each fiscal year in order 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.

III. OVERVIEW OF THE METROPOLITAN PLANNING PROCESS

[23 CFR 450.310 and 23 CFR 450.304(i)]

Federal law requires every urbanized area with a population over 50,000 to have a designated Metropolitan Planning Organization (MPO) to qualify for receipt of federal highway and transit funds. In urbanized areas with a population over 200,000 a Transportation Management Area (TMA) shall be designated. The Albuquerque Metropolitan Planning Area (AMPA) is the designated TMA. (See map in Appendix J.)

The Mid-Region Council of Governments (MRCOG) is an association of local governments in the vicinity of Albuquerque and central New Mexico. The Mid-Region Metropolitan Planning Organization (MRMPO) is administratively housed within the Mid-Region Council of Governments (MRCOG) and is an intergovernmental forum that provides for the discussion of local and regional transportation issues and for the development of transportation policies and programs. As the metropolitan planning organization (MPO) the MRMPO is responsible for surface transportation planning in the AMPA. This includes developing the twenty-year Metropolitan Transportation Plan (MTP) and the short-term Transportation Improvement Program (TIP). To that end, MRMPO staff work with members of local government staff, tribal governments, the New Mexico Department of Transportation (NMDOT), all local transit providers as well as other local agencies. MRMPO is committed to carrying out a continuing, cooperative and comprehensive transportation planning process (3C process). The development process is accomplished under the direction of the Metropolitan Transportation Board (MTB) of the Albuquerque Metropolitan Planning Area which serves as the governing body of the MRMPO.

Metropolitan Transportation Plan (MTP) and Relation to the TIP

[23 CFR 450.322]

The MTP is a twenty-year intermodal, multimodal transportation plan that provides a framework for development of the TIP. The MTP must be updated every four years. Decisions regarding the roadways, bike and pedestrian ways, enhancements, and public transit services in the AMPA are determined by the MTP, which identifies specific transportation needs for the area. Those needs are translated into fundable projects and programmed for Federal funds (and other regionally significant projects) by means of the TIP. While the MTP establishes goals and a framework, the TIP serves as a tool for program implementation.

IV. TIP BASICS

[23 CFR 450.324-332]

The TIP is a list of federally funded projects to be initiated within a given six year period. The TIP programs the timing and funding of all transportation improvements within the AMPA involving federal funds over a six year period. The first four years of the TIP constitute the federally mandated TIP and last two years are provided for information and planning purposes. A new TIP is developed and adopted every two years. Federal regulations require that transit, highway and other transportation improvement projects within the AMPA be included in the TIP if these projects are to be eligible for Federal funding. The program must also include non-Federally funded projects that are regionally significant.

The development of the TIP shall be compatible with the STIP development process [23 CFR 450.324(a)]. The STIP will be developed in cooperation with MPO's and the TIP shall be developed in cooperation with NMDOT and public transportation operators [23 CFR 450.216(b) & 23 CFR 450.324(a)]. The TIP shall be incorporated into the STIP without change. [23 CFR 450.216(b) & 23 CFR 450.326(b)].

The TIP is developed by MRMPO staff and the Transportation Program Technical Group (TPTG) utilizing the process established in this document. The TIP is adopted by the MTB after considering the recommendation of the Transportation Coordinating Committee (TCC) and Public Involvement Committee (PIC) and after the public has been provided an opportunity to comment on the draft document.

The goal of this process is to achieve a program that takes into account the following factors:

- 1) consensus regarding the regional priorities of projects; and
- 2) consensus regarding the application of available Federal funds to the regional priorities.

Following the development and approval of the TIP, projects are selected for implementation in accordance with the project selection procedures identified in section VIII of this document. [23 CFR 450.330]

V. LEAD AGENCIES - PROJECT SPONSORS - MPO

Lead Agency Eligibility and Project Sponsorship

The NMDOT and all county, city, town, village and tribal governments within the AMPA and the Rio Metro Regional Transit District, the Mid-Region Council of Governments, public transit operators, 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 TIP. Other entities, such as neighborhood associations, environmental or pedestrian safety organizations, and beautification committees may also be eligible to propose a transportation project 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.

All agencies are required to submit projects within the AMPA that are anticipated to be funded with Federal dollars as well as state or locally funded regionally significant projects. There is no limit on the number of project proposals an applicant may submit for consideration.

Lead Agency - Project Sponsor Responsibilities

When a proposed project is programmed in the TIP the project sponsor makes a commitment to complete it as defined in the project proposal. Substantive amendments to the scope of the project or the project cost as originally submitted could cause the project to be reevaluated. This could cause the project to be reduced in priority and thus lose the programmed funds. All commitments in Environmental Impact Statements/Records of Decision, Environmental Assessments/Findings of No Significant Impact, or other NEPA decision documents that are part of the project, must be funded as part of the project, and must be incorporated before the new improvements are considered to be operational.

Lead agencies are responsible for ensuring timely completion of the project as described in the project proposal for the programmed project funds. To access the programmed funds for a project, sponsors must meet all Federal requirements. Sponsors should work with the NMDOT, FHWA, FTA or other Federal funding agencies to ensure that Federal requirements are met in a timeframe that will assure programmed funds can be authorized. MRMPO acts as a resource to member governments to facilitate the project development process. If projects are unable to proceed to funding obligation according to the schedule outlined in the TIP, this information should be brought to the attention of the MRMPO staff at the earliest opportunity. The NMDOT establishes March 15th (unless otherwise decided) as a deadline for agencies to certify that a project meets all Federal requirements in order to obligate the Federal funds before the end of the Federal Fiscal Year. **NMDOT has established June 15th for obligation with justified extensions granted on a project by project basis. September 30th. If a project cannot meet these deadlines and those funds cannot be obligated in the FFY “slip” into a later Federal Fiscal Year, the lead**

agency must notify the MPO and the NMDOT District 3 T/LPA Coordinator as soon as possible so they can determine whether the TIP can be revised.

Lead agencies must submit a written request for all TIP revisions **along with required revision forms**. Revision requests will be reviewed by MRMPO staff to determine whether they will be processed as Amendments or Administrative Modifications as described above. Funds programmed for a project are committed to the project for a lead agency when the FHWA obligates the funds or the FTA awards a grant. 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. Revisions to the TIP often require an amendment to the project's **Agreement Request Form (ARF)** and Local Government Agreement (LGA). (Appendix M provides all TIP Revision Proposal Forms.)

Lead Agency/Project Sponsor Responsibilities Summary

In summary, the key responsibilities of lead agencies are:

- Provide complete information for project proposals.
- Provide periodic updated project information as requested by the MPO (**Monthly TPTG project status reports**).
- Meet all deadlines established by these procedures.
- Complete the project or project phase in a timely manner to assure that programmed funds can be accessed.
- Complete all necessary project-level public involvement.
- Assure the project meets eligibility requirements such as those for ITS projects or CMAQ funding.
- Secure all necessary interagency agreements including, (other than NMDOT lead projects), **Agreement Request Forms** and associated Local Government Agreements **for design and construction**.
- Obtain necessary environmental clearances and meet the requirements of the National Environmental Policy Act (NEPA) and any state and local laws.
- Obtain any necessary permits required for the project.
- Secure all necessary project certifications necessary to obligate the programmed funds.
- Meet any other necessary project development requirements for the project.
- Submit funding applications to the appropriate federal or state agency this includes the request to obligate federal funds.
- Meet any special requirements for the project's fund source(s).
- Provide any data and information requested to demonstrate program eligibility requirements. An agency's lack of providing all the requested data or information may jeopardize the project's programming in the TIP.
- Provide any data and information necessary to develop the air quality analysis necessary for CMAQ funding.
- Provide any matching funds required for the project's fund source(s).
- Assure that all of its departments proposing projects meet any approval requirements established by the municipal or tribal government.
- Take all necessary steps to assure that the project is consistent with the regional ITS architecture (if applicable).

- Notify the MPO and the NMDOT District 3 T/LPA Coordinator if there is a change in the scope or termini of the project.
- Notify the MPO and the NMDOT District 3 T/LPA Coordinator if there is a change in the project schedule.
- Notify the MPO and the NMDOT District 3 T/LPA Coordinator if Federal funds cannot be obligated in the Federal fiscal year they are programmed.
- Review each project as programmed in the TIP for accuracy and especially prior to requesting the obligation of funds, check the funding amounts and the work type associated with the programmed amounts for accuracy and notify the MPO and the NMDOT District 3 T/LPA Coordinator of any necessary changes.
- Request TIP revisions in writing (using the TIP revision forms) in order to assure all necessary information is provided.
- Provide by October 31st, a list of Federal funds obligated during the previous FFY, for that lead agency's projects, with date(s) of obligation, amount(s) obligated, and the funding category of the funds obligated.

MRMPO Responsibilities

The MPO will fulfill the following responsibilities.

- Send notification to all eligible governments and jurisdictions within the AMPA, the NMDOT and other organizations and agencies requesting notification, of the TIP development process, along with a copy of this document and all forms.
- Send notification to all eligible governments and jurisdictions within the AMPA, the NMDOT and other organizations and agencies requesting notification, of TIP Quarterly Amendment Cycles, along with necessary forms and deadlines.
- MRMPO will adhere to the stipulated deadlines.
- Provide lead agencies with assistance in completing the project proposal forms and project revisions.
- Provide lead agencies with assistance and/or cooperate with lead agencies in preparing any necessary CMAQ analysis of benefits.
- Provide lead agencies with electronic files of the approved TIP upon each revision.
- Provide lead agencies with a summary of monthly TIP Administrative Modifications and quarterly TIP Amendments.
- Maintain on the MRCOG website:
 - the current, effective TIP updated as necessary;
 - proposed TIP amendments with public comment information;
 - TIP revision forms; and
 - TIP Policies and Procedures document to present information regarding new TIP proposals and answer questions about their proposals during at least one TPTG meeting in the TIP development time frame.

VI. PROGRAMMING INFORMATION

Federally Funded Projects Programmed in the TIP

[23 CFR 450.324(c & d)]

The TIP shall include capital and non-capital surface transportation projects (or phases of projects) within the boundaries of the metropolitan planning area proposed for funding under 23 USC and 49 USC Chapter 53 (including transportation enhancements, Federal Lands Highway program projects, safety projects included in the State's Strategic Highway Safety Plan, trails projects, pedestrian walkways, and bicycle facilities). Per this regulation, federally funded projects within the AMPA and utilizing federal transportation funds must be programmed in the TIP.

~~This includes but is not limited to the following federal funding sources [23 CFR 450.324(e)]:~~

- ~~● Funds utilized from older federal transportation bills~~
- ~~● Congestion Mitigation & Air Quality (CMAQ) including~~
 - ~~○ CMAQ Flex~~
 - ~~○ CMAQ Mandatory~~
- ~~● Emergency relief projects only if they involve substantial functional, locational, or capacity changes [23 CFR 450.324(e)(5)]~~
- ~~● Federal Lands Highway Program and its components~~
 - ~~○ Forest Highway (FH) program~~
 - ~~○ Federal Lands Access (FLAP) program~~
 - ~~○ Tribal Transportation Program (TTP)~~
 - ~~○ National Park Roads and Parkways (PRP) Program~~
 - ~~○ Public Lands Highway Discretionary (PLHD) Program~~
 - ~~○ Wildlife Refuge Roads (WRR) Program~~
 - ~~○ Defense Access Roads (DAR) Program~~
- ~~● Federal Transit Administration (FTA) funding~~
 - ~~○ FTA 5307 — Large Urbanized Areas Formula Grants¹~~
 - ~~○ FTA 5307 — Small Urban Capital Funds~~
 - ~~○ FTA 5307 — Small Urban Operating Funds~~
 - ~~○ FTA 5308 — Clean Fuels Grant Program~~
 - ~~○ FTA 5311 — Rural Administration, Capital and Operating Funds~~
 - ~~○ FTA 5311(c) — Public Transportation on Indian Reservations~~
 - ~~○ FTA 5320 — Alternative Transportation in Parks & Public Lands~~
 - ~~○ FTA 5337 — Funding~~
 - ~~○ FTA 5339 — MAP-21 Bus/Facilities Funding~~
- ~~● Highway Safety Improvement Program (HSIP)~~
- ~~● National Highway Performance Program (NHPP)~~
- ~~● Section 130 of Title 23 Funds (Railroad Crossing)~~
- ~~● Surface Transportation Program and its subcategories~~
 - ~~○ STP Flex~~
 - ~~○ STP Rural~~
 - ~~○ STP Small Urban~~

¹ FTA Section 5307 Urbanized Area Formula funds programmed for transit planning must be included in both the TIP and the UPWP. Large urban area transit agencies apply directly to FTA for certain FTA funds.

- ~~—○ STP-Urban~~
- ~~—○ STP-Bridge Off System~~
- ~~Transportation Alternatives Program (TAP) and its subcategories~~
- ~~—○ TAP Flex~~
- ~~—○ TAP Rural~~
- ~~—○ TAP Small Urban~~
- ~~—○ TAP Large Urban~~
- ~~—○ TAP Recreational Trails Program~~
- ~~Transportation, Community, and System Preservation (TCSP) Program~~
- ~~Transportation Investment Generating Economic Recovery (TIGER) Grants~~
- ~~Transit Investments for Greenhouse Gas and Energy Reduction (TIGGER) Grants~~
- ~~Waste Isolation Pilot Program/Dept. of Energy (WIPP/DOE)~~
- ~~Other (notably earmarked funding) including~~
 - ~~—○ High Priority Projects (HPP)~~
- ~~Other fund sources which may be established by Congress~~

Regionally Significant Projects Programmed in the TIP

Regionally significant, non-Federally funded projects as defined by Federal rules and within the AMPA, must be included in the TIP in accordance with SAFETEA-LU planning regulations, the Clean Air Act and the Albuquerque-Bernalillo County Air Quality Control Board Regulations: [23 CFR 450.104, 23 CFR 450.216(h), 23 CFR 450.322(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, 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. Since these areas are outside the Carbon Monoxide maintenance area and are considered in attainment of all air quality standards, the transportation conformity regulations do not apply.

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

In order 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 450.324(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 450.324(d)];

- Congressionally designated transportation projects even those not funded under 23 U.S.C. or 49 U.S.C. Chapter 53 [23 CFR 450.324(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; and
- new or expanded transit stations and facilities (ex. train stations, major bus transfer stations and/or major park & ride lots, etc.);

Coordination on these projects has the added benefit of allowing the MRCOG to update regional land use and transportation models used to support local agency planning.

Projects NOT Programmed in the TIP

[23 CFR 450.324(c)(1-7)]

The following projects do not need to be programmed in the TIP:

- 23 USC 402 and 49 USC 31102 Safety Projects. (This does not refer to HSIP funded projects.)
- Metropolitan Planning (PL) projects funded under 23 USC 104(f), 49 USC 5305(d) and 49 USC 5339.
- State Planning and Research (SPR) projects funded under 23 USC 505 and 49 USC(e). (This does not include projects funded with NHS, STP and Minimum Allocation (MA) funds that the State and MPO agree should be in the TIP and consequently included in the STIP.)
- National planning and research projects funded under 49 USC 5314.
- Project management oversight projects funded under 49 USC 5327.
- Emergency relief projects (except those involving substantial functional, locational, or capacity changes).
- Federal transportation funds not utilized for surface transportation (ex. Federal Aviation Administration funds).
- Transit services for the elderly and disabled (FTA 5310) since they are included by NMDOT Transit & Rail Bureau in the STIP **by mutual agreement between MRMPO and NMDOT**.
- State and/or locally funded projects that are not deemed regionally significant.

TIP Grouping of Minor Projects

[23 CFR 450.324(f) & 23 CFR 771.117 (c&d)]

Projects that are not of an appropriate scale for individual identification in a given program year may be grouped by function, work type, and/or geographic area using the applicable classifications under 23 CFR 771.117(c & d) and/or 40 CFR 93.126-129. Examples of projects eligible for grouping include, but are not limited to:

- Bus stop facilities improvements
- Multi-route transit expansion projects
- Region wide, multi-location, intersection improvements
- Region wide, multi-location, minor bike lane/bike route projects
- Region wide, multi-location, pedestrian projects
- Region wide, multi-location, pavement preservation projects
- Region wide, multi-location, railroad crossing improvement projects
- Region wide, multi-location, landscaping projects
- Region wide, multi-location, safety improvement projects on a small scale
- Region wide ITS and TDM projects
- Region wide transportation surveillance program

Contributions and "Soft Match"

[23 CFR 630.106(h)]

All fund contributions must be made known at the time of authorization by inclusion on the Fed Form (form to request obligation of federal funds). 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 FHWA's 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 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 amount of funds used as soft match shall also be identified in the Notes/remarks of the TIP page.
- 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 49 CFR 18.24.
- The lead agency is responsible to provide any requested invoices or bills in order 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.
- 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.

Advance Construction Process

Advance Construction (AC) allows a lead agency to proceed with construction (or large-scale design) of a project with non-federal funds sooner than the FFY in which funds are programmed in the TIP/STIP. Advanced construction allows a lead agency to utilize non-federal funds, up-front, for a project and preserve eligibility for future federal funding for that project. At a later point, in the FFY in which the federal funds are programmed, the federal funds can be obligated for reimbursement of the federal share to the lead agency. This technique allows projects to be implemented that are eligible for federal aid when the need arises, rather than when availability of the federal funds have been programmed.

The following applies:

- The lead agency pays for the construction with the understanding that reimbursement will not occur until the federal funds become available in succeeding federal fiscal years.
- The lead agency assumes financial liability if federal funding is eliminated (by Congress) or the project ceases to be eligible to receive federal-aid.
- All federal design criteria, environmental documentation, certifications, procurement procedures, and other project level requirements remain in effect.
- AC requires a lead agency to secure a commitment that federal funds programmed in the TIP/STIP remain programmed for the project. However, the category of federal funding may be subject to change by the MPO and/or NMDOT.
 - A funding commitment from the policy board of the metropolitan planning organization (see sample resolution) for projects located within a metropolitan planning area.
 - The governing body of the jurisdiction shall provide a resolution or letter committing non-federal funds to pay for the advance construction of the project with reimbursement in subsequent federal fiscal years, and with an acknowledgement the jurisdiction assumes financial liability in the event federal funding is eliminated and/or the project ceases to be eligible for federal-aid.
- The programming of federal funds may be rescheduled upon concurrence of both the MPO and the jurisdiction. (Ex. moving funds to manage the TIP and/or match the project's development timeframe.)
- The Local Government Agreement (LGA) must reflect the advance construction of the project.

NMDOT Process for Transfer of Funds

The purpose of this section 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 FHWA and the Federal Transit Administration (FTA) for the Federal-Aid Highway Program (FAHP) funds for which transit projects or transportation planning are eligible may be transferred to FTA and administered under chapter 53 of Title 49, per 23 U.S.C. 104(f)(1), except that the Federal share requirements of the original fund category continue to 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 requesting agency shall submit a MPO concurrence letter and TIP page to 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 the NMDOT Transit and STIP sections). This will begin the transfer process.
- 2) NMDOT Transit Bureau will confirm the information from the receiving agency and prepare the letter to FHWA for NMDOT's POD Division Director for signature.
- 3) NMDOT Transit Bureau will submit complete package (MPO concurrence letter, TIP Page and letter to FHWA) to the NMDOT STIP Unit.
- 4) The STIP Unit will then submit the letter to POD Division Director for signature and prepare the FHWA excel form and submit to POD Federal Authorization for verification, POD Federal Authorization will initial the form and submit back to STIP Unit within two business days of receiving. The STIP Unit will then submit to the Deputy Secretary for signature.
- 5) Once all forms have been signed, validated and verified with the FMISW10A & FMISM58A reports, the STIP Unit will scan and send to the FHWA Division office via email to the Financial Manager and Financial Specialist for processing with a copy to POD and FTA Region VI staff.

VII. PROJECT LEVEL DEVELOPMENT

TIP Project Information Required

[23 CFR 450.324(e)]

For each project in the TIP, sufficient information must be provided to:

- identify each project: type of project, scope, termini, length, FL route number, and other basic project location information;
- identify the project development phase(s) for which funding is requested to be programmed (environmental/NEPA document preparation, preliminary engineering, design, right-of-way, construction, other);
- estimate total project cost (which may extend beyond the time period of the TIP) from all fund sources, federal, state, local, tribal, and other sources;
- show amounts of federal, state and local funds proposed to be obligated for each project phase during the program period in each fiscal year;
- breakdown each project's funding amount by the type of work the funding will be used for (based on FHWA Work Type Codes);
- designate the requested type of Federal funds to be used by the project;
- provide documentation of project eligibility for CMAQ funding in accordance with the most recent CMAQ program guidance (if requesting those funds) and the required CMAQ air quality benefits analysis (see process described later);
- identify the source for any applicable matching funds;
- indicate the source of the cost estimate (ex. scoping document, design report, etc.);
- indicate if/how inflation is being considered in the development of cost estimates beyond the first fiscal year of the TIP;
- identify the lead agency responsible for project implementation;
- identify a contact person at the lead agency who can answer questions about the project;
- indicate whether the project is a Transportation Control Measure (TCM) identified in any State Implementation Plan (SIP) for air quality (this is applicable only in areas of nonattainment or maintenance);
- indicate whether the project has any ITS elements, and if so, that it is consistent with the regional ITS architecture; and
- indicate whether the project is located in any CMP corridor, and if so, that it is consistent with the regional CMP.

■ Projects submitted for inclusion in the TIP **must be in or** consistent with the current, approved Metropolitan Transportation Plan [23 CFR 450.324(g)]. **Please see the following link to Appendix A of the current MTP to identify your project proposal in the adopted MTP Project Listing:**

http://www.mrcog-nm.gov/images/stories/pdf/transportation/2040_MTP/Appendix_A_-_2040_MTP_Project_Listing_-_final.pdf

■ All project proposals not identified in the approved MTP Project Listing, must go through MPO staff review to verify MTP consistency. If the project is not identified, the submitting agency will be required to make a justification through a process identified in the MRMPO TIP Revision Form C. In rare cases, an MTP amendment proposal may be required.

- The TIP shall include a project, or phase of a project, only if full funding can reasonably be anticipated to be available for the project within the time period contemplated for completion of the project or phase. **Should the region return to air quality nonattainment or a ~~and~~ maintenance area**, projects in the first two years of the TIP shall be limited to those for which funds are available or committed [23 CFR 450.324(i)].
- Only projects for which construction or operating funds can reasonably be expected to be available may be included in the TIP [23 CFR 450.324(h)]. Therefore, projects that are not reasonably expected to advance to construction or implementation shall not have any phase programmed in the TIP.
- Projects submitted must also meet all eligibility requirements outlined in Federal regulations and any requirements necessary to secure the proposed funding source(s).

Categorization of Project Type

The following project types will be utilized for project type categorization in the TIP. Only one (1) project type shall be selected which should categorize the major purpose and end product of the project.

- **Bicycle/Pedestrian**
 - Includes projects in which the main purpose and end product results in:
 - Bicycle Lanes/Bike Trails
 - Sidewalks/Bikeways
 - Multi-Use Path/Recreation Trails
 - Pedestrian Overpass/Underpass
 - Pedestrian Facilities
 - Bicycle Facilities and Amenities
 - **Bicycle Share Programs**
- **Capacity Project**
 - Includes projects in which the main purpose and end product results in:
 - Additional Lanes/Widening (any project creating additional travel lanes)
 - Bridge Replacement with Additional Lanes
 - New Bridge Crossing
 - New Interchange
 - New Highway
 - Ramp Modification (ex. if construction is to increase capacity)
 - Intersection Improvements (if purpose is to increase capacity)
- **Highway & Bridge Preservation**
 - Includes projects in which the main purpose and end product results in the following with no additional through travel lanes:
 - Bridge Replacement
 - Bridge Rehabilitation and/or Deck Replacement
 - Highway Reconstruction
 - Highway Rehabilitation
 - Highway Resurfacing/Overlay/Repaving
 - Interchange Reconstruction
 - Intersection Improvements (even with new turning lanes)

- Preservation
- Ramp Modification (ex. if construction is to bring it up to standard)
- ITS & TSM (Intelligent Transportation System & Transportation System Management)
 - ITS categorical projects
 - Signalization (as stand alone project such as signal coordination)
 - Ramp metering
 - Real Time Traveler Information
 - Message Boards
 - HOV and/or HOT lanes and/or Managed Lanes
 - Truck/Freight Lane Restrictions
 - Automatic Traffic Recording devices
 - Road Weather Information Systems (RWIS)
- Miscellaneous (as “stand alone” projects)
 - Corridor and/or Location Studies
 - Interpretive Signing
 - Landscaping
 - Rest Area & Scenic Overlook construction/reconstruction/rehabilitation
 - Signage
 - Street Lighting (ex. if installed to enhance an urban setting)
 - Traffic Calming
- Safety (as “stand alone” projects)
 - Guardrail Installation/Repair
 - Intersection Improvements (ex. if project is for safety reasons, not capacity)
 - Pedestrian Facilities Improvements
 - Rockfall Mitigation/Prevention
 - Railroad Crossing Improvements
 - Rumble Strip Installation
 - Signalization (other than ITS projects)
 - Sign Installation (ex. if installed for safety purposes)
 - Street Lighting (ex. if installed to improve safety)
- Transit
 - Commuter Rail/Streetcar/Light Rail Construction/Rehabilitation
 - Commuter Rail/Streetcar/Light Rail Rolling Stock Purchase
 - Park and Ride Lots
 - Transit Services (New or Expanded)
 - Transit Stations/Stops/Facilities/Bus Garages
 - Transit Technologies and Equipment
 - Vehicle/Bus Purchases
- Travel Demand Management (TDM)
 - Projects which reduce travel on roadways and/or during peak hours (i.e. congestion pricing, tolling)
 - Ride Sharing Programs
 - Van Pools
 - Alternate work schedules
 - Parking pricing/controls/management

Miscellaneous TIP Project Information

1. 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. (Refer to Map of the NHS in Appendix I).

2. 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.

3. 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.

4. 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.

5. 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.

6. Project Programming: Funding Under Tribal Transportation (TTP) Program

Tribal Transportation Program (TTP) Funds - 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:**

- 1). 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";
- 2). 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";
- 3). 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.];
- 4). The TTP funds are being used as match for any federally funded highway or transit project;
- 5). 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); or
- 6). The TTP funds are used in any project and the tribal government requests that it be listed in the TIP.
- 7). 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. (i.e. a "generic" project such as "*Pueblo of XYZ TTP Program, FFY 20xx, \$xxx.xx for roadway improvements.*")

7. Project Programming: Funding Under Federal Lands Highway Program (FLHP)

Projects utilizing Federal Lands Highway Program (FLHP) funding should be submitted to the FHWA Central Federal Lands Highway 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 also in conjunction with the tribal government for IRR funds). Federal agencies should inform MRMPO of any FLHP funding proposals and subsequent awards so the funding can be included in the TIP.

For Tribal Transportation Program funds see section 6 above.

8. Project Programming: Congestion Mitigation Air Quality (CMAQ) Program

Projects utilizing Congestion Mitigation Air Quality Program (CMAQ) funding should be submitted in the same manner as other FHWA funded projects. These projects will be programmed ~~through a process to be developed by NMDOT in the same manner as other projects.~~ However, prior to “Project Selection” or programming any CMAQ funds in the first or second year of the TIP, any lead agency planning on utilizing CMAQ funding for a project, or any phase of a project, must submit an assessment of the project’s expected emission reduction benefits. The most recent CMAQ program guidance shall be utilized for determining project eligibility and project selection.

[Currently, refer to *Interim Program Guidance, November 12, 2013– Congestion Mitigation and Air Quality (CMAQ) Improvement Program under Moving Ahead for Progress in the 21st Century (MAP-21)*. *FAST program guidance is still pending.*

~~Projects may be programmed with the anticipation they will utilize CMAQ funds in the 3rd, 4th, 5th and 6th years of the TIP, without conducting the assessment provided they meet other CMAQ project eligibility requirements.~~

~~CMAQ funding will not be programmed to any project in the 1st or 2nd years of the TIP until the assessment of the project’s expected emission reduction benefits is received and the project is selected by the MTB to receive the CMAQ funding. If a project is not selected to receive CMAQ funding, it will remain programmed in the outer year(s) of the TIP until a suitable funding category can be found for the project, enabling the CMAQ funds to be utilized on another CMAQ eligible project.~~

A quantified emissions benefits (i.e. emissions reductions) and disbenefits (i.e. emissions increases) should be conducted for all projects proposed to use CMAQ funding, except where it is not possible to quantify emissions benefits. The *Interim Program Guidance* defines the exceptions.

“Although quantitative analysis of air quality impacts is required for almost all project types, an exception to this requirement will be made when it is not possible to accurately quantify emissions benefits. In these cases, a qualitative assessment based on a reasoned and logical determination that the project or program will decrease emissions and contribute to attainment of a NAAQS is acceptable. Public education, marketing, and other outreach efforts, which can include advertising alternatives to SOV travel, employer outreach, and public education campaigns, may fall into this category. The primary benefit of these activities is enhanced communication and outreach that is expected to influence travel behavior, and thus air quality.”

Lead agencies have the responsibility to provide any data and information necessary to conduct (or which was used) in developing the assessment of the project’s expected emission reduction benefits and/or demonstrating other program eligibility requirements. An agency’s lack of providing all the requested data or information ~~prior to two weeks before a TPTG meeting for project selection~~ may disqualify the project from receiving CMAQ funding. Lead agencies shall work cooperatively with MRMPO staff to conduct the CMAQ analysis.

9. Project Programming: Transportation Alternative Program (TAP) and Recreational Trails Program (RTP)

NMDOT is responsible for administering TAP 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. Additionally, at its discretion, the selection committee may adjust the projects selected in an effort to program funds in a geographically equitable manner.

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 2018 and FFY 2019 Active Transportation Guide TAP: Project Selection Guide*.

10. Project Programming: Highway Safety Improvement Program (HSIP)

~~The NMDOT is currently in the process of revising the Highway Safety Improvement Program procedures and application guide. For more information contact NMDOT. The New Mexico Highway Safety Improvement Program (NM HSIP) is now operating a continuous, year-round process where it is soliciting, receiving, reviewing, and deciding on approval or rejection of applications concerning either proposed engineering type stand-alone transportation safety improvement projects or proposed non-construction safety programs. The fundamental purpose of such safety projects or programs is to reduce the risk of serious injuries or fatalities for any surface transportation mode of travel for any specific location or systems of locations on any public trail, sidewalk, roadway, railroad, or other transit way in the State of New Mexico.~~

~~Submittals from cities, counties, tribal governments, and other local agencies must be sent first to their respective Metropolitan Planning Organization (MPO) for initial review, processing, and approval and then have the MPO submit the safety project applications to the NMDOT General Office for final review and action. The NMDOT General Office will not communicate directly with local governments but only through their respective MPO during the safety project or program application solicitation and review phases. All city streets, county roads, and tribal roads, and other local government jurisdiction surface transportation mode facilities, such as trails, are eligible.~~

~~Decisions whether to recommend approval or denial of applications will be made at quarterly meetings of the NM Safety Project Selection Committee.~~

~~For more details on the *NM HSIP Procedures and Application Instructions*, please refer to the *NMDOT HSIP Project or Program Application Form and Instructions*.~~

~~11. Project Programming: Recreational Trails Program (RTP)~~

~~Reference *Recreational Trails Program Project Selection Guide* from NMDOT.~~

VIII. TIP DEVELOPMENT PROCESS

Process Overview

The biannual TIP development cycle which provides for a “new” TIP every two years, is synchronized with the four year MTP development cycle. Therefore, every other biannual TIP development coincides with the development of an updated MTP, with the other occurring half-way through the MTP development cycle. Thus, a new TIP is developed every 2 years. The MRMPO has the responsibility to initiate each new TIP cycle. Generally, this cycle begins in September with approval by the Metropolitan Transportation Board (MTB) in April followed with final approval by the FHWA and FTA. Appendix C establishes the *TIP Development Schedule* and Appendix K has flow charts describing the processes. Between the biannual TIP development cycle, revisions are made to the TIP as needed (see section X).

The Transportation Coordinating Committee (TCC) is responsible for developing the TIP. To achieve this task, the TCC has established a subcommittee, the Transportation Program Technical Group (TPTG) which develops a recommended TIP. TPTG actions will be taken based on group consensus, unless timely decisions cannot be made, at which time a majority vote of members or alternates present will be required. Non-voting advisory members are encouraged to attend all meetings and provide full input to TPTG discussions.

The recommended TIP is forwarded to the TCC for public review, comment, and recommendation, and subsequently submitted to the MTB for approval. Following MTB approval the TIP is forwarded to the NM Secretary of Transportation for approval and to be incorporated without modification into the Statewide Transportation Improvement Program (STIP). The STIP (with the TIP incorporated) is then submitted to the FHWA and FTA for approval [23 CFR 450.216(b) and 23 CFR 450.328(b)]

TIP Development & Concurrent TIP Amendment

Since a TIP is a program of projects based on the Federal Fiscal Year, each TIP becomes effective October 1st 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 be developed concurrently in order to accommodate all the changes required. The TIP Development Milestones noted here also apply to any necessary TIP Amendment concurrently developed to accommodate the “new” TIP.

TIP Development Milestones

Please refer to Appendix C for the TIP Development Schedule which parallels this section and Appendix K for the flow chart.

Step 1. Review TIP Development Process

Action 1-a. August or September or October – MRMPO Staff Presents an Overview of the TIP Development Process to the TPTG, TCC and MTB
MPO staff will review the TIP development process with appropriate groups.

Step 2. Determine Existing TIP Projects' Status

Before new projects are considered, existing TIP projects will be evaluated and summarized to assure that TPTG members have the information necessary for assessing how new projects will complement or supplement the previously approved program of projects.

All project sponsors are required to provide accurate updates for all projects in the current TIP on a monthly basis **and throughout approximately thirty (30) days prior to the beginning of the TIP development process (October-February)**. This information will provide the basis for identifying programmed projects which **need to be phased to accommodate project delivery deadlines and certification requirements**. **This information will also provide the basis** for identifying programmed projects which are not anticipated to be able to access the funds at the time they are currently programmed. **Lastly**, it will also be used to identify projects which will be identified as “carry-over projects” and will not be required to compete for funding in the new TIP.

If a project is included in the first four years of the currently-adopted TIP, but has experienced significant changes in project scope or funding, a new project proposal may be required. This decision will be made by MRMPO staff prior to the TPTG discussion and identification of carry-over projects. The thresholds for “significance” will be the same as those used to determine whether a TIP amendment would have been required if the change had occurred during the TIP program period (see criteria in section X).

Action 2. September – MRMPO Prepares Existing Projects Status Report

This information is analyzed by MRMPO staff who will prepare an Existing Projects Status Report for presentation at the October TPTG & TCC meetings.

Step 3. Issue Call for Project Proposals

Action 3-a. September – MRMPO Staff Distributes “Call for Proposals” packet

MRMPO will mail a “Call for Proposals” packet to the highest governmental official in each jurisdiction in the AMPA with electronic copies to the jurisdiction’s TCC member, notifying them of the opportunity to submit project proposals. The packet will include a copy of this document and all necessary forms, deadlines and schedules. Packets will also be mailed to other agencies that are eligible to

sponsor Federal-aid transportation projects, such as the NMDOT, public transit operators, Federal land management agencies, and to private citizens or private sector organizations that have requested TIP notification. Copies will be provided at the same time to all TPTG members.

Action 3-b. Mid-Sept. thru Mid-Nov. - Lead Agencies Prepare Project Proposals

Agencies/project sponsors shall have at least sixty (60) days to complete and submit project proposals.

Lead agencies may request additional funds for carry-over projects. However, these requests must be submitted during the project proposal step and the projects will be evaluated in relation to the new project proposals.

New projects that are the result of a TIP-funded study will be subjected to the same evaluation process and criteria as other new project proposals. Study recommendations will not be automatically funded for implementation.

MRMPO staff will provide assistance in completing project proposals when requested.

Lead agencies are responsible for fulfilling any internal requirements their jurisdiction requires for the submission of TIP proposals and/or revisions (i.e. approval by legislative body or official).

Action 3-c. Mid-November – Deadline for Submission of Project Proposals

The period for receiving project proposals will end at 5:00 p.m. on the date of the deadline, approximately sixty (60) days from the date of the Call for Proposals. Projects proposals must be received at the MRMPO offices or postmarked by that time. Any project proposals received after that date will be marked “late” and will not be considered. ~~They will be deferred until the next quarterly TIP Amendment cycle.~~

Action 3-d. Last Two Weeks of November – Initial Screening

MRMPO Staff Review of Proposals

On or before November 30th, MRMPO staff will review all project proposals for completeness and clarity. Staff will communicate with the designated project contact person should questions or issues need to be addressed.

Any project proposal that remains incomplete or has unresolved issues after this review period will not be considered and will be deferred until the next quarterly TIP Amendment cycle.

Initial Screening – Each project must meet certain minimum requirements.

These screening criteria are posed as “yes/no/not applicable” questions and no points are assigned. A “no” answer precludes the project from further consideration.

1. Is the proposed project **in or** consistent with the MTP (current MTP or the draft MTP under development) in terms of scope, termini, and timing?
2. Does the proposed project include a reasonable cost estimate and a funding plan?

3. Is the proposed project eligible for the requested Federal aid program?
4. If the proposed project is in the first four years of the TIP (Federal TIP) can the project meet NEPA, design, right-of-way and/or construction letting milestones within the TIP time frame?
5. Will the completed project comply with ADA requirements?
6. Will the project comply with Title VI (civil rights and environmental justice) requirements?
7. Is the proposed program of funding and project development schedule (timing of PE, design, ROW acquisition) reasonable to meet the March 15th deadline so federal funds can be obligated by the end of the proposed FFY.

Step 4. Establish Funding Estimates

As part of the TIP Financial Plan, estimates of available funds will be developed in accordance with Federal regulations. [23 CFR 450.324(h)] 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. [23 CFR 450.324(h)] 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 to 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, only those funds over 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 U.S.C. 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.*

The estimates shall be distributed to the TPTG, TCC and MTB. These estimates may be revised during the project evaluation and refinement process of TIP development, based on updated information. Development of accurate funding estimates is critical to the completion of a TIP that can be effectively implemented.

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. That is, the current levels of state, Federal, and local funds will be anticipated to continue at approximately the same levels through the six-year period covered by a given TIP. In addition, it will 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.

Action 4-a. September– MRMPO Staff, NMDOT & Public Transit Operators Meeting

On or before October 1st the MRMPO, NMDOT and public transit operators will meet and cooperatively develop estimates of funds that are “reasonably expected to be available” for the TIP from all fund sources. [23 CFR 450.324(h)]

Step 5. Evaluation of Projects

For all proposed projects meeting the “initial screening” criteria, further evaluation shall be performed.

- The MPO staff shall distribute to TPTG members copies of all project proposals submitted (those meeting initial screening criteria) by the various agencies proposing projects including any supporting documents, and make them available for public review and comment.
- Agencies proposing projects will be allowed to make a brief presentation on their set of proposed projects to the TPTG. ~~Agencies wishing to make a presentation should notify MPO staff at least 2 days prior to the December TPTG meeting.~~ The Chairperson of the TPTG shall allocate and regulate the time allotted for such presentations.
- The TPTG shall discuss the relative merits of all project proposals.
- The TPTG may request that MPO staff provide quantitative analyses of like projects to assist in the programming and prioritization of projects.

Representatives from agencies proposing projects are strongly encouraged to attend TPTG meetings and be prepared to answer these and other questions regarding their proposals.

Evaluation considerations to be discussed shall include, but are not limited to:

- Is the proposed project a performance strategy identified in the CMP?
- Is the proposed project a TCM contained in one of the SIPs?
- What are the proposed project’s air quality impacts?
- What are the proposed project’s benefits (if CMAQ eligible) as noted in the project’s CMAQ analysis?
- Is the proposed project already in the TIP?
- Is the proposed project a “second or third stage” of a previous or existing TIP project?
- Is the proposed project an ongoing project (ex. bus replacement)?
- Is the proposed project one that mitigates a major deficiency of an existing infrastructure?
- Have previous commitments to the proposed project been made by the MTB?
- How does the proposed project implement the goals of the MTP?
- In what way(s) is the proposed project significant to the entire metropolitan area?

Project Prioritization Process: 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.

- The TPTG will establish an ad hoc committee of one representative from each agency (minimum of five agencies) to review challenges to a project's technical assessment score. Any agency challenging a project's score must abstain from voting on the project's review.
- all projects will be reviewed based on various qualitative information such as the project's significance to the region, the local community, private sector involvement, land use, environmental justice and minority communities and other pertinent information. Please refer to *Project Prioritization Process Guidebook* which parallels this step.

Action 5-a. December – ITS Committee Meeting

On or before December 31st, the ITS Committee shall review all projects proposed for inclusion into the TIP to compare them to the Regional ITS Architecture. Any comments from the ITS Committee shall be given to the TPTG by December 31st.

Action 5-b. December – CMP Committee Meeting

On or before December 31st, the CMP Committee shall evaluate and discuss all projects proposed for inclusion into the TIP. The CMP Committee shall provide the TPTG with comments and/or a list of CMP projects by December 31st.

Action 5-c. December & January – TPTG Meeting(s)

On or before January 31st, the TPTG shall evaluate and discuss all projects proposed for inclusion into the TIP.

Step 6. Prepare 1st Draft TIP

The TPTG will program proposed projects to form the first draft TIP. Using the project information sheets, the TPTG will attempt to fund all projects with available resources by funding category, in accordance with Federal and state eligibility requirements. All projects programmed must be consistent with the current MTP or the MTP being developed concurrently with the TIP.

Step 7. Analyze & Refine Draft TIP and Prepare Final Draft TIP

After a 1st draft TIP has been developed, MRMPO staff will analyze the draft TIP to determine whether it conforms to **any applicable** air quality requirements, plans and regulations, the CMP, environmental justice, and financial constraint.

The results of each analysis and any recommended revisions, along with the impacts of the proposed revisions, will be provided to the TPTG for their consideration. Refinements to the draft TIP will be made as appropriate. If refinements are made, MRMPO staff will complete additional analyses as appropriate to assure that these Federal requirements and local goals have been met.

Action 7-a. End of February – Prepare Final Draft TIP

Based on any refinements needed, MRMPO staff shall prepare the Final Draft TIP.

Step 8. Committee Review & Recommendations

The Final Draft TIP will be presented to the PIC and the TCC for their recommendations to the MTB. The Final Draft TIP will also be sent to the CMP Committee and the ITS Committee for their review and comment. Concurrently, the Final Draft TIP will be provided to the NMDOT for inclusion, in its entirety, in the Draft Statewide Transportation Improvement Program (STIP). The TIP documentation will also include a program-level air quality conformity analysis (completed by MPO staff) **if the region is in nonattainment or limited maintenance status**. Following this work, the document will be released for formal public review.

Action 8-a. March – ITS Committee Meeting

On or before the March meeting of the TCC, the ITS Committee shall review the Final Draft TIP and send comments (if any) to the TCC before its March meeting.

Action 8-b. March – CMP Committee Meeting

On or before the March meeting of the TCC, the CMP Committee shall review the Final Draft TIP and send comments (if any) to the TCC before its March meeting.

Action 8-c. March/April – PIC Meeting(s)

On or before the March or April meeting of the TCC, the PIC shall make a recommendation to the MTB based on its review of the Final Draft TIP.

Action 8-d. March – TCC Meeting(s)

On or before March 31st, the TCC shall make an initial recommendation to the MTB based on its review of the Final Draft TIP and any comments from the ITS and CMP committees.

Step 9. Public Involvement

The MRMPO undergoes a continuous outreach process. Projects for the TIP are recommended by local governments, MRMPO and the NMDOT. Primary programming concerns at the TIP development level are related to addressing regional issues, the establishment of project priorities, and the assurance that projects are consistent with the MTP.

Action 9-a. Local Public Involvement

Citizen input should be accomplished at the earliest point in time when the sponsoring agency approves a list for projects to be submitted to MRMPO for funding. The project sponsor is responsible for providing appropriate citizen involvement at this level. Each local government has its own public involvement process for transportation issues. Since local governments submit projects to MRMPO for review and inclusion in the AMPA TIP, members of the public should take advantage of opportunities to provide input at the local level.

Action 9-b. Committee Updates & Public Information Meetings

Status reports will be provided to the PIC, TCC, and MTB at each of their meetings throughout the entire TIP development process, generally from September through April every second Federal fiscal year. In addition to the

formal public review period, selected meetings will be utilized to encourage earlier public involvement by the MPO. Selected meetings will be advertised as public information meetings and TIP information will be presented and comments will be received. These may be in conjunction with public information meetings for the developing MTP.

Action 9-c. March & April – Formal Public Review

The MRMPO will also provide an opportunity for public review of the draft TIP. The draft TIP will be released for public review and comment for at least fifteen (15) days to thirty (30) days. Copies of the document(s), along with a comment form will be distributed to various agencies and locations and posted on the MRCOG website (www.mrcog-nm.gov). Details about the MRMPO's public involvement efforts can be found in *Public Involvement Procedures for the Mid-Region Council of Governments acting as the Metropolitan Planning Organization for the Albuquerque Metropolitan Planning Area (P-05-01)*.

The written public comment period will end a few 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. Comments received will be summarized and/or distributed to the MTB. Finally, time will be allotted at that MTB meeting for public comment on the TIP. Each member of the public who comments on the draft TIP and provides their name and address or an email address, will receive a written or email response describing how the MTB responded to their input.

Action 9-d. April – TCC Meeting(s)

After the close of the public comment period, the TCC shall review public comments and make a final recommendation to the MTB based on its review.

Step 10. April – MPO Approval of the TIP

Action 10-a. April – Approval by the MTB

The Metropolitan Transportation Board (MTB) of the MRMPO shall vote on approval of the Transportation Improvement Program (and any concurrently developed amendment to the existing TIP) for the Albuquerque Metropolitan Planning Area. (Should the MTB not approve the TIP or delay action on the TIP, MPO staff shall proceed as directed by the MTB.)

Action 10-b. April – Send Approved TIP to NMDOT

Following the vote to approve the TIP, the MPO staff will incorporate any final revisions made by the MTB and formally send the approved TIP and/or amendment to the New Mexico Department of Transportation, STIP Coordinator and copy the District 3 Engineer. The MPO 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 Statewide Transportation Improvement Program (STIP).

Step 11. May – State Actions

Action 11-a. May – Approval by the Governor’s Designee and Review by the New Mexico State Transportation Commission

The NMDOT STIP Coordinator forwards the TIP to the New Mexico Secretary of Transportation for approval. [The Governor’s designee per letter dated January 22, 2003.]

Action 11-b. May – Incorporation of the TIP into the STIP

Following approval by the NM Secretary of Transportation, NMDOT shall, by reference or inclusion, incorporate the AMPA TIP into the STIP without modification [23 CFR 450.216(b) & 450.326(b)]. (Should the NM Secretary of Transportation not approve the TIP or delay action on the TIP, MPO staff shall confer with NMDOT staff.)

Action 11-c. May – Send Approved TIP/STIP to FHWA and FTA

The STIP (with the TIP incorporated) is presented to the New Mexico State Transportation Commission (NMSTC) for review.

Action 11-d. May– Send Approved TIP/STIP to FHWA and FTA

NMDOT shall be responsible for sending the TIP to the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) for their review and approvals.

Step 12. June – Review by the FHWA and FTA

Upon receipt of the STIP (which will have the TIP incorporated into it either directly or by reference) the FHWA and FTA shall review the TIP as noted in Federal regulations [23 CFR 450.328]. The FHWA and FTA shall review the process 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 U.S.C. 134 and 49 U.S.C. 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.”*

Action 12-a. June (approx.) – Approval by FHWA and FTA

Both agencies will send NMDOT their results of their review.

Action 12-b. June (approx.) – Notification from NMDOT of FHWA & FTA Decisions

NMDOT shall notify MRMPO of the decisions made by the FHWA and FTA.

Step 13. July 1st – Effective Date of the Concurrently Developed TIP Amendment

The TIP Amendment (concurrently developed to accommodate changes to the “existing” TIP) becomes effective following approval by the FHWA & FTA.

Action 13-a. July 1st – Incorporation of any Necessary TIP Amendment into the Current TIP and Distribution of Amended TIP

MPO staff will make changes to the TIP data base from the approved amendment and distribute the revised current TIP and post it on the MRCOG website.

Step 14. TIP Amendment(s) prior to October 1st

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 on October.

Step 15. October 1st – Effective Date of the “New” TIP

The TIP after approval by the MTB, the Governor’s designee, the FHWA, and the FTA becomes effective at the beginning of the new Federal Fiscal Year on October 1st.

Action 15-a. October 1st – Distribution of the New TIP

MPO staff will make any necessary changes to the TIP data base to reflect the approved new TIP and distribute the TIP and post it on the MRCOG website.

IX. TIP PROJECT SELECTION for IMPLEMENTATION

Federal Regulations provide a definition of project selection [23 CFR 450.104]:

“Project Selection means the procedures followed by MPOs, States, and public transportation operators to advance projects from the first four years of an approved TIP and/or STIP to implementation.”

Selection of projects for implementation from the list of projects in the approved TIP is necessary to decide which projects actually receive funding in any particular fiscal year. It is recognized that even with the best design and scheduling efforts, projects may not be ready to receive funding for a particular phase or a jurisdiction’s shifting priorities may require one project to be advanced over another. Criteria used for selection of projects are noted in the Project Selection Criteria section.

Selection of projects from the TIP shall be done in accordance with Federal Regulations [23 CFR § 450.330(c) & (e)] which state:

“In areas designated as TMAs, all 23 U.S.C. and 49 U.S.C. Chapter 53 funded projects (excluding projects on the National Highway System (NHS) and projects funded under the Bridge, Interstate Maintenance, and Federal Lands Highway programs) shall be selected by the MPO in consultation with the State and public transportation operator(s) from the approved TIP and in accordance with the priorities in the approved TIP. Projects on the NHS and projects funded under the Bridge and Interstate Maintenance programs shall be selected by the State in cooperation with the MPO, from the approved TIP. Federal Lands Highway program projects shall be selected in accordance with procedures developed pursuant to 23 U.S.C. 204.”

“In nonattainment and maintenance areas, priority shall be given to the timely implementation of TCMs contained in the applicable SIP in accordance with the EPA transportation conformity regulations (40 CFR part 93).”

To fully understand the Federal Regulations, three definitions are noted below [23 CFR 450.104]:

“Consideration means that one or more parties takes into account the opinions, action, and relevant information from other parties in making a decision or determining a course of action.”

“Consultation means that one or more parties confer with other identified parties in accordance with an established process and, prior to taking action(s), considers the views of the other parties and periodically informs them about action(s) taken.”

“Cooperation means that the parties involved in carrying out the transportation planning and programming processes work together to achieve a common goal or objective.”

Project Selection and the Six-Year TIP

[23 CFR 450.330(a)]

1. Projects In the 1st Year of the TIP

In accordance with Federal regulation the first year of the TIP shall constitute an “agreed to” list of projects for project selection purposes. Therefore, any project in the first year of the TIP is automatically considered “selected” and no further action is needed. During development of the TIP, projects to be included in the first year of the TIP shall be selected based on the criteria noted in the Project Selection Criteria section.

2. Projects In the 2nd, 3rd, and 4th Years of the TIP [23 CFR 450.330(a)]

In accordance with Federal regulation, to proceed with any project in the 2nd, 3rd, or 4th year of the TIP, specific project selection procedures must be followed. Project selection must be undertaken for several reasons. With time, the 2nd year of the TIP becomes the new current fiscal year, and some projects in the outer years are ready to be advanced, and some projects in the current fiscal year of a TIP are delayed resulting in “rolled-over” funds. As a result, project selection becomes a necessity for managing the TIP and maintaining fiscal constraint. Projects to be selected from the 2nd, 3rd, and 4th year of the TIP shall be selected based on the criteria noted in the Project Selection Criteria section.

3. Projects In the 5th and 6th Years of the TIP [23 CFR 450.330(a)]

In accordance with Federal regulations, projects in the 5th and 6th year are considered as informational only. In order to proceed with any project in the 5th or 6th year of the TIP, the TIP Amendment process must be followed in order to officially incorporate that project into the four-year Federal TIP. Projects to be advanced by amendment from the 5th and 6th year of the TIP shall be selected based on the criteria noted in the Project Selection Criteria section.

Project Selection and Funding Categories

[23 CFR 450.330(c)]

1. Project Selection: Most Projects - Except for Projects on the NHS, Bridge Funds or Funded Through the FLHP

According to Federal regulation, these projects are selected by the MPO in consultation with the State. Consultation with the State, through NMDOT, will be conducted through that agency’s involvement on the various committees of the MPO and their membership on the MTB.

2. Project Selection: Projects on the National Highway System (NHS)

Projects on any highway officially designated as part of the NHS regardless of fund source, shall be selected by the New Mexico Department of Transportation in

cooperation with the MPO. For project selection, NMDOT working cooperatively with the MPO will compare these projects to others based on the criteria listed in the Project Selection Criteria section. (See Map of the NHS in Appendix I.)

3. Project Selection: Projects Funded Under the Bridge Program

Projects funded under the Federal Bridge program (STP-Off System), regardless of highway location, shall be selected by the New Mexico Department of Transportation in cooperation with the local agency and MPO. For project selection, NMDOT working cooperatively with the MPO will compare these projects to others in the same funding category based on the criteria listed in the Project Selection Criteria section.

4. Project Selection: Federal Lands Highway Program (FLHP)

Projects funded under the FLHP shall be selected in accordance with 23 U.S.C. 204. Project selection is made by both the land management agency and the program administrator of Federal Highway Administration, Central Federal Lands Highway Division (CFLHD) located in Lakewood, Colorado and in conjunction with tribal governments if applicable.

Project Selection Criteria

These criteria will serve as guidance to the MPO and lead agencies for selecting projects for inclusion into the first year of the TIP and subsequently the next 2nd year that becomes the current fiscal year between biannual TIP development cycles. These criteria shall also apply to selecting projects for inclusion in the 3rd and 4th years of the TIP to serve as a prioritized list of projects to advance as necessary. Projects will be selected from those already programmed in the TIP. (Although discouraged and rare at this stage of the TIP cycle, newly proposed projects may be considered, provided they are consistent with the MTP, and do not adversely affect the region's air quality conformity or the congestion management process (CMP), and meet all other TIP project requirements.)

1. **Project Readiness** – is it likely that the funds programmed for the project will be obligated/awarded by the end of the FFY?
 - a. Will any necessary State/local agreement be approved in time?
 - b. Will design/development of the project be at a stage to allow the next funding to be obligated?
 - c. Will the procurement process (ex. vehicle purchases) be at a stage to allow for the funding to be acquired?
 - d. Will all local government approvals **and certifications** be obtained to allow for the obligation/award of the funds?

2. **Implementation of CMP projects** – Strategies should be developed as a result of the CMP. Projects implementing those strategies will be given priority by the MTB. [23 CFR 450.320]
 - a. Is this project located in a CMP corridor?

- b. Is this project in nonattainment area for **any regulated pollutant (i.e. ozone or carbon monoxide)?** ~~ozone or carbon monoxide?~~
- c. Does the project reduce SOV (single occupant vehicle) travel?
- d. Does the project add general purpose lanes?
- e. Does the project implement a strategy contained in the CMP?
- f. What is the projects technical assessment score from the Project Prioritization Process?

3. **Implementation of SIP TCMs** – Priority shall be given to these projects in nonattainment and maintenance areas [23 CFR 450.330(e)].

- a. Is this project located in a nonattainment or maintenance area?
- b. Does the project implement a TCM contained in the SIP?

X. TIP MANAGEMENT and INTERIM TIP YEARS

A new TIP is developed every two years. In the interim year, the 2nd year of the TIP becomes the current fiscal year. As projects develop they may experience delays or advancement which require changes in the TIP. In addition, the TIP must be fiscally constrained for each of the fiscal years of the TIP. This requires the TIP to be managed, and revised accordingly.

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?
- 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?

Based on the information provided and other information, the TIP will be revised, if necessary, according to procedures for TIP Revisions (see section XI and flow chart in Appendix K).

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 so as 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. This will be done by Administrative Modification or TIP Amendment as appropriate. At the June, July and August TPTG meetings, the "Project Selection" procedures will be followed to select projects for the new, current fiscal year program in order to propose any TIP Revisions that may be necessary to modify the TIP.

Guidelines for Advancement/Delay of Projects in the TIP

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 but are at greater risk when a change is needed after February-March of each year.

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: An agency may propose a "swap" of equal funding amounts with another existing, federal-aid, TIP project sponsored by that agency.

- 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.
- The cumulative amount of federal funds programmed in each funding category involved in the "swap" remain unchanged.

Intra-Agency: An agency may 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).

- 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.
- The cumulative amount of federal funds programmed in each federal funding category involved in the “swap” remain unchanged.

Intra-Agency: Any proposal involving a project not currently in the TIP shall require a regular TIP amendment.

Inter-Agency: An agency may propose a “swap” of equal funding amounts with another existing, federal aid project sponsored by another agency.

- 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.
- The cumulative amount of federal funds programmed in each funding category involved in the “swap” remain unchanged.

Inter-Agency: 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.

- 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.
- 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.

Action TM1-a. 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.

Action TM1-b. Follow-Up – MRMPO Revises TIP Accordingly

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

Action TM2. April - August TPTG meetings – Project Selection for New, Current FFY

If an issue arises after the March 15th deadline which delays a project, project selection procedures (see section VIII) 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.

XI. TIP REVISIONS

All projects or particular phase of the project included in the adopted TIP will be programmed to the amount needed to complete the project or phase and in a time frame that allows all project requirements to be met by the obligation authorization deadline. Unfortunately, project costs may rise or fall as a result of forces outside the project sponsor's control. In the same way, projects may not be able to be completed in the time frame originally estimated. For these and other reasons, sponsors may find it necessary to request revisions to the adopted TIP.

According to Federal regulations [23 CFR § 450.104] TIP *Revisions* are changes made to a TIP; these are further classified into two categories:

- TIP *Amendments* are major revisions which require public review and opportunity for comment, demonstration of fiscal constraint, a conformity determination (if necessary), and official approval by the Metropolitan Transportation Board. This is followed by submission to the New Mexico Secretary of Transportation for approval and subsequent approval by the FHWA and FTA.
- TIP *Administrative Modifications* are minor revisions which can simply be made by MRMPO staff after proper notification and verification that the change(s) falls into this category. All administrative modifications to the programmed funds of any project or group of projects must demonstrate fiscal constraint or be funding neutral.

Criteria Differentiating TIP Amendments and TIP Administrative Modifications

Amendments are required for:

- addition or deletion of any project (except as noted in the *Administrative Modifications* section below);
- substantial changes to the scope of a project (e.g. changing the number of through traffic lanes, changing the type of project such as from rehabilitation to reconstruction);
- 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 a TIP;
- changes in a project's total programmed amount greater than 20% of the sum of all programmed funds listed for the project in the four-year TIP (as of the date the project first appeared in the current active TIP or as noted in the most recent approved TIP Amendment affecting that project) or any amount greater than \$2,000,000 and projects with adjustments less than 20% or less than \$2,000,000 that are not scheduled for production [construction] before the next quarterly amendment;
- changes in a project's fund source(s) from- non-Federal to Federal;
- changes in the termini of a capacity project in which the termini is extended beyond the limits presented to the public during the public involvement process and/or beyond the limits noted in the environmental document; and

- the addition of secondary routes to a project.

Administrative Modifications can be made for:

- any revisions that do not meet the Amendment criteria listed above, such examples as:
 - changes made to an existing project's four-year total programmed amount less than 20% (up to \$2,000,000). This type of modification may be done **only one time** per project in the two-year life of the active TIP and should only be utilized as part of the federal authorization process to increase the programmed amount if the final estimate exceeds ~~or is less than~~ the current programmed amount. If a modification revises the federal funding of a project, but does not change the total amount programmed in the 4 year TIP, then this "one-time" rule has not been utilized.
 - The "four-year total programmed amount" shall be defined as the sum of all federal, state, local and tribal programmed funds listed for the project in the four-year TIP (as of the date the project first appeared in the current TIP or as noted in the most recent approved TIP Amendment revising that project's programmed amount).

Examples:

- If a modification simply moves a project's funds from one FFY to another in the 4 year TIP, the total remains the same, so the "one-time" rule does not apply.
- If a modification switches two or more projects by moving them from one FFY to another in the 4 year TIP, the total of each project remains the same, so the "one-time" rule does not apply.
- If a modification simply switches fund sources, the total remains the same, so the "one-time" rule does not apply.
- If a modification adds federal funds in one category and removes the same amount in another category in the same project, the total remains the same, so the "one-time" rule does not apply.
- If a modification adds federal funds to a project in the first 4 years of the TIP, the total has been increased, so the "one-time" rule does apply.
- If a modification reduces federal funds in a project in the first 4 years of the TIP, the total has been decreased, so the "one-time" rule does apply.
- If a modification moves federal funds from one project in the first 4 years of the TIP to another project, the total of one project has been decreased and the other increased, so even though the net change to the TIP is zero, the "one-time" rule does apply (provided both changes did not exceed 20% or \$2 million whichever is less).
- If an agency needs to increase its right-of-way federal funds it may do so in one of two ways.
 - a). The agency could move some construction funds from one FFY to another so the "one-time" rule would not apply, and then submit a TIP Amendment to put additional funds in construction. This increases the project's cost by amendment but now the 20% rule is applied to the new, higher total when and if the "one-time" rule is utilized.
 - b). The agency could increase the ROW funds by administrative modification in which case the project's total has been increased, so the "one-time" rule does apply, but the ROW funds were obligated on time. If construction is not anticipated within the two-year time frame of the active TIP, it doesn't matter that the "one-time" rule has been utilized.
 - If a project's funds are adjusted to change the previously estimated amount of FTA or FLHP funds in order to reflect the amount actually awarded, this falls

under allowable administrative modifications (continued below) and the "one-time" rule does not apply because the change is necessary to ensure fiscal constraint of those funds sources.

- minor changes to the scope of a project (such as a change that does not require any recertification);
 - minor changes to the termini (**up to ½ mile on each side**) of a project which falls within the termini of the approved environmental document **and** does not extend beyond the limits taken to the public during the public involvement process;
 - adding or deleting a project development phase of a project (Env. Doc, PE, Design, ROW, Constr. or Other) without major changes to the scope to the project;
 - moving a project's funds to another Federal Fiscal Year **provided** they are not being moved into or out of the first four FFY's of a TIP;
 - moving projects in any of the first four years of the TIP which may be advanced in place of another project in the first four years of the TIP including the movement of those funds to another Federal Fiscal Year **provided** they are not being moved into or out of the first four years of the TIP **and** show fiscal constraint [23 CFR 450.324(n)];
 - minor changes to funding sources of a project in the TIP (including switching Federal funding categories);
 - changes in a project's fund source(s) from Federal to non-Federal with no changes to the project's scope **provided** the funds have not been obligated (however, the disposition of the "freed-up" Federal funds remain under the authority of the MRMPO and are subject to TIP Revisions as appropriate);
 - ~~changes to a project's "Work Type" codes and other coding which do not change the amount of funds programmed;~~ (redundant with 5th bullet above)
 - changing a project's lead agency when agreed upon by the two agencies affected; and
 - changes made to an existing project's amount of non-federal funds, **as long as the project is NOT regionally significant.**
- In addition, the following changes shall also be considered Administrative Modifications:
 - changes made to an existing project's programmed FTA funds, National Scenic Byway funds, Emergency Relief funds (ER), Federal Lands Highway Program funds (FH, TTP, PRP, PLHD, WRR & DAR), and Federal Recreational Trail funds, **in order to reflect the actual amount awarded** by the federal agency and the corresponding required amount of matching funds;
 - adding, removing **or revising an existing project in** the TIP which utilizes **ONLY the following type of funds and no other Federal FHWA funds are programmed on the project and if the project is programmed in the current year of the STIP, otherwise it must follow the amendment procedures.** FTA funds, Emergency Relief funds (ER), Federal Lands Highway Program funds (FH, TTP, PRP,

PLHD, WRR & DAR), Federal Recreational Trail funds, or 100% state and/or local funds, **provided** the total project amount is **\$2,000,000 or less, and** the project is consistent with the MTP having minor impact on the overall metropolitan transportation system **and** it will not add or reduce through-travel lanes on any roadway functionally classified as an *urban minor collector* or *rural major collector* or higher; **and**

- adding, **combining, removing or revising an existing project in the** TIP which is split from a “parent project” **provided** the cumulative, total amount of Federal funding in each funding category in the parent and split projects remains intact **and** the overall scope of work intended to be accomplished does not change or affect NEPA. **and**
- ~~○ combining two or more projects already in the TIP **provided** the cumulative, total amount of Federal funding in each funding category of the combined projects remains intact **and** the overall scope of work intended to be accomplished does not change.~~

Amendments to the TIP

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 the MTB meetings in a timely fashion which allows NMDOT to incorporate the TIP amendment into the STIP amendment for review by the State Transportation Commission.

For all TIP Amendments the opportunity for public participation will be provided in accordance with *Public Involvement Procedures for the Mid-Region Council of Governments* [23 CFR § 450.326(a)].

- All proposed TIP Amendments will be available for public review and comment and posted on the MRCOG website (www.mrcog-nm.gov) for at least fifteen (15) days prior to the vote by the MTB. MRMPO staff will review any comments received and make any necessary recommendations regarding appropriate ways to address any concerns. Additionally, time will be allotted at the MTB meeting for public comment on the TIP Amendment prior to the vote.

After approval by the MTB the Amendment the MPO staff will incorporate any final revisions made by the MTB and formally send the approved TIP amendment to the New Mexico Department of Transportation's STIP Coordinator and copy the District 3 Engineer. The MPO will transmit electronic data from the TIP database to the STIP Coordinator with a request to forward the TIP amendment for approval by the Governor's designee and incorporate it into the Statewide Transportation Improvement Program (STIP) amendment. The STIP/TIP amendment is then forwarded to FHWA and FTA for approval and is. [23 CFR 450.326(a)] A *Quarterly Amendment Cycle* has been

established for the TIP and STIP per NMDOT procedures. (See Appendix E, for TIP Quarterly Amendment Cycles and Timeline and Appendix K for a flow chart describing the revision process.) Should the NM Secretary of Transportation or FHWA or FTA not approve the TIP or delay action on the TIP, NMDOT staff shall confer with MPO staff.

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. The following steps must be followed.

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.

Corrective Actions

Corrective actions are used when projects in the STIP or TIP do not currently meet all STIP/TIP requirements, and further actions by the state, MPO, or lead agency is needed to meet or complete the requirements. Corrective actions may include the following:

- Projects with poor or no fiscal information. Projects may be approved and included in the STIP/TIP as soon as funding is assured and fiscal constraint is determined.
- Funding cannot be assured for a specific phase of a project and proposed innovative financing package is not yet complete. Project can be amended into the STIP when the funding estimate and source are identified. Such projects can be listed as "illustrative projects" in the TIP [23 CFR 450.328(e)] but no federal action may be taken on the project until it is fully amended into the TIP.
- Projects in the STIP/TIP are determined to not be consistent with or in the metropolitan transportation plan (MTP). Project will be approved when the MTP is amended.

Conditional or Partial Approval of TIP Amendments

The TIP and all TIP Amendments are reviewed by the FHWA and FTA as part of the state's STIP. The FHWA and FTA can approve the STIP subject to certain corrective actions being taken; or under special circumstances, approve a partial STIP covering only a portion of the state. The FHWA and FTA shall review the STIP or the amended STIP and make a joint finding on the extent to which the STIP is based on a statewide transportation planning process that meets or substantially meets the requirements of 23 USC § 134 & 135, 49 USC § 5303 & 5304, and subparts A, B & C of 23 CFR § 450. Approval, conditional approval, and partial approval shall be issued in accordance with 23 CFR 450.218(b), and in accordance with 23 CFR 450.328 and 23 CFR 450.334(a) for the metropolitan area TIP.

There are special circumstances that may result in a partial STIP approval:

- The rural portion of the STIP, or the metropolitan TIP could not meet the set STIP schedule, and other portions of the STIP were ready to be advanced for approval. The state/NMDOT requested partial approval for the advanced portion only.
- The metropolitan TIP did not have the conformity determination analysis completed yet, but the rural portion of the STIP was completed. The state/NMDOT requested approval of the rural portion of the STIP.
- The state/NMDOT did not have adequate public involvement procedures, which resulted in delaying the rural portion of the STIP. The MPO's TIPs had adequate public involvement and met all TIP requirements. The state/NMDOT was facing a lapsed STIP and decided to move forward the TIPs for partial STIP approval.
- The reverse of the situation stated above.
- Federal Lands Highways Program projects could not meet the set STIP schedule.

If FHWA and FTA jointly determine that the STIP or amendment does not substantially meet the requirements of 23 USC § 135 and 23 CFR 450.220 for any identified categories of projects, they will not approve the STIP or amendment [23 CFR 450.219(b)]. Congressionally earmarked projects may be conditionally approved subject to meeting all applicable planning and environmental requirements.

XII. REVISING TIP POLICIES and PROCEDURES

Administrative Changes

This document may be revised by MRMPO staff in order to incorporate changes in Federal legislation and/or regulations. All MPO committees, the MTB and all lead agencies shall be notified of such changes with appropriate explanation. Revised documents will be distributed and posted on the MRCOG website.

Appendices Changes

MPO staff may update the appendices to this document as necessary. All MPO committees, the MTB and all lead agencies shall be notified of such changes with appropriate explanation. Revised documents will be distributed and posted on the MRCOG website.

Substantive Changes

All other changes shall be brought before the TPTG and the TCC for their review and recommendations. The MTB shall approve all substantive changes. Revised documents will be distributed and posted on the MRCOG website.



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

APPENDICES

Approved by the Metropolitan Transportation Board – October 23, 2008
Revisions Approved by the Metropolitan Transportation Board - October 15, 2010
Revisions Approved by the Metropolitan Transportation Board - April 20, 2012
Revisions Approved by the Metropolitan Transportation Board – October 17, 2014
Revisions Approved by the Metropolitan Transportation Board – October 21, 2016

Mid-Region Metropolitan Planning Organization

Mid-Region Council of Governments

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APPENDIX A

Abbreviations & Definitions

Used in the

Metropolitan Transportation Plan (MTP)

and the

Transportation Improvement Program
(TIP)

and other planning documents

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Appendix A

ABBREVIATIONS & DEFINITIONS

ADA – Americans with Disabilities Act

Administrative Modification – A minor revision to a TIP, STIP or MTP. Criteria differentiating amendments from administrative modifications are established by Federal regulations and the MPO. (Refer to section X, *TIP Revisions*)

Amendment – A major revision to a TIP, STIP or MTP. Criteria differentiating amendments from administrative modifications are established by Federal regulations and the MPO. (Refer to section X, *TIP Revisions*)

AMPA – Albuquerque Metropolitan Planning Area (boundary coincides with the Transportation Management Area (TMA) for the Albuquerque area).

ARRA – American Reinvestment and Recovery Act of 2009 (Economic Stimulus)

Available funds – funds derived from an existing fund source dedicated to 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.

AWDT – Average Weekday Traffic

BIA – U. S. Bureau of Indian Affairs

BLM – Bureau of Land Management of the U. S. Department of the Interior

BRR – Bridge Rehabilitation & Replacement program which is a category of Federal aid to states

BRT - Bus Rapid Transit which is a level of bus service which copies several characteristics of light-rail. ABQ Ride's Rapid Ride is a "starter" BRT system.

Carry-over Projects – Projects that have not had funds obligated, are in the current federal fiscal year, have experienced an unavoidable delay, and are authorized to move into the next fiscal year.

CFR – Code of Federal Regulations

CMAQ – Congestion Mitigation/Air Quality which is a category of Federal aid to states

CMP – Congestion Management Process

CO – Carbon monoxide which is one of the pollutants generated by vehicle emissions

CO₂ – Carbon dioxide which is one of the greenhouse gases suspected of accelerating

climate change

Committed funds – funds that have been dedicated or obligated for transportation purposes. For State funds that are not dedicated to transportation purposes, only those funds over 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 U.S.C. 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.

Conformity – a Clean Air Act (42 U.S.C. 7506(c)) requirement that ensures that Federal funding and approval are given to transportation plans, programs and projects that are consistent with the air quality goals established by a State Implementation Plan (SIP). Conformity, to the purpose of the SIP, means that transportation activities will not cause new air quality violations, worsen existing violations, or delay timely attainment of the NAAQS. The transportation conformity rule (40 CFR part 93) sets forth policy, criteria, and procedures for demonstrating and assuring conformity of transportation activities.

Consideration – means that one or more parties takes into account the opinions, action, and relevant information from other parties in making a decision or determining a course of action.”

Consultation – means that one or more parties confer with other identified parties in accordance with an established process and, prior to taking action(s), considers the views of the other parties and periodically informs them about action(s) taken.”

Cooperation – means that the parties involved in carrying out the transportation planning and programming processes work together to achieve a common goal or objective.”

CRDC – Central Region Design Center of NMDOT

D3 or D-3 – NMDOT District 3

DAR – Defense Access Road (ex. roads on Kirtland Air Force Base)

DE – Design phase of project development. It is also an abbreviation for District Engineer, the director of a NMDOT District.

DMD – Department of Municipal Development of the City of Albuquerque

EA – Environmental Assessment

ED – Environmental Document also refers to the phase of project development

EIS – Environmental Impact Statement

EPA – U. S. Environmental Protection Agency.

FAA – Federal Aviation Administration

FAST Act – Fixing America’s Surface Transportation Act transportation legislation

FH – Forest Highway program which is a subcategory of the FLHP.

FHWA – Federal Highway Administration

Financially Constrained or Fiscal Constraint – means that the metropolitan transportation plan, TIP, and STIP includes sufficient financial information for demonstrating that projects in the metropolitan transportation plan, TIP, and STIP can be implemented using committed, available, or reasonably available revenue sources, with reasonable assurance that the federally supported transportation system is being adequately operated and maintained. For the TIP and the STIP, financial constraint/fiscal constraint applies to each program year. Additionally, projects in air quality nonattainment and maintenance areas can be included in the first two years of the TIP and STIP only if funds are “available” or “committed.”

FLHP – Federal Lands Highway Program which is provides funding for highways on Federal lands including national parks and monuments, national forests, Indian reservations, wildlife refuges, and Bureau of Land Management lands.

FONSI – Finding of No Significant Impact, an environmental determination.

FRA – Federal Railroad Administration

FTA – Federal Transit Administration

FTA 5303 – refers to 49 U.S.C. Section 5303 which provides funding for metropolitan planning for transit.

FTA 5307 – refers to 49 U.S.C. Section 5307 which provides funding for transit for large urban areas (ABQ Ride is the designated recipient).

FTA 5308 – refers to 49 U.S.C. Section 5308 which provides funding for transit projects utilizing clean fuels.

FTA 5309 – refers to 49 U.S.C. Section 5309 which provides funding for projects for transit vehicles and facilities.

FTA 5310 – refers to 49 U.S.C. Section 5310 which provides funding for human services transit.

FTA 5311 – refers to 49 U.S.C. Section 5311 which provides funding for small urban transit programs such as Los Lunas Transit and Sandoval Easy Express. These funds are further broken down into Administration, Capital and Operating funds.

FTA 5311 (c) – refers to 49 U.S.C. Section 5311(c) which provides funding for transit on Indian Reservations, this is often referred to as “Tribal Transit”.

FFY – Federal Fiscal Year. In this document, unless otherwise noted, FY refers to the Federal Fiscal Year which begins October 1st and ends September 30th.

Governor’s Designee – the person authorized to act on behalf of the Governor to approve a metropolitan area’s TIP pursuant to 23 CFR 450. In accordance with a letter dated January 22, 2003, that person is the New Mexico Secretary of Transportation.

HOV – High Occupancy Vehicle

HOT – High Occupancy Toll lane

HPMS – Highway Performance Monitoring System

HPP – High Priority Project, also know as “ear marks”, these projects are specified by Congress to utilize designated Federal funds. The funds designated are usually set-aside from the overall amount of Federal funds coming into the region; they are not money above and beyond what is already designated for the metro area.

HSIP – Highway Safety Improvement Program, a federal funding category often referred to as Safety funds.

IJR – Interchange Justification Report which is an analysis used to indicate whether a new interchange on the Interstate system should be built and, if so, when.

IRR – Indian Reservation Roads program which is a subcategory of the FLHP. This has been replaced by the Tribal Transportation Program (TTP) under MAP-21.

ISTEA – Intermodal Surface Transportation Efficiency Act of 1991 which is one of two landmark bills preceding SAFETEA-LU guiding surface transportation planning.

ITS – Intelligent Transportation System which is defined as electronics, photonics, communications, or information processing used singly or in combination to improve the efficiency or safety of a surface transportation system.

KAFB – Kirtland Air Force Base

LMP – Limited Maintenance Plan which refers to an air quality plan for implementation within a geographic area designated to be in limited maintenance for a specific pollutant (e.g. carbon monoxide).

LOS – Level of Service, one tool used for categorizing highway congestion

Maintenance Area – any geographic region of the United States that the EPA previously designated as a nonattainment area for one or more pollutants pursuant to the Clean Air Act Amendments of 1990, and subsequently redesignated as an attainment area subject to the requirement to develop a

maintenance plan under section 175A of the Clean Air Act, as amended.

MAP – Municipal Access Program, a state funding category.

MAP-21 – Moving Ahead for Progress in the 21st Century the 2012 transportation bill.

MDS – Mesa del Sol which is a large, proposed planned community on the south end of the City of Albuquerque.

MPO – Metropolitan Planning Organization which is defined by Federal regulation as the policy board of an organization created and designated to carry out the metropolitan transportation planning process.

MRCOG – Mid-Region Council of Governments which administratively houses MRMPO, the designated MPO for the Albuquerque Metropolitan Planning Area.

MRMPO – Mid-Region Metropolitan Planning Organization

MTB – Metropolitan Transportation Board which is the policy making, governing body of an MPO.

MTP – Metropolitan Transportation Plan which is the official multimodal transportation plan addressing no less than a 20-year planning horizon that is developed, adopted, and updated by the MPO through the metropolitan transportation planning process. All TIP projects must conform to the MTP. In some metro areas an MTP is referred to as a Long Range Transportation Plan.

NAAQS – National Ambient Air Quality Standards

NEPA – National Environmental Policy Act

NHS – National Highway System. This refers to highways officially classified as part of the “National Highway System” and it also refers to an older category of Federal funding.

NMAC – New Mexico Administrative Code

NMDOT – New Mexico Department of Transportation

NPS – National Park Service

NPS – Non-Point Source, which refers to sources of air pollution not attributed to a particular location (motor vehicles fall within this category).

O₃ – Ozone a pollutant attributed to both point source and non-point source pollution generators

Obligated Projects – strategies and projects funded under title 23 U.S.C. and title 49 U.S.C. Chapter 53 for which the supporting Federal funds were authorized and committed by the State or designated recipient in the preceding program year, and authorized by the FHWA or awarded as a grant by the FTA.

Out-of-Cycle Amendment – A rare amendment to the TIP for which circumstances require it to be processed outside of the TIP *quarterly amendment cycle*.

PBTAG – Pedestrian and Bicycle Technical Advisory Group

PdN – Paseo del Norte, NM 423

PdV – Paseo del Volcan, NM 347

PE – Preliminary Engineering phase of project development

PIC – Public Involvement Committee of the Albuquerque Metropolitan Planning Organization

PMT – Person Miles Traveled, the cumulative miles traveled by people in a certain time period on a selected route. This measure accounts for the actual number of people a highway, route or transit system moves. It is helpful comparing various modes of transportation and/or HOV and HOT lanes.

PRP – Park Roads and Parkways program which is a subcategory of the FLHP.

PS – Point Source, which refers to sources of air pollution which are attributed to a particular location (such as a smokestack).

Quarterly Amendment Cycle – The timeframe established to process TIP amendments which coincides with the New Mexico Transportation Commission Quarterly Amendment Cycle.

Regionally Significant Project refers to transportation projects that are not necessarily funded with Federal funds yet has a major impact on the transportation system of the metropolitan area. Refer to section V of the *TIP Policies and Procedures* for a more detailed definition.

Revision – A change to a TIP or STIP that occurs between periodic updates (every two years in NM). A major revision is an “amendment” while a minor revision is an “administrative modification”.

ROW – Right-of-Way or Rights-of Way

RTP – Recreational Trails Program

SAFETEA-LU – Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users which is the name of the previous Federal bill signed into law on August 10, 2005.

Section 130 – a federal funding category for Railroad Crossing Hazard Elimination and Railroad Protective Devices (ex. crossing gates)

SIP – State Implementation Plan, a statewide plan that addresses air quality nonconformance issues in order to implement requirements of the Clean Air Act.

SOV – Single Occupant Vehicle

SRTS – Safe Routes to Schools, a federal funding category specifically aimed to improve safety of school children.

State GF- State General Funds

State ST – State Severance Tax funds

STIP – Statewide Transportation Improvement Program which is a statewide prioritized list of transportation projects covering a four year period. A STIP incorporates metropolitan TIPs “without modification” per Federal regulations.

STP – Surface Transportation Program which is a category of Federal aid to states

STP-Disc – Surface Transportation Program-Discretionary. A subcategory of STP funds also known as “ear marks”, these projects are specified by Congress to utilize designated Federal funds. The funds designated are usually set-aside from the overall amount of Federal funds coming into the region; they are not money above and beyond what is already designated for the metro area.

STP-Flex – Surface Transportation Program-Flex. A subcategory of STP funds with greater flexibility.

STP-S – Surface Transportation Program-Small Urban. A subcategory of STP funds for small urban areas and urban clusters (in the AMPA they are Los Lunas UZA and the Santo Domingo Urban Cluster).

STP-U or **STP-LU** – Surface Transportation Program-Large Urban. A subcategory of STP funds for large urban areas (in the AMPA that is the Albuquerque UZA).

TAP - Transportation Alternatives Program which has several subcategories for rural, small urban, and large urban areas and flexible funds.

TCC – Transportation Coordinating Committee, a committee of the MTB.

TCM – Transportation Control Measures, any measure that is specifically identified and committed to in the applicable SIP that is either one of the types listed in section 108 of the Clean Air Act or any other measure for the purpose of reducing emissions or concentrations of air pollutants from transportation sources by reducing vehicle use or changing traffic flow or congestion conditions. Notwithstanding the above, vehicle technology-based, fuel-based, and maintenance-based measures that control the emissions from vehicles under fixed traffic conditions are not TCMs.

TCSP – Transportation, Community, and System Preservation Program, a category of federal funding.

TCTC - Transportation Conformity Technical Committee

TDM – Travel Demand Management

TEA-21 – Transportation Equity Act for the 21st Century which is one of two landmark

bills preceding SAFETEA-LU guiding surface transportation planning.

TIP – Transportation Improvement Program which is a prioritized list of transportation projects for a metropolitan planning area covering a minimum four year period. All TIP projects must conform to the MTP. A TIP is to be incorporated into the STIP “without modification” per Federal regulations.

TIP Revisions – these are any change made to a TIP; they fall into two categories: *TIP Amendments* and *TIP Administrative Modifications*. (Refer to section X, *TIP Revisions*)

T/LPA – Tribal/Local Public Agency

TMA – Transportation Management Area (in Albuquerque its boundary coincides with the AMPA) is an urbanized area over 200,000 population designated by the Bureau of Census and Secretary of Transportation.

TPU – same as STP-U

TPTG – Transportation Program Technical Group, a subgroup of the TCC.

TTP- Tribal Transportation Program is a formula-driven program providing transportation funds to tribal governments. This program replaces the previous Indian Reservation Roads program.

UPWP – Unified Planning Work Program which establishes the planning work that will be undertaken utilizing Federal planning funds.

Urban Area – A geographic area defined by the US Census Bureau. Urban areas are classified according to population. The large urban area comprising the Albuquerque Urbanized Area (UZA) does not coincide with the boundaries of the Albuquerque Metropolitan Planning Area (AMPA). The AMPA includes all of the Albuquerque UZA and all of the Los Lunas UZA in addition to rural areas beyond the two UZAs.

USDOT – United States Department of Transportation which includes both the FHWA and FTA.

USF&WS - United State Fish and Wildlife Service

USFS – United States Forest Service

UZA – Urbanized Area as defined by the US Census Bureau (see above).

V/C – Volume/Capacity, which is the ratio of a roadway’s (or transit route’s) total usage compared to its maximum carrying ability in a defined time period.

VMT – Vehicle Miles Traveled, the cumulative miles traveled by all vehicles in a certain time period on a selected route.

WIPP/DOE – Waste Isolation Pilot Program/Dept. of Energy, a federal funding category for very specialized projects.

APPENDIX B

TPTG Membership

Appendix B

TPTG MEMBERSHIP

Transportation Program Technical Group (TPTG) membership – As the technical task group of the TCC responsible for TIP development, the TPTG membership is subject to TCC approval. For the purpose of developing the TIP, the TPTG will consist of representatives as noted below.

Voting Membership will represent:

- One member each from the following agencies of the City of Albuquerque
 - Environmental Health
 - Council Services
 - Planning
 - Department of Municipal Development – Engineering
 - Department of Municipal Development – Traffic Operations
 - Transit – ABQ Ride
- Three members from Bernalillo County
- Two members from the City of Rio Rancho
- One member each from each of the following jurisdictions if they are a full-voting member of the MTB:
 - Sandoval County
 - Valencia County
 - City of Belen
 - City of Rio Communities
 - Town of Bernalillo
 - Town of Peralta
 - Village of Bosque Farms
 - Village of Corrales
 - Village of Los Lunas
 - Village of Los Ranchos de Albuquerque
 - Village of Tijeras
 - Pueblo of Cochiti
 - Pueblo of Isleta
 - Pueblo of Laguna
 - Pueblo of San Felipe
 - Pueblo of Sandia
 - Pueblo of Santa Ana
 - Pueblo of Santo Domingo
 - To'Hajiilee Navajo Nation
- Two members from the NMDOT
- One member from the Rio Metro Regional Transit District

Non-voting Advisory members shall be invited to represent:

- NMDOT Transit and Rail Bureau
- Federal Highway Administration-New Mexico Division (FHWA-NM)
- Federal Transit Administration (FTA)
- Greater Albuquerque Bicycling Advisory Committee
- City of Albuquerque Aviation Department
- Albuquerque/Bernalillo County Air Quality Control Board
- One member each from
 - Albuquerque Metropolitan Arroyo Flood Control Authority (AMAFCA)
 - Southern Sandoval County Arroyo Flood Control Authority (SSCAFCA)
 - East Sandoval County Arroyo Flood Control Authority (ESCAFCA)
- One advisory member each from any Pueblo, Tribal Government or municipality which is not a full-voting member of the MTB but is eligible for membership.
- One advisory member each from any school district in the AMPA
- U.S. Fish and Wildlife Service
- U.S. Forest Service
- U.S. National Park Service

TPTG actions will be taken based on group consensus, unless timely decisions cannot be made, at which time a majority vote of members or alternates present will be required. Non-voting advisory members will be encouraged to attend all meetings and provide full input to TPTG discussions.

APPENDIX C

TIP Development Schedule

Appendix C

TIP DEVELOPMENT SCHEDULE

Please refer to section VII, *TIP Development Process* in the main document. The step numbers referred to in this appendix are further explained in section VII.

Step	Item	Timeframe/Comments	FFY 2018-2023 TIP Development Cycle
1	Review TIP Development Process with various groups and committees	approx. at start of development cycle	August 2016
2a	Obtain Project Status for All Existing TIP Projects	ongoing monthly at TPTG	monthly
3a	Issue Call for Project Proposals and Distribute TIP Policies & Procedures and Forms	Mid-September	Sept. 19, 2016
2a	MPO Staff Analysis of Existing TIP Projects' Status	Mid-September	Sept. 15 th
2b	Complete Analysis of Current TIP Projects & Existing Project Information	for October TPTG & TCC meetings	Sept. 30 th
4a	Establish Funding Estimates	in cooperation with NMDOT & public transit operators	on or before Oct. 1 st
3c	Deadline for Submission of TIP Project Proposals	min. 60 days after solicitation	Monday Nov. 28, 2016
3d	Initial Screening by MPO Staff	allow approx. 2 weeks after submission deadline	Nov. 28, 2016
5a	ITS Comm. Review of Proj. Proposals	December ITS Comm. mtg.	Dec. tbd, 2016
5b	CMP Comm. Evaluation of Projects	December CMP mtg.	Dec. 30, 2016
5	Begin Evaluation of Projects	regular TPTG mtg.	Nov. 29, 2016
5	Continue/Finish Evaluation of Projects	regular TPTG mtg.	Jan. 10, 2017
5-6	Finish Evaluation of Project Submittals & Begin TIP Development	special TPTG mtg.	Jan. 17, 2017
6	Prepare 1 st Draft TIP	regular TPTG mtg.	Jan. 31, 2017
7	Analyze/Refine/Prepare Final Draft TIP	special TPTG mtg.	Feb 14, 2017
7a	Final Draft TIP for Public Review	on or before Feb. 28th special TPTG mtg.	Feb. 28, 2017
8a	ITS Committee Review & Comment	March ITS Comm. meeting	March tbd, 2017
8b	CMP Committee Review & Comment	March CMP Comm. meeting	March 3, 2017
8c	PIC Review & Program Recommendation & TIP Public Meeting	March or April PIC meeting	Mar/April 2017
8d	TCC Review & Initial Recommendation	March TCC meeting	March 3, 2017
*9c	Begin Formal Public Comment Period	minimum 30 days prior to adoption	March 6, 2017
9c	Public Written Comment Period Ends (verbal comments may be made at MTB mtg.)	Minimum 30 days after start of public comment	April 6, 2017

Step	Item	Timeframe/Comments	FFY 2018-2023 TIP Development Cycle
9d	TCC Final Review & Recommendation	After close of public comment period	April 7, 2017
10a	Final TIP Approval by MTB	MTB meeting in April	April 21, 2017
10b	Send TIP to NMDOT for Approval and incorporation into the STIP	within one week following MTB approval	on or before April 30 th
11a	Approval of TIP by Governor's Designee	in May	May 2017
11b	TIP Incorporated into STIP	Immediately following approval in May	May 2017
11c	STIP (with TIP incorporated) is presented to the NMSTC for review	at the May NM State Transp. Comm. mtg.	May-tbd-2017
11d	NMDOT sends STIP (with TIP) to FHWA and FTA for Approval	Immediately following NMSTC review in May	Last week May or 1 st week June
12	FHWA & FTA Approval of STIP/TIP	In conjunction with STIP after submission to FHWA & FTA by NMDOT	June 2017
13	Effective Date of Amended TIP	By Beginning of FY Quarter	July 1, 2017
13a	Incorporate any Necessary TIP Amendment into the Current TIP	By Beginning of FY Quarter	July 1 st
13a	Distribution of Amended TIP	Beginning of FY Quarter	July 1 st
14	Amendments to Pending "New" TIP Requested Before October 1	Hold until 1st TIP Amendment for New FFY	---
15	Effective Date of "New" TIP	Beginning of Federal FY	Oct. 1, 2017
15a	Distribution of "New" TIP	Beginning of Federal FY	Oct. 1 st

* In addition to public involvement steps 9a & 9b, public involvement is to be occurring simultaneously with the entire TIP development process and throughout the project development process by lead agencies.

APPENDIX D

TIP Management: Project Status Update Schedule

Appendix D

TIP MANAGEMENT and PROJECT STATUS UPDATE SCHEDULE

Please refer to section IX, *TIP Management and Interim Years* in the main document. The step numbers referred to in this appendix are further explained in section IX.

Step	Item	Time Frame
TM1-a	MRMPO Staff: Discuss TIP Projects' Status at Each Transportation Program Technical Group (TPTG) Meeting	monthly
TM1-a	Lead Agencies: Provide TIP Projects' Status Updates	monthly and as necessary <i>(Via email if no TPTG)</i>
TM1-b	MRMPO Staff adjusts TIP and/or prepares TIP Amendment accordingly	Administrative Modifications will be done monthly & Amendments will be processed Quarterly per TIP Amendment Schedule
TM2-a	Implement Project Selection for the next Federal Fiscal Year.	April - August TPTG meetings
TM2-b	MRMPO Staff adjusts TIP and/or prepares TIP Amendment accordingly	Administrative Modifications will be processed monthly and TIP Amendments per Schedule

APPENDIX E

TIP Quarterly Amendment Cycles Timeline

TIP QUARTERLY AMENDMENT CYCLES – Timeline through 4th Quarter of Federal Fiscal Year 2018
Mid- Region Metropolitan Planning Organization - Albuquerque, NM

Amendment Event	1 st Cycle for FFY 2017	2 nd Cycle for FFY 2017	New TIP & amend. to current TIP	3 rd Cycle for FFY 2017	4 th Cycle for FFY 2017	1 st Cycle for FFY 2018	2 nd Cycle for FFY 2018	3 rd Cycle for FFY 2018	4 th Cycle for FFY 2018
Lead Agencies' Deadline for Submission of TIP Amendments Proposals	10-17-2016 By 5:00pm	01-17-2017 By 5:00pm	11-28-2016 By 5:00pm	04-17-2017 By 5:00pm	07-17-2017 By 5:00pm	10-16-2017 By 5:00pm	01-16-2018 By 5:00pm	04-16-2018 By 5:00pm	07-16-2018 By 5:00pm
TPTG - Review & Recomm.	11-01-2016	01-31-2017	04-04-2017	05-02-2017	08-01-2017	10-31-2017	01-30-2018	05-01-2018	07-31-2018
Prelim MPO - Export Files to STIP Unit	11-02-2016	2-01-2017	04-05-2017	05-03-2017	08-02-2017	11-01-2017	01-31-2018	05-02-2018	08-01-2018
MPO Post Amend for Public Revw.²	11-02-2016	2-01-2017	04-05-2017	05-03-2017	08-02-2017	11-01-2017	01-31-2018	05-02-2018	08-01-2018
TCC - Review & Recomm.	11-04-2016	2-03-2017	04-07-2017	05-05-2017	08-04-2017	11-03-2017	02-02-2018	05-04-2018	08-03-2018
30 Day NMDOT Public Review	11-17-2016	June/July 2017	06-15-2017	05-18-2017	08-17-2017	11-16-2017	02-15-2018	05-17-2018	08-16-2018
MTB Approval	11-18-2016	02-17-2017	04-21-2017	05-19-2017	08-18-2017	11-17-2017	02-16-2018	05-18-2018	08-17-2018
Final Export Files	After MTB	After MTB	After MTB	After MTB					
Final Public Comment	12-15-2016	03-16-2017	08-17-2017	06-15-2017	09-14-2017	12-14-2017	03-15-2018	06-14-2018	9-20-2018
Approval by Secretary of Transp.¹	December 2016	March 2017	August 2017	June 2017	September 2017	December 2017	March 2018	June 2018	September 2018
FHWA & FTA Approval of TIP Amend.	January 2017	April 2017	September 2017	July 2017	October 2017	January 2018	April 2018	July 2018	October 2018

AMPA = Albuquerque Metropolitan Planning Area FFY = Federal Fiscal Year (which runs from Oct. 1 st through Sept. 30 th) FHWA = Federal Highway Administration FTA = Federal Transit Administration MPO = Metropolitan Planning Organization MRMPO – Mid-Region Metropolitan Planning Organization	MTB = Metropolitan Transportation Board NM Transp. Comm. = New Mexico State Transportation Commission TCC = Transportation Coordinating Committee TIP = Transportation Improvement Program TPTG = Transportation Program Technical Group
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¹ The Governor's designee is the New Mexico Secretary of Transportation per letter dated January 22, 2003.

² Begins MRMPO 15 day minimum public comment period.

³ Begins NMDOT 30 day minimum public comment period.

For further clarification and information please refer to the *Transportation Improvement Program Policies and Procedures*. This is available on the MRCOG website www.mrcog-nm.gov, click on the Transportation tab, then the Metro Planning tab and then the Short Range TIP tab. If further assistance is required please contact Steven Montiel at (505) 724-3633 email smontiel@mrcog-nm.gov and David Pennella at (505) 724-3621 or 247-1750 email dpennella@mrcog-nm.gov or TIPcomments@mrcog-nm.gov.

Date: September 30, 2014

APPENDIX F

Air Quality Conformity Determination

Appendix F

AIR QUALITY CONFORMITY DETERMINATION

Transportation Conformity with Air Quality Plans

Air quality is an important transportation-related issue, especially for health and economic development purposes. The Federal Clean Air Act Amendments (CAAA) of 1990 require that Federally funded transportation plans, programs and projects in non-attainment or maintenance areas conform to the State Implementation Plans (SIP) for air quality. Bernalillo County ~~was~~ is designated as a limited maintenance area for carbon monoxide (CO) ~~until June 2016~~. As part of the development of the MTP, the MPO coordinated transportation planning with the SIP for air quality with the City of Albuquerque Environmental Health Department and other federal, state and local agencies.

The Bernalillo County Maintenance Area

Bernalillo County was redesignated to attainment status for carbon monoxide in 1996. After attaining air quality standards, an area is required to commit to and implement a twenty-year maintenance plan in two ten-year parts. Bernalillo County began its second ten-year maintenance period on August 22, 2005, and ~~had fully~~ ~~is now implemented~~ ~~ing~~ what is referred to as a “Limited Maintenance Plan” (LMP). To qualify for limited maintenance plan status, an area must show that the air quality be at levels less than 85% of the relevant National Ambient Air Quality Standards (NAAQS). Bernalillo County ~~qualified~~ ~~s~~ for this standard and ~~has therefore~~ received local, state and federal approvals of its Limited Maintenance Plan.

Transportation plans, programs, and projects ~~were required to~~ ~~must still~~ demonstrate conformity with Limited Maintenance Plans. Under the ~~initial 10 year part of~~ the maintenance plan, the MPO was required to demonstrate that mobile source emissions would not violate the carbon monoxide budgets established in the SIP. This required rigorous analysis of transportation networks and resulting travel to model anticipated vehicle emissions on a regional basis. The total emissions were then compared to the budgets, and if less than the budget, part of transportation conformity was achieved. Other conformity requirements included appropriate consultation, planning and public involvement activities necessary under federal planning rules, and decisions by the air quality technical committee on which “regionally significant” projects to include in air quality analysis.

An important change occurred as of August 22, 2005 in transportation conformity. Since the Limited Maintenance Plan ~~did~~ ~~does~~ not contain emissions budgets, it ~~was~~ is not possible to compare emissions from specific federal plans or projects to an upper emissions limit. For the second ten-year part of the maintenance period of a LMP, in this case 2005-2016, emissions ~~were~~ are not capped. The U. S. Environmental Protection Agency (EPA) believes that it ~~was~~ is unreasonable to expect that so much growth will occur in an area during a maintenance period as to cause a violation of the air quality standards. Recall that to qualify to undertake a LMP, an area must start with a demonstration that the air quality levels are less than 85% of the standard.

The fact that regional emissions analysis ~~was~~ is no longer required brought ~~brings~~ about two significant changes with respect to the interagency consultation process. The MPO ~~did~~ will not have to perform an air quality emissions analysis to demonstrate that emissions produced by projects in the MTP ~~were~~ are less than the air quality budgets for CO. An LMP is based on monitored emission levels rather than modeling.

In lieu of the prior regional emissions modeling to determine conformity, the MPO received ~~a letter~~s from the Federal Highway Administration (FHWA) verifying that the most recent CO levels at air quality monitors remained ~~ed~~ below 85% of the standard. The FHWA received this information from the Environmental Health Department. An example of the letter can be found in the 2040 ~~The letter is included in the~~ MTP. Provided that CO levels remained ~~ed~~ at or below 85% of the standard, regional emissions analyses ~~would~~ will not be required for ~~future~~ transportation conformity determinations. If CO levels exceed 85% of the standard at monitors, the Limited Maintenance Plan ~~would~~ will become invalid and the requirements of the full maintenance plan ~~would~~ will apply once again, including regional emissions analyses.

Under the ~~recently expired~~ LMP (June 2016), the MTP had ~~must still~~ conformed ~~ed~~ to other requirements, including interagency consultation, financial constraint, a minimum 30-day public comment period for the plan, and other federal planning requirements. The FHWA, in consultation with the EPA, had determined that the current 2040~~35~~ MTP for the Albuquerque Metropolitan Area ~~has~~ met those requirements and therefore is in conformance with the ~~former~~ Limited Maintenance Plan. ~~The same process will be utilized for the 2040 MTP.~~ ~~Should the region fall into non-attainment for other regulated air pollutants in the future, MRMPO will work closely with all stakeholders and outline all necessary steps and requirements it must perform to obtain conformity within this document and subsequent MTPs and any applicable State Implementation Plan (SIP).~~

~~All proposed modifications to the MTP and TIPs will be reviewed by MPO staff and, as appropriate, coordinated with the TCTC to determine whether a change is regionally significant or requires a determination of transportation conformity with air quality plans.~~

APPENDIX G

CMP Corridors

(Congestion Management Process)

Map

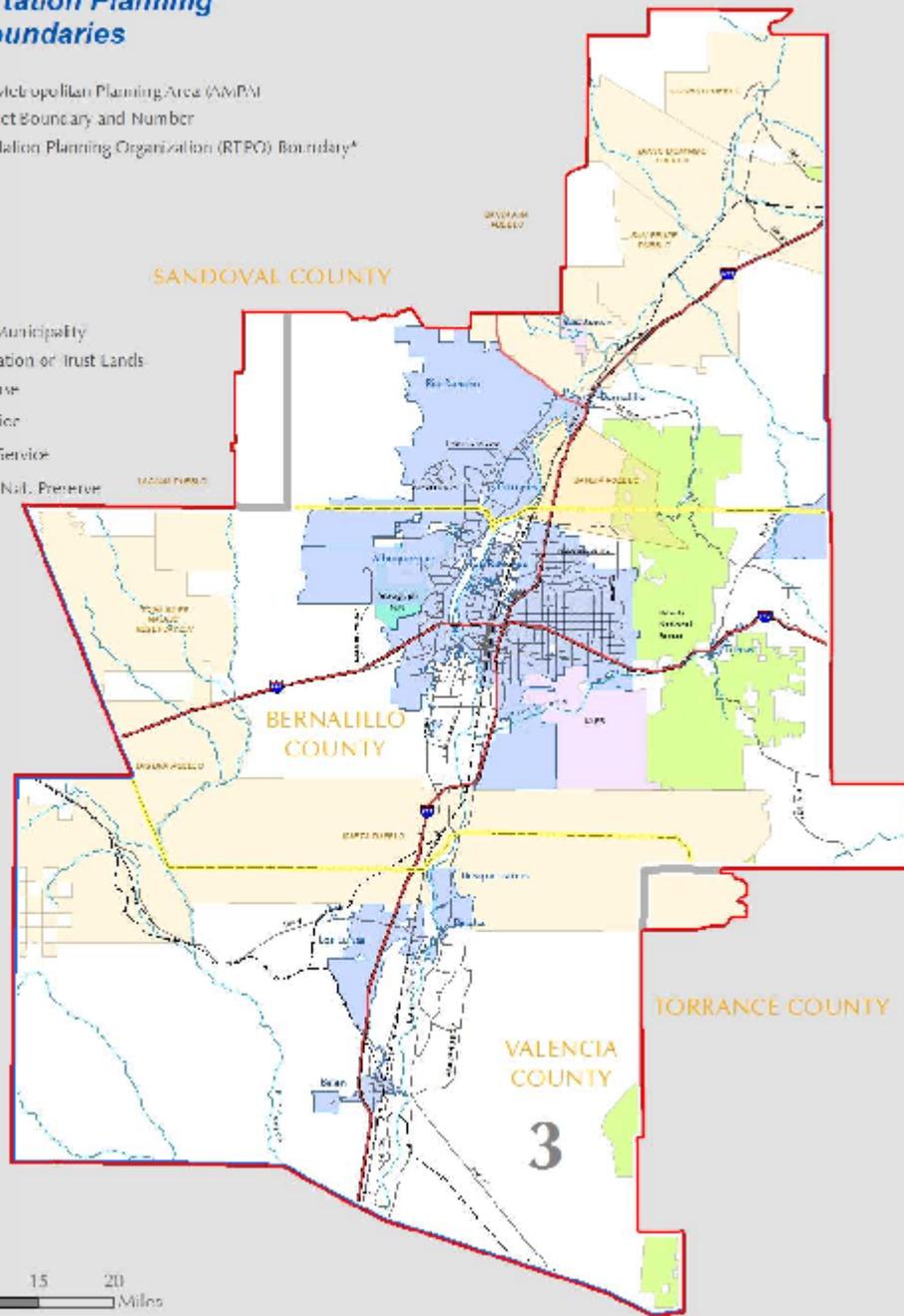
The *CMP Corridors* Map is available at MRCOG Offices and on the website at www.mrcog-nm.gov click on "Transportation Planning" tab, then click "Metro Planning" tab, then click on "Congestion Management Process" tab

APPENDIX H

Maps of the AMPA
(Albuquerque Metropolitan Planning Area)

**Mid-Region
Council of Governments
Transportation Planning
Boundaries**

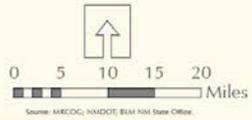
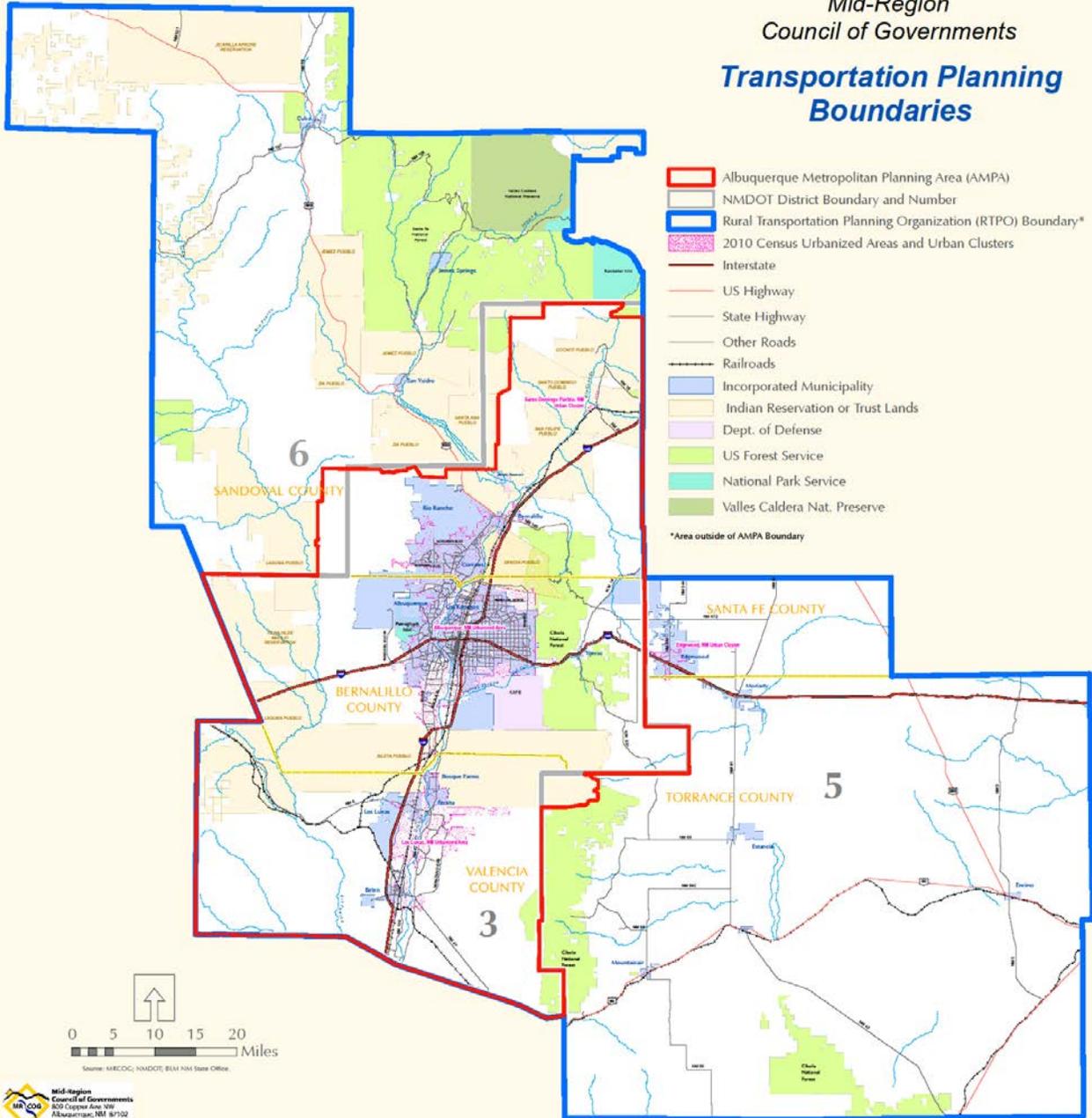
-  Albuquerque Metropolitan Planning Area (AMPA)
-  NMDOT District Boundary and Number
-  Rural Transportation Planning Organization (RTPO) Boundary*
-  Interstate
-  US Highway
-  State Highway
-  Other Roads
-  Railroads
-  Incorporated Municipality
-  Indian Reservation or Trust Lands
-  Dept. of Defense
-  US Forest Service
-  National Park Service
-  Valles Caldera Nat. Preserve



Source: NMDOT, 2007. B.U. 2007.08.08

Date: April 2011
April 2011/04/20/2011

Mid-Region Council of Governments Transportation Planning Boundaries



Mid-Region
Council of Governments
600 Cooper Ave. SW
Albuquerque, NM 87102
505-243-1750

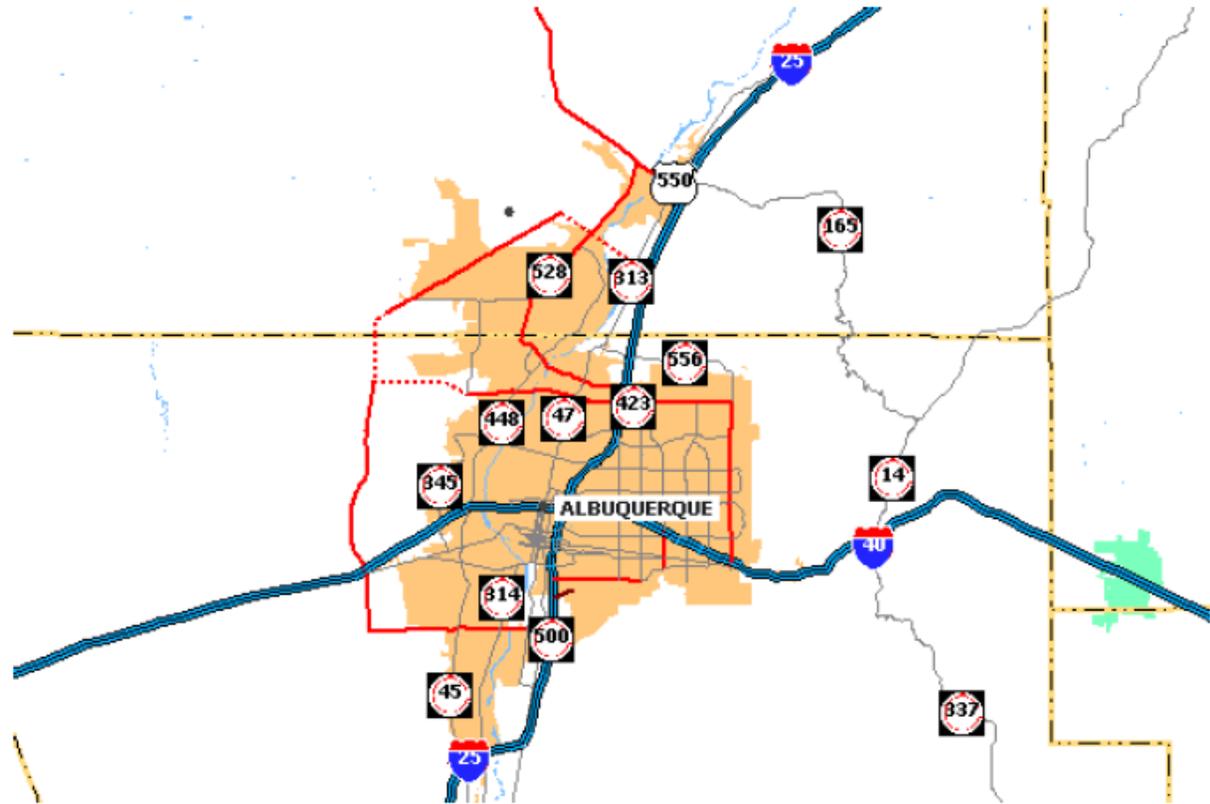
Revised March 4, 2013
Signed by Governor February 27, 2013

APPENDIX I

Map of the NHS (National Highway System)

The NHS will be updated in 2016-2017 in cooperation with the NMDOT.

NHS Map



Map of the National Highway System (NHS) within the Albuquerque Metropolitan Planning Area

APPENDIX J

2016 Highway Functional Classification System Map

The *2016 FHWA Highway Functional Classification System* is pending approval by the Federal Highway Administration (FHWA). The revisions are the result of review of the metro area's highway system following each decennial U. S. Census. The maps are incorporated by reference into this appendix.

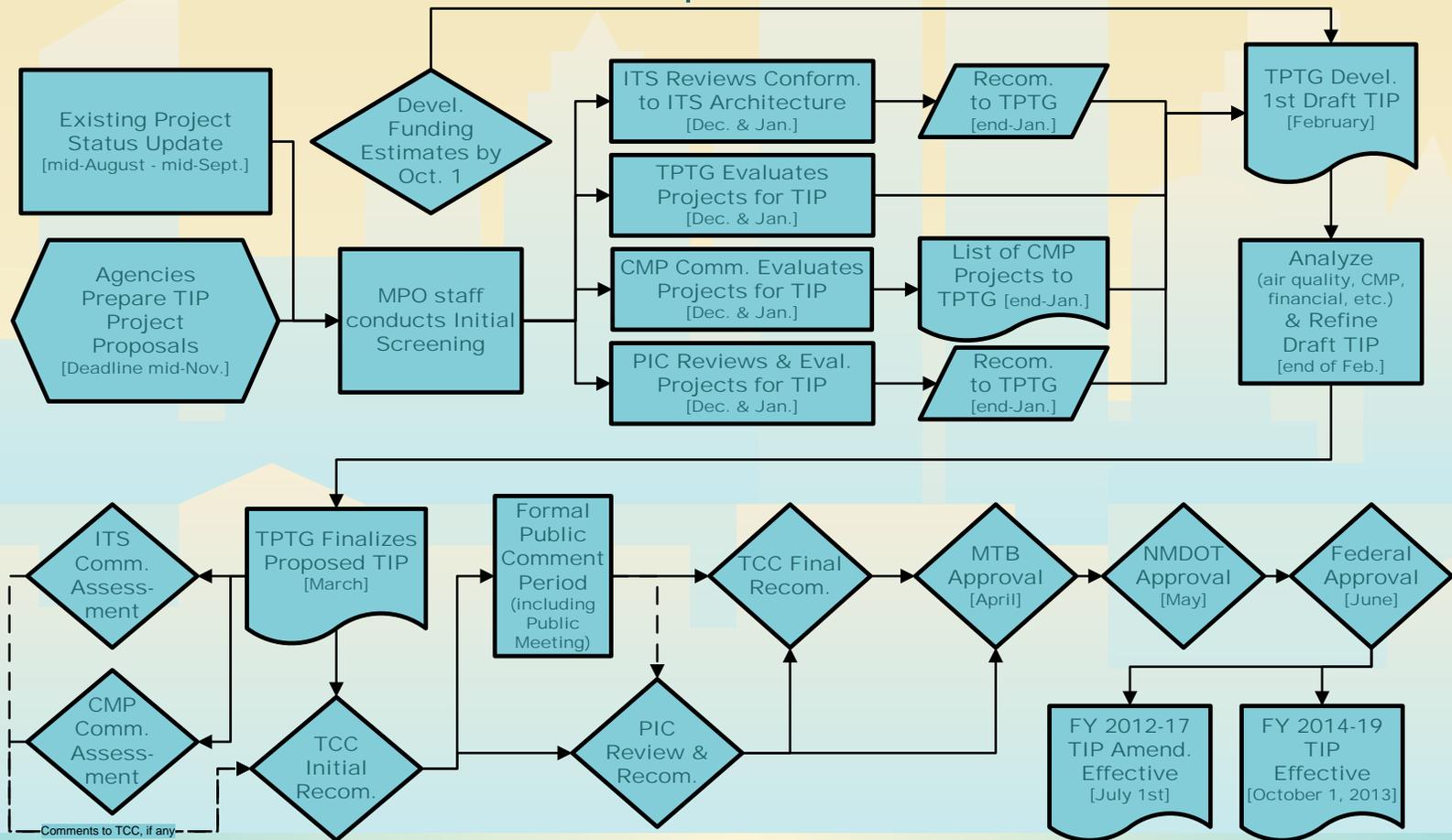
The *2016 FHWA Highway Functional Classification System Map* is available at MRCOG Offices and on the website at www.mrcog-nm.gov click on "Transportation Planning" tab, then click "Metro Planning" tab, then click on "Short Range-TIP" tab, then click on TIP Deadlines and Forms tab.

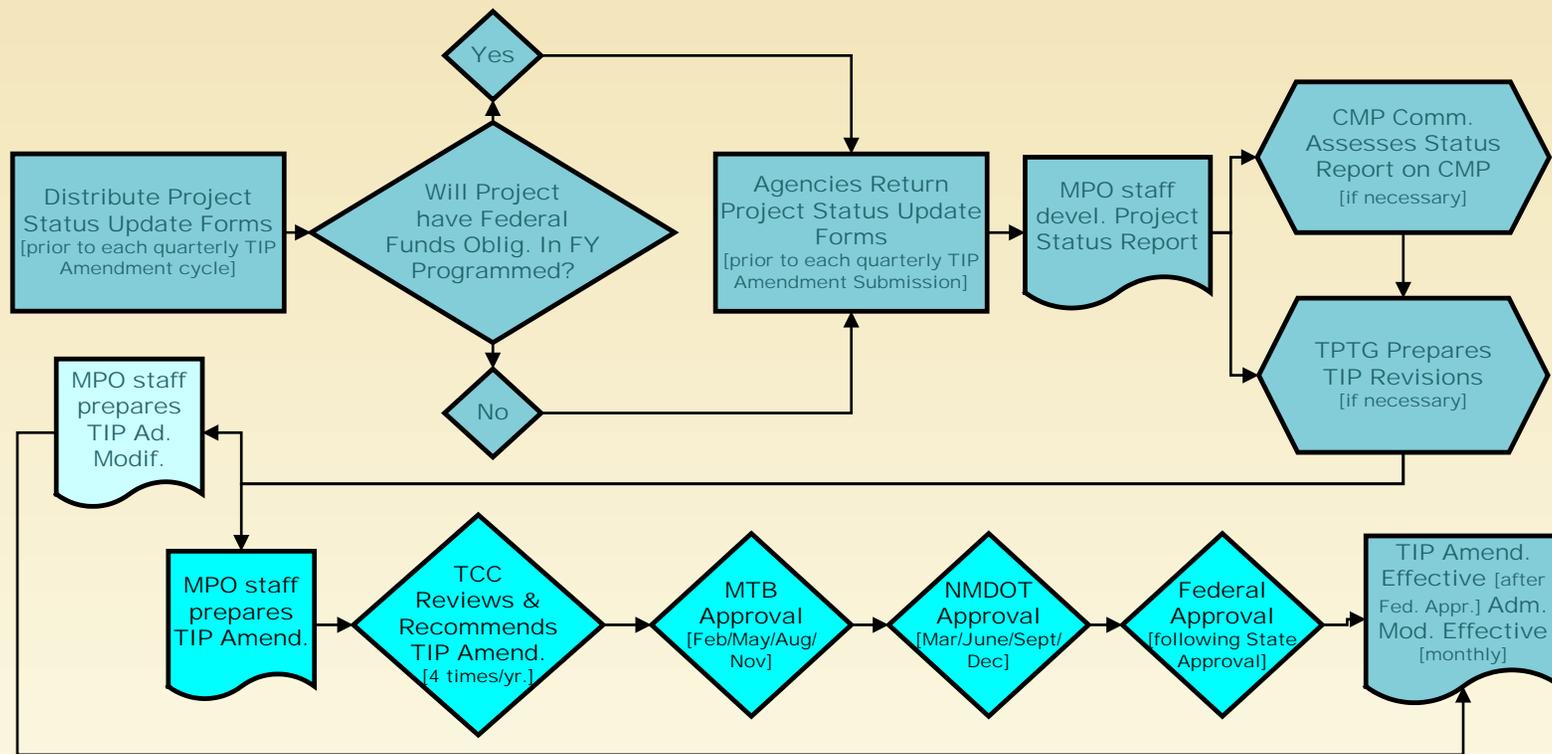
APPENDIX K

Process Flow Charts

- **TIP Development Process**
- **TIP Management & Project Update Process**
- **TIP Revision Process for Amendments and
Administrative Modifications**

Mid-Region Metropolitan Planning Organization TIP Development Process





Mid-Region Metropolitan Planning Organization TIP Management - Project Status Update Process

APPENDIX L

TIP Revision Proposal Forms

for
TIP Amendments
and
TIP Administrative Modifications

The *2016 TIP Revision Forms A, B & C* are available at MRCOG Offices and on the website at www.mrcog-nm.gov click on “Transportation Planning” tab, then click “Metro Planning” tab, then click on “Short Range-TIP” tab.

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APPENDIX M

Project Prioritization Process Guidebooks

The *Project Prioritization Process Guidebook for Large Urban Areas* and the *Project Prioritization Process Guidebook for Small Urban and Rural Areas* are incorporated by reference into this appendix.

The *Project Prioritization Process Guidebook* is available at MRCOG Offices and on the website at www.mrcog-nm.gov click on “Transportation Planning” tab, then click “Project Prioritization Process” tab.

1 RESOLUTION

2 of the

3 name of legislative body

4 of the

5 name of jurisdiction

6 (Resolution number _____)

7 COMMITTING PROGRAMMED FUNDS IN THE
8 FY 20xx-20xx TRANSPORTATION IMPROVEMENT PROGRAM (TIP)
9 FOR THE ALBUQUERQUE METROPOLITAN PLANNING AREA
10 TO PROVIDE REPAYMENT OF THE FINANCIAL OBLIGATION CREATED FOR
11 THE ADVANCE LARGE-SCALE DESIGN, RIGHTS-OF-WAY PURCHASE AND
12 CONSTRUCTION OF
13 name of project
14

15 WHEREAS, the FFY 20xx-20xx Transportation Improvement Program (TIP) is
16 the TIP for the Albuquerque Metropolitan Planning Area (AMPA) and has been
17 reviewed for conformity in conjunction with the 20xx Metropolitan Transportation Plan
18 and became effective October 1, 20xx; and

19 WHEREAS, the adopted TIP includes federal highway funds programmed for the
20 City/County/Town/Tribal Gov of _____ to design, purchase rights-of-way and
21 construct [enter brief project description and termini] (CN A000000, MPO Record # 00);
22 and

23 WHEREAS, the City/County/Town/Tribal Gov of _____ has an opportunity to
24 obtain non-federal financing to advance the construction and/or rights-of-way purchase
25 and/or design of this project (CN A000000) earlier than the Federal Fiscal Year (FFY) in
26 which funds are programmed in the TIP/STIP; and

27 WHEREAS, obtaining such financing is contingent upon a commitment from the
28 Metropolitan Transportation Board of the Mid-Region Metropolitan Planning

29 Organization of the Mid-Region Council of Governments under resolution R-xx-xx MTB,
30 to use federal highway funds programmed for this project in Federal Fiscal Years 20xx,
31 20xx and 20xx to reimburse the City/County/Town/Tribal Gov of _____; and

32 WHEREAS, the

33 WHEREAS, the funds programmed for this project in the TIP are:

34 FFY 20xx

35 [category] funds of \$_____ with required match of \$_____ = \$_____ total

36 FFY 20xx

37 [category] funds of \$_____ with required match of \$_____ = \$_____ total

38 FFY 20xx

39 [category] funds of \$_____ with required match of \$_____ = \$_____ total

40 This results in a total of \$_____ of federal highway funds with a total required
41 match of \$_____ and a combined total of \$_____.

42 NOW THEREFORE BE IT RESOLVED by the name of legislative body of the
43 name of jurisdiction that the funds programmed for A000000 name of project as noted
44 above are committed to remain programmed in the TIP to provide for the repayment of
45 the non-federal financial obligations incurred for the project by the
46 City/County/Town/Tribal Gov of _____; and

47 BE IT FURTHER RESOLVED, the City/County/Town/Tribal Gov of _____
48 shall pay for the construction and/or rights-of-way purchase and/or design of this project
49 and acknowledges that reimbursement will not occur until the federal funds become
50 available in succeeding federal fiscal years; and

51 BE IT FURTHER RESOLVED, the rescheduling of such funds among the
52 Federal Fiscal Years of the TIP and changes to the category of federal funding

53 programmed may be undertaken by the Mid-Region Metropolitan Planning Organization
54 with the concurrence of the City/County/Town/Tribal Gov of _____ Division of Public
55 Works, in order to fiscally manage the TIP and/or to coordinate the funding to match the
56 project's development schedule; and

57 BE IT FURTHER RESOLVED, the City/County/Town/Tribal Gov of _____
58 acknowledges the commitment of funds established in this resolution and resolution R-
59 xx-xx MTB, is dependent upon the continued availability of federal funds provided by the
60 U.S. Congress and the continued eligibility of this project to receive federal funds,
61 therefore, the City/County/Town/Tribal Gov of _____ assumes all financial liability if
62 the federal funding category(ies) is eliminated and/or the project ceases to be eligible to
63 receive federal funds; and

64 BE IT FURTHER RESOLVED, the City/County/Town/Tribal Gov of _____
65 commits to providing the funds required to match the federal funds programmed for this
66 project.

67 PASSED, APPROVED, AND ADOPTED this ____ day of _____ 20xx by the name
68 of legislative body of the City/County/Town/Tribal Gov of _____.

69

70

71

72

73 Add signatures appropriate for the jurisdiction

74

75

76 _____
Jane Q. Councilor, Chair

77

78 ATTEST:

79

80

81 _____

82 John Q. Bigdawg, Chief Municipal Officer

83

1 RESOLUTION

2 of the

3 METROPOLITAN TRANSPORTATION BOARD

4 of the

5 MID-REGION COUNCIL OF GOVERNMENTS

6 of the

7 MID-REGION COUNCIL OF GOVERNMENTS

8 (R-XX-XX)

9 **COMMITTING PROGRAMMED FUNDS IN THE**
10 **FY 20xx-20xx TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**
11 **FOR THE ALBUQUERQUE METROPOLITAN PLANNING AREA**
12 **TO PROVIDE REPAYMENT OF THE FINANCIAL OBLIGATION CREATED FOR THE**
13 **DESIGN, RIGHTS-OF-WAY PURCHASE AND CONSTRUCTION OF**
14 **name of project**
15

16 WHEREAS, the FY 20xx-20xx Transportation Improvement Program (TIP) is the
17 TIP for the Albuquerque Metropolitan Planning Area (MPA) and has been reviewed for
18 conformity in conjunction with the 20xx Metropolitan Transportation Plan and became
19 effective October 1, 20xx; and

20 WHEREAS, the TIP must contain all federally-funded transportation projects in
21 the metropolitan transportation planning area prior to the distribution of funds to those
22 projects; and

23 WHEREAS, the TIP must contain all regionally significant projects in the
24 metropolitan transportation planning area regardless of the source of funding; and

25 WHEREAS, the adopted TIP includes federal highway funds programmed for the
26 City/County/Town/Tribal Gov of _____ to design, purchase rights-of-way and
27 construct [enter brief project description and termini] (CN A000000, MPO Record # 00);

28 and

29 WHEREAS, the City/County/Town/Tribal Gov of _____ has an opportunity to
30 obtain financing to advance the construction and/or rights-of-way purchase and/or
31 design of this roadway; and

32 WHEREAS, obtaining such financing is contingent upon a commitment from the
33 name of transportation board to use federal highway funds programmed for this project
34 in Federal Fiscal Years 20xx, 20xx and 20xx to reimburse the City/County/Town/Tribal
35 Gov of _____; and

36 WHEREAS, the funds programmed for this project in the TIP are:

37 FFY 20xx

38 [category] funds of \$_____ with required match of \$_____ = \$_____ total

39 FFY 20xx

40 [category] funds of \$_____ with required match of \$_____ = \$_____ total

41 FFY 20xx

42 [category] funds of \$_____ with required match of \$_____ = \$_____ total

43 This results in a total of \$_____ of federal highway funds with a total required
44 match of \$_____ and a combined total of \$_____.

45 NOW THEREFORE BE IT RESOLVED by the Metropolitan Transportation Board
46 of the Mid-Region Metropolitan Planning Organization of the Mid-Region Council of
47 Governments that the funds programmed for A000000 name of project as noted above
48 are committed to remain programmed in the TIP to provide for the repayment of the
49 financial obligations incurred for the project by the City/County/Town/Tribal Gov of
50 _____.

51 AND BE IT FURTHER RESOLVED, the rescheduling of such funds among the

52 Federal Fiscal Years of the TIP and changes to the category of federal funding
53 programmed may be undertaken by the Mid-Region Metropolitan Planning Organization
54 with the concurrence of the City/County/Town/Tribal Gov of _____ Division of Public
55 Works, in order to fiscally manage the TIP and/or to coordinate the funding to match the
56 project's development schedule.

57 AND BE IT FURTHER RESOLVED, the City/County/Town/Tribal Gov of
58 _____ is hereby notified and acknowledges the commitment of funds established in
59 this resolution is dependent upon the continued availability of federal funds provided by
60 the U.S. Congress and the continued eligibility of this project to receive federal funds,
61 therefore, the City/County/Town/Tribal Gov of _____ assumes all financial liability if
62 federal funding is eliminated and/or the project ceases to be eligible to receive federal
63 funds.

64 PASSED, APPROVED, AND ADOPTED this ____ day of _____ 20xx by the
65 Metropolitan Transportation Board of the Mid-Region Metropolitan Planning
66 Organization of the Mid-Region Council of Governments.

67

68
69
70 _____
71 Jane Q. Boardmember
72 Chairperson, Metropolitan Transp. Board

73 ATTEST:

74
75
76 _____
77 John Q. Mpoguy,
78 Executive Secretary, Metropolitan Transportation Board
79 Executive Director, Mid-Region Council of Governments

PROJECT PRIORITIZATION PROCESS GUIDEBOOK FOR THE ALBUQUERQUE METROPOLITAN PLANNING AREA





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B

ABOUT THIS DOCUMENT

The goal of the Project Prioritization Process is the establishment of an objective, primarily quantitative based method for evaluating and comparing proposed transportation projects. Ultimately, through an approach which can be applied across the Albuquerque Metropolitan Planning Area, the project prioritization process highlights projects which reflect and incorporate regional priorities from the latest Metropolitan Transportation Plan. (MTP)

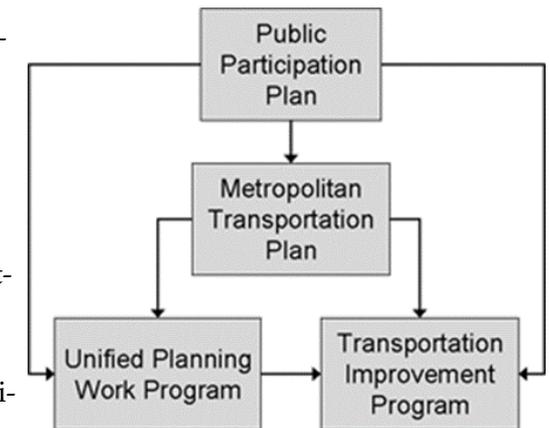
Guidebook Purpose and Components

This guidebook is an introduction to MRCOG's Project Prioritization Process (PPP) and an attempt to explain its purpose and components. By providing an explanation of the elements included in the PPP, the reasons for their selection, how the components and criteria fit together in a comprehensive process, and the scoring methodology for each performance measure, the document explains how regional needs are measured and how member agencies and project developers can craft projects which address MTP goals, and thus regional challenges and needs.

The PPP and the Transportation Improvement Program (TIP)

The PPP is to be used primarily in the development of the short-range Transportation Improvement Plan (TIP). The TIP is the means for allo-

cating federal funding to specific transportation projects. The selection process is competitive and the demand for funding is generally far greater than the supply. Within this context, the project prioritization process will guide the



development of the TIP and lead to allocation of federal dollars in the most productive and meaningful method possible. It is the Metropolitan Planning Organization's hope that the evaluation criteria presented here form a consequential role in the planning process, and may even prove useful for member agencies in the development of their own capital improvement projects.

The PPP and the Metropolitan Transportation Plan (MTP)

A project must be included in the long-range transportation plan for the region – the most recent version for the AMPA is the 2040 Metropolitan Transportation Plan (MTP) or Futures 2040 – for it to be considered for inclusion in the short-range TIP. MRMPO uses the Project Prioritization Process (PPP) as a tool for project selection. **At its core, the Project Prioritization Process distills the goals and objectives of the most recent MTP into something which can be measured.** This allows projects proposed for inclusion in the TIP to be evaluated based on the extent to which they address regional needs and to be compared and contrasted against each other.

Data Driven Approach

The need for a PPP begins with the desire for a more data-driven approach to project selection and transportation decision-making. In addition, a PPP is increasingly relevant for the AMPA region given the dynamic growth and development expected to occur in the area. MRMPO land use forecasts indicate the imbalance of housing and jobs across the region may continue and that the number of trips across the river will increase at a far higher rate than population growth. These projections clearly

The Congestion Management Process is a federally-mandated program to analyze the sources and extent of congestion in a metropolitan planning area over time. A CMP may also provide recommendations for projects to be included in the TIP. The CMP Committee is comprised of technical experts from MRMPO member agencies.

demonstrate the need for a process that prioritizes projects that lead to the long-term sustainability and continued functionality of the transportation network.

The PPP and The Congestion Management Process

The PPP emerged from the Congestion Management Process (CMP) Committee’s desire to see federal transportation dollars allocated to corridors in the AMPA which experience the most congestion and poorest transportation conditions. To do so required a meaningful and objective methodology that could incorporate all facets of the transportation planning process and comprehensively evaluated the benefits of individual projects.

History of the PPP

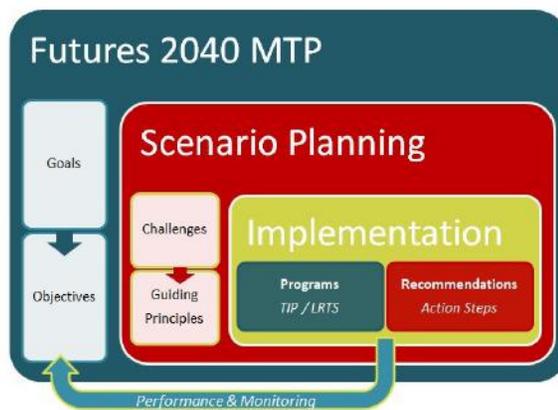
The Project Prioritization Process (PPP) was first utilized in 2010 as a tool in the development of the 2012-2017 Transportation Improvement Program (TIP). The development of the PPP began by reviewing practices of other Metropolitan Planning Organizations (MPOs) to assess criteria for evaluating and prioritizing transportation projects. Once a list of methods was compiled, staff along with the Congestion Management Process (CMP) Committee, determined which performance measures could be effectively incorporated into MRMPO’s process.

Criteria were considered and discussed by the CMP Committee and the MTP Steering Committee. The CMP Committee was specifically tasked

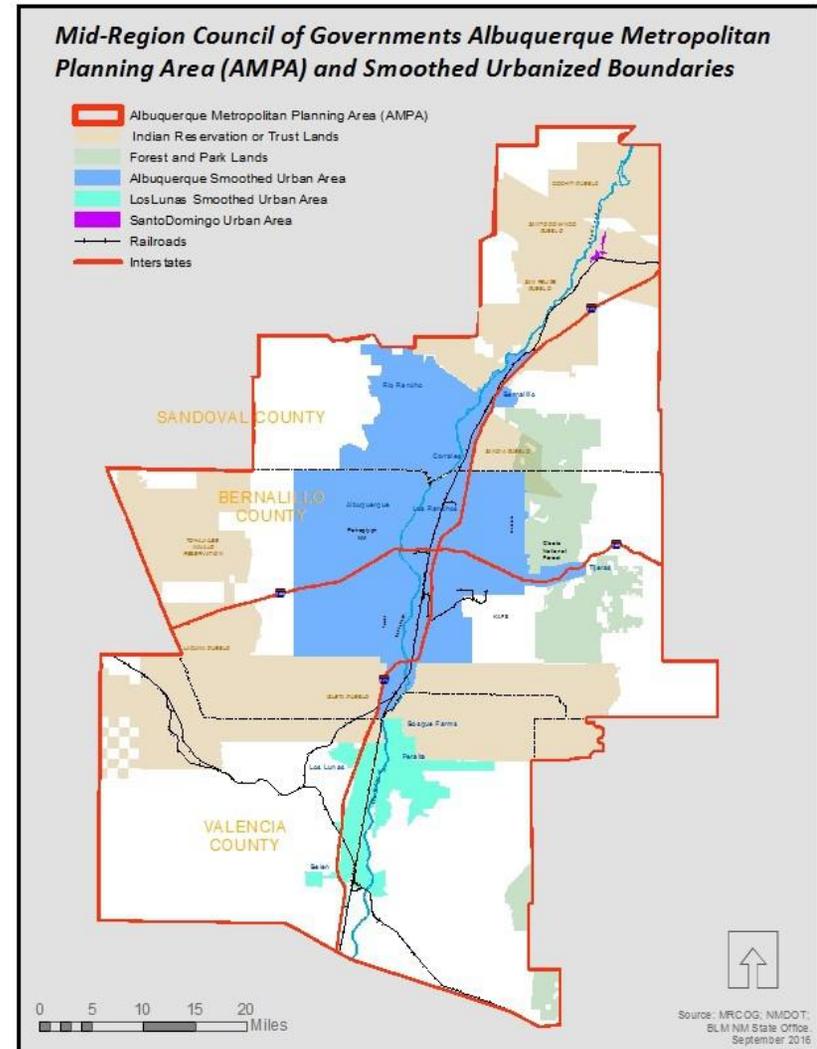
with developing criteria for evaluating roadway and transit projects for the Mobility of People and Goods goal, one of the three goals of the 2035 MTP, while the MTP Steering Committee developed criteria for the other two goals (Quality of Life and Economic Activity). The Pedestrian-Bicycle Technical Advisory Group (PB-TAG) was asked to develop regional mobility priorities and performance measures for evaluating pedestrian and bicycle projects with respect to the Mobility goal. Once performance measures were developed and approved by the committees, MRMPO staff developed point totals for each prioritization criterion, which were then presented again to the committees for review and comments. MRMPO staff applied the draft evaluation criteria to sample projects drawn from the 2010-2015 TIP to assess patterns or issues that emerged from the performance measures. The 2016 update incorporates new goals and objectives from the 2040 MTP, Futures 2040.

Futures 2040 and the Preferred Scenario

Not only were the goals updated with the 2040 MTP, but this MTP focused heavily on scenario planning and the development of a Preferred Scenario for the region. The



Preferred Scenario includes a list of principles that support targeted mixed-use development in key centers and along key corridors, enhanced transit services, and an emphasis on affordable housing close to services. This effort has led to the integration of key centers and corridors into the PPP analysis under the Economic Vitality goal.



2040 MTP Goals

Mobility/Moving People

Mobility is the concept of moving people and goods efficiently throughout the region and relies upon providing multiple transportation options, ensuring transportation infrastructure is in good working order, and addressing congested locations.

Economic Vitality

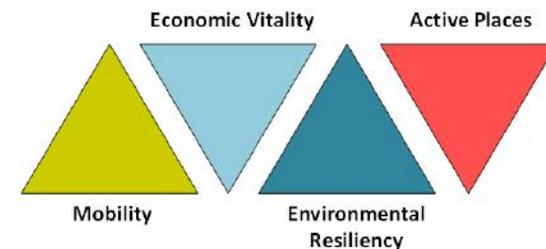
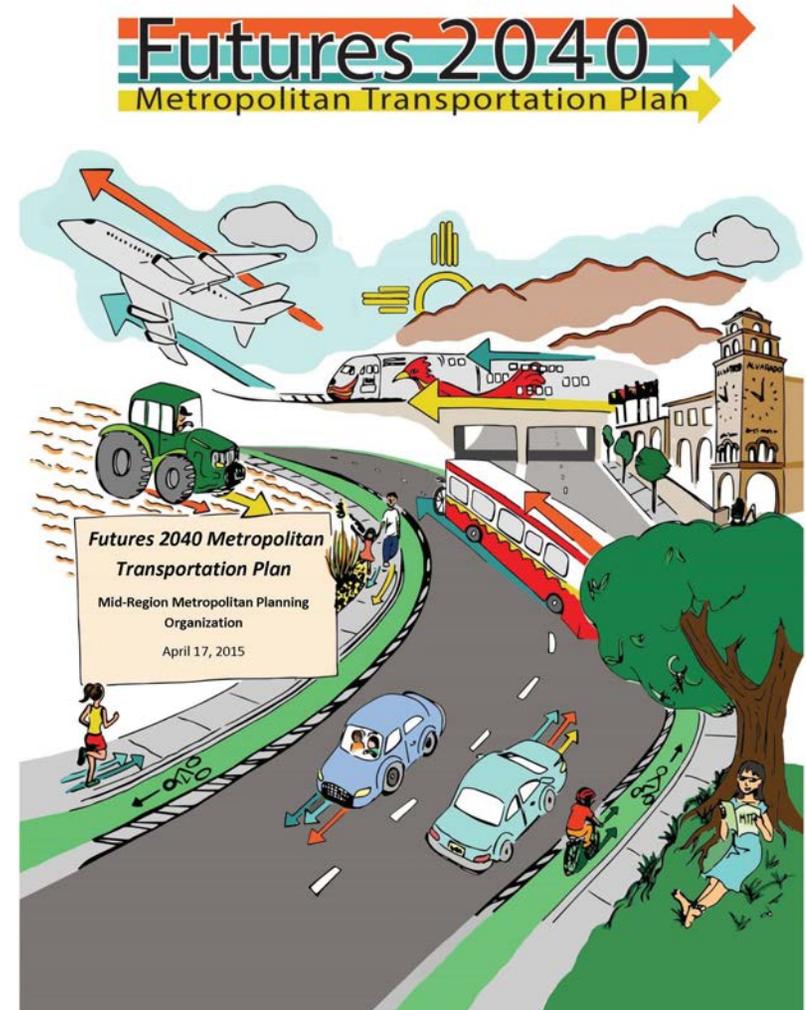
Infrastructure investments support economic activity in multiple ways: creating places where people want to be by offering a range of transportation options that attract and retain workers locally; creating access to jobs, services, and labor markets; and reducing the burden from transportation costs on businesses and individuals.

Environmental Resiliency

Changing climate will impact water availability and put the region at increased risk for wildfires, droughts, and flooding. These phenomena also affect the built environment, which may be in need of additional standards and maintenance requirements. Infrastructure investments should support environmental stewardship to ensure the region's natural resources are preserved.

Active Places

Active places are locations where people can utilize a range of modes and have safe and convenient access to services, recreational opportunities, and destinations such as shopping, school, and work sites.





PPP SCORING SYSTEM

While the 2040 MTP should be viewed as the definitive document outlining regional goals and needs, the prioritization process distills those objectives into performance measures which calculate the ability of a given project to address regional goals and objectives. In general, projects which have the broadest impact and widest benefits for regional quality of life including multi-modal mobility, safety, economic activity, and environmental sustainability will be highlighted as a result of the prioritization process.

Qualitative vs. Quantitative

Quantitative criteria are data-driven, and the scores generated are based on whether a project meets scoring thresholds for the criterion. For the most part, qualitative criteria are based on yes-no adherence to a definition. Projects will be deemed to either meet or fail to meet criterion definition and will be awarded maximum points or zero points for these criteria with no middle ground. One corollary to this approach is that a relatively high percentage of projects score the maximum points for the section. Quantitative criteria generate points based on a project's characteristics and whether section scoring thresholds are met. Scoring thresholds are based on whether a project is located in a high need area (with need based on a points scale) or through measuring the magnitude of the project's impact on the transportation network. The greater

the location need or the greater the impact, the higher the number of points the project will receive. The decision was made to not break quantitative criteria into equal shares. This is based on the philosophy that projects should target areas of need rather than benefit from a scoring system that awards some points to all projects. In other words, rather than break all roads or zones into groups of equal size with points awarded on a scale, points will only be awarded to projects which address an identified transportation priorities, as defined by the individual criterion. Generally, when criteria are data-driven it is more difficult to achieve maximum points as only a small percentage of project areas will qualify under the high-scoring thresholds. It may be easier for projects to score one or two points for quantitative criteria, but it will be decidedly more difficult for projects to score maximum points.

Therefore, in order not to tip the process too greatly in favor of qualitative criteria, the maximum available points for quantitative criteria are greater than those for qualitative criteria.

Project Scoring

Scoring of projects in the PPP will be completed by filling out Form C and then further refined by MRMPO staff. Each project proposed for inclusion in the TIP will be scored individually and all projects will have the same number of maximum points possible. If member agencies feel a project has been unfairly scored and that its prioritization will suffer, they may refer the project to the CMP Committee, an inter-agency committee that will review the project and scoring methodology and consider whether the project should be scored differently. The CMP Committee will also make recommendations for changes to future PPPs.

Project Comparison

Once projects are scored they will be grouped in two lists. **The first list is a compilation of all projects of similar mode types.** In particular, this method of comparison highlights the roadway, transit, bike and pedestrian, or any other project which most effectively addresses regional goals compared to other projects of the same type. The mode specific lists are important for the reason that some federal funding categories are only available for certain types of projects. In these instances a project's overall score is less important than how it scores

against like projects. **The second list is a master project scoring list compiling all projects into a comprehensive inventory for comparison between projects and across mode types.** The master list will identify the projects which most (and least) effectively address the regional goals. It should be made clear that neither list is definitive, and both lists should be viewed as means for assessing the benefits and impact of projects during the project selection process.

TIP Application

The TIP application asks project applicants to provide information on the details, scope, and parameters of the project, along with a narrative description that more fully explains the project. More detailed applications will provide greater information upon which to base evaluation and will generally lead to higher project scores. The narrative components of the TIP application will not generate points in the PPP but will serve as important references during the qualitative scoring discussion. More specifically, the narrative component will provide project applicants the opportunity to make public any additional considerations for project selection that are not considered in the PPP.

Narrative Questions in the TIP

1. Identify how the project is consistent with the most current MTP.
2. Explain the purpose and regional significance of the proposed project.

3. Describe the value of the project to the local community.
4. Describe any private sector involvement in the project.
5. Describe how the project conforms to an existing local transportation plans.
6. Describe how the project conforms to existing land use plans.
7. Describe any additional considerations that accompany the project.

Limitations and Considerations

It is worth mentioning that project selection is subject to a number of factors and influences which are not included in the PPP, in particular:

- Consideration of available funding.
- Best methods for utilizing the various funding sources and categories.
- The intrinsic value of a project to a particular community.

It is therefore important to establish that the PPP is a tool rather than the ultimate determinant in the distribution of federal transportation dollars. The prioritization process is not intended to replace the debate and dialogue associated with the TIP process. Rather, it is meant to serve as a guide to shape the discussion around common evaluative criteria and to bring attention to projects which most effectively address the needs of the region as identified in the 2040 MTP.

Community Size and Funding Sources

An issue that emerged in 2012 is the designation of the Los Lunas Urbanized Area by the U.S. Census Bureau. The designation required the majority of Valencia County, including the Village of Los Lunas, to form a metropolitan planning area. Los Lunas was already part of MRMPO and the surrounding communities decided to join MRMPO as well rather than form their own metropolitan planning organization. The communities of Cochiti Pueblo, Santo Domingo Pueblo, and San Felipe Pueblo have also joined the AMPA. As a result, new communities in less developed areas now participate in the development of the TIP. When developing the PPP, MRCOG staff and the CMP Committee made considerable efforts to create criteria that could be applied across the region. While it is essential to consider the magnitude of the impact a project will have, it is also important to emphasize regional strategies and the approach a community takes to meeting their transportation needs. Applying the same prioritization criteria to these small and rural communities is a challenge, however; smaller communities could leverage their assets, such as transit facilities or multi-modal trails, and a well-designed project in smaller jurisdictions could be competitive. An additional and important consideration is that many of the new jurisdictions within the AMPA are eligible for certain federal funding sources (known as STP-Small Urban, STP-Rural, and Tribal Road funds) that larger agencies may not apply for.



RESOURCES AND CONTACTS

MRMPO Contacts

PPP Coordinator: Caeri Thomas, cthomas@mrcog-nm.gov

TIP Administrator: Steve Montiel, smontiel@mrcog-nm.gov

ITS Specialist: Nathan P Masek, npmasek@mrcog-nm.gov

CMP Specialist: Willy Simon, wsimon@mrcog-nm.gov

LRTS Specialist: Andrew Gingerich, agingrich@mrcog-nm.gov

Agency Support

NMDOT District 3

AMAFCA

SSCAFCA

East SSCAFCA

MRGCD

Rio Metro

ABQ Ride

NMDOT TSB

NMDOT Transit and Rail Bureau

Documents

2040 Metropolitan Transportation Plan—FUTURES 2040 Documents

Transportation Improvement Program (TIP) Documents

Congestion Management Process (CMP) Documents

Traffic Count Documents / Data

Annual Safety Report Online Map

Federal Highway Administration

Federal Transit Administration

1

PROJECT DELIVERY

"Project Delivery" does not refer to the procurement system of a project, but rather refers to the implementation of a project, from its inception to the close-out of construction. While nomenclature may vary and activities may overlap, the phases involved with Project Delivery generally include: planning, environmental, design, right-of-way, construction and construction close-out.

According to the national performance goal reducing project delivery delays means reducing the project costs, promoting jobs and the economy, and expediting 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. 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.

The MPO encourages expediting project delivery through understanding the project's readiness and the utilization of soft match. 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".

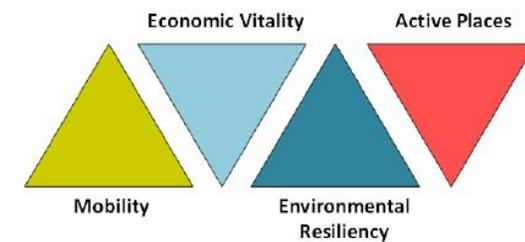
Project Delivery

Purpose: Encourage projects that have been thoroughly vetted and are ready to be implemented.

Components: Extent to which project is ready and funds committed.

Scoring: Phase of project delivery and soft match.

1. Has the project already received federal funds?
2. For what project delivery phase has it received funds?
3. Will the project be utilizing soft match?



2

MOBILITY / MOVING PEOPLE

This goal pays particular attention to efficiency by targeting locations with the greatest congestion and regional need, as well as those that would have the broadest impact. The differences between projects for different modes are particularly acute when measuring impacts in terms of mobility. Locations which are appropriate for roadway improvements may not necessarily be conducive to transit or pedestrian/bicycle treatments, and vice versa. Nevertheless, it is important to initially address all modes and provide reasoning for not including all modes in a project.

Evaluation Sections

The mobility goal is intended to maximize performance and efficiency in the transportation system by targeting congested and regionally significant locations, creating multiple transportation options, and implementing meaningful and appropriate strategies. The evaluation sections for Mobility / Moving People include:

1. Manage Congestion and Enhance Operations
2. Management and Operations Strategies
3. Project Location Congestion Analysis

Manage Congestion and Enhance Operations

The purpose of this section is to address the locations with greatest needs. These locations vary by mode type but reflect overall regional priorities established during the 2040 MTP development process. This section contains:

1. A map of each of the priority transportation system networks
2. Strategies that address each type of network
3. Congestion and user analysis of the specific geographic location of the project

In order to receive the most points the project must be on a network and making a corresponding strategy improvement. If improvements

are being done and the project is not on an identified network the project may still receive points with proper explanation. This is particularly true for the evaluation of Small Urban and Rural areas.

The multi-modal areas of need include the following networks:

- CMP Corridors
- ITS Priority Corridors
- Long Range Roadway System
- Long Range Bikeway System
- Priority Transit System
- Pedestrian Composite Index

Congestion Management Process (CMP) Corridors

The CMP collects peak period data for a network of 30 corridors across the AMPA and the two Interstate facilities. Three types of data are collected as part of the CMP that evaluate the amount and type of travel that the roadway is expected to carry smoothly and safely. They are: Volume-to-capacity ratio (V/C), which measures the actual traffic on a roadway compared to the intended capacity; congested speed differential, which compares the peak average vehicle speed to the posted speed limit; and intersection crash rates, which create delay and serve as an indicator of nonrecurring congestion. This data is analyzed and compared using scoring metrics to determine the extent and magnitude of congestion within the corridors across the network. The scores result

in a corridor ranking table which sorts corridors from 1-to-30 based on their overall profile (Interstates are analyzed separately).

Intelligent Transportation System (ITS) Prioritized Corridors

ITS entails the application and integration of advanced communications technologies into the transportation infrastructure for the purpose of providing travel conditions to travelers, “real time”, as well as enhanced data collection, improved communications, and operational/system management for agencies and first responders. Benefits of ITS include improved mobility, reduced congestion, improved safety, enhanced emergency response, and improved multi-modal decision-making, resulting in better overall system efficiency. ITS strategies can be a specific project type, or can be included as a part of other roadway or transit projects.

The ITS Corridors map established by the ITS Subcommittee identifies key corridors for general ITS investments; it is consistent with the CMP and defines the larger ITS “system” where ITS deployment would be most beneficial. A subset of the ITS System is the ITS Priority Corridors map, which focuses on river crossings and select major north-south corridors west and east of the river with regional function and/or decent access-control. The ITS Strategies Matrix, later in this chapter, details these corridors with specific strategies to deploy, based on current deployment and gaps in traveler services.

Long Range Bikeway System (LRBS)

The Long Range Bikeway System provides a map of existing conditions by location and type of bicycle facility and recommends the location of future bicycle routes as well. This system is a part of the Long Range Transportation System or LRTS guidelines that were adopted as part of the 2040 MTP. The LRTS guide discusses types of bicycle facilities and also recommends design standards for federally classified roadways.

Priority Transit Corridors

Currently, there is not a long range plan developed by the local transit agencies, as such, the MTP provides some guidance for which corridors are priorities for the region. In 2015, the MTP adopted a resolution for transit corridors that are eligible for set-aside funds aimed at improving the mode share for transit. This priority network along with a future conceptual network from the MTP are combined to create the transit network for this section. These corridors are identified as opportunities for premium transit service.

Pedestrian Composite Index (PCI)

The Pedestrian Composite Index (PCI) is a tool used to assess pedestrian needs from a regional perspective by identifying areas or markets by their potential for pedestrian activity. The PCI considers transportation, land use, and safety elements. The first section – Pedestrian Activity Index – is comprised of positive indicators or generators of pedestrian

activity (e.g. pedestrian volume, presence of schools or parks), while the second section – Pedestrian Deterrent Index – consists of elements that discourage pedestrian activity (e.g. absence of pedestrian facilities, high pedestrian crash rates, high traffic speed or volume). The most urgent projects are those located in areas with high levels of activity or pedestrian generators and high levels of pedestrian deterrents. The unit of analysis for the PCI is the Census block level. The final step includes these block level scores applied to the street network to understand the extent to which pedestrian activity should be improved.

Management and Operations Strategies

CMP Strategies Matrix

The CMP strategies intend to highlight projects which implement proven congestion management strategies to maximize the functionality of the overall transportation network. Both targeted improvements and overall programmatic steps are included that result in improved traffic flow, reduced congestion, or increases in non-motorized users.

ITS Strategies Matrix

Like the CMP matrix, the ITS Strategies Matrix has been developed by the ITS Subcommittee with specific strategies evaluated. It considers existing infrastructure deployment to identify gaps in ITS Service on the Priority Corridors, thus allowing for projects to be identified to include specific ITS deployments on a project by project basis. The travel

data collected and traveler information disseminated by an ITS system must be comprehensive and consistent along an entire corridor, and gaps in deployment drastically reduce the ability to manage travel information effectively and improve travel efficiency. Therefore, high priority is given to projects that build upon existing deployments or fill gaps in service. The matrix is intended to assist agencies in identify project opportunities to fill these gaps and complete the ITS Service on a corridor. ITS Services include such items as the provision of real-time “traveler information”, ie, speeds, crashes, roadway alerts, etc. for each corridor. ITS elements can include surveillance/detection, dynamic message signs (DMS), travel information/transit kiosks, advanced communications/telemetry, roadway surveillance equipment, etc.

It is important to note that the inclusion of ITS elements is subject to AMPA’s Regional ITS Architecture to ensure interagency operability and consistency with federal guidelines, as well as to meet federal guidelines (Rule 940) for Systems Engineering certification from the New Mexico Department of Transportation prior to project implementation.

Transit Strategies

The Transit Strategies rewards projects that improve transit networks with added efficiency and reliability means improving the frequency or adding times of the day when people can take transit to centers, schools, and job sites.

Bike / Pedestrian Strategies

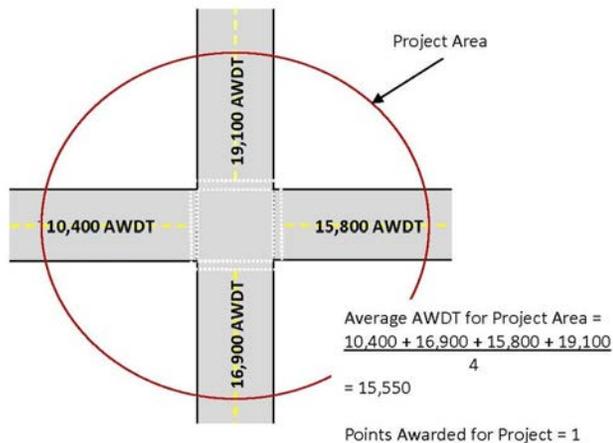
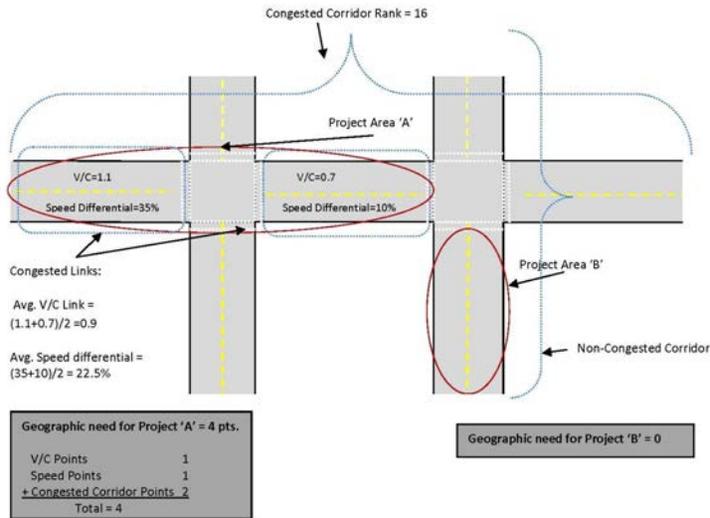
The Bike / Pedestrian Strategies awards points to projects that utilize strategies specifically geared towards improving the comfort of facilities and services for bicyclists and pedestrians. Projects receive points if they are stand alone or include pedestrian and bicycle elements as secondary components which create new or improved pedestrian or bicycle infrastructure. Examples include roadway projects which create facilities where none existed before, extend existing sidewalks or bicycle lanes, or voluntarily expand or widen bicycle lanes to meet guidelines established by the American Association of State Highway for the Development of Bicycle Facilities. All pedestrian or bicycle improvements must be described in the TIP application for a project to receive points. Involuntary improvements, such as bringing existing pedestrian infrastructure into compliance with the Americans with Disabilities Act (ADA) during a larger roadway project, will not generate points. In general, if a project adds or removes barriers for individuals to use non-motorized travel options it will receive points.

Project Location Congestion Analysis

This section identifies locations with high peak-hour activity. The link score therefore evaluates the link-level conditions and awards points based on the severity of the congestion along the project area. This evaluation is based on V/C and speed differential data, but not crash rates. The more congested the project area, the higher the link score for

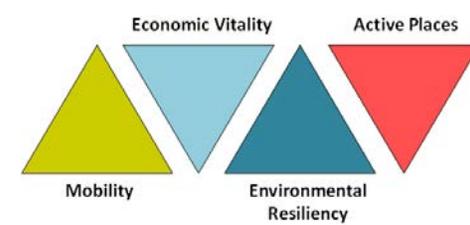
the project. Projects will be evaluated regardless of whether or not they are located along a CMP corridor.

Examples of Project Location Congestion Analysis and People Movement:



People Movement

Also a part of the Project Location Congestion Analysis is the People Movement score. When evaluating a particular link it is important to consider the overall number of users of a particular roadway, not just the number of vehicles affected. The PPP assesses people movement as the total number of vehicle and transit users along a project area. The total number of vehicle users is determined by taking the Average Weekday Daily Volume (AWDT) multiplied by the vehicle occupancy rate (MRMPO assumes an average vehicle occupancy rate of 1.2 persons per vehicle). Transit user totals are developed by taking boarding and alighting surveys conducted by MRMPO and ABQ Ride and assessing the percentage users of a route onboard along a given segment. The number of total riders along a segment is a function of that percentage and the overall daily ridership for a route. Totals by route by segment are summed for roadways with overlapping transit routes. The total transit users for a segment are added to the total vehicle users to find an overall users volume. Rail Runner ridership should also be considered in this section.



2

SCORING MOBILITY / MOVING PEOPLE

Manage Congestion and Enhance Operations

Purpose: Encourage projects on corridors that are heavily travelled or have multi-modal needs.

Components: Ranked and priority multi-modal and transportation management corridors.

Scoring: Check priority transportation corridors.

1. Is the project on the Congested Management Process (CMP) Corridors? What is it's rank?
2. Is the project on the Intelligent Transportation Systems (ITS) map? Is it on the Priority Network or General ITS System?
3. Is the project on the Long Range Bikeway System map? What is the type of facility? Does the project preserve the existing type or add the proposed type of facility?
4. Is the project on the Priority Transit System map or a Rio Metro route? What transit network is the project on?
5. Is the project on the Pedestrian Composite Index (PCI)? What is it's rank?

Management and Operation Strategies

Purpose: Encourage projects that address heavily-traffic, congested corridors and multi-modal systems.

Components: Prioritized strategies related to specific type of multi-modal and transportation management corridors.

Scoring: Check strategies related to specific type of multi-modal

corridors.

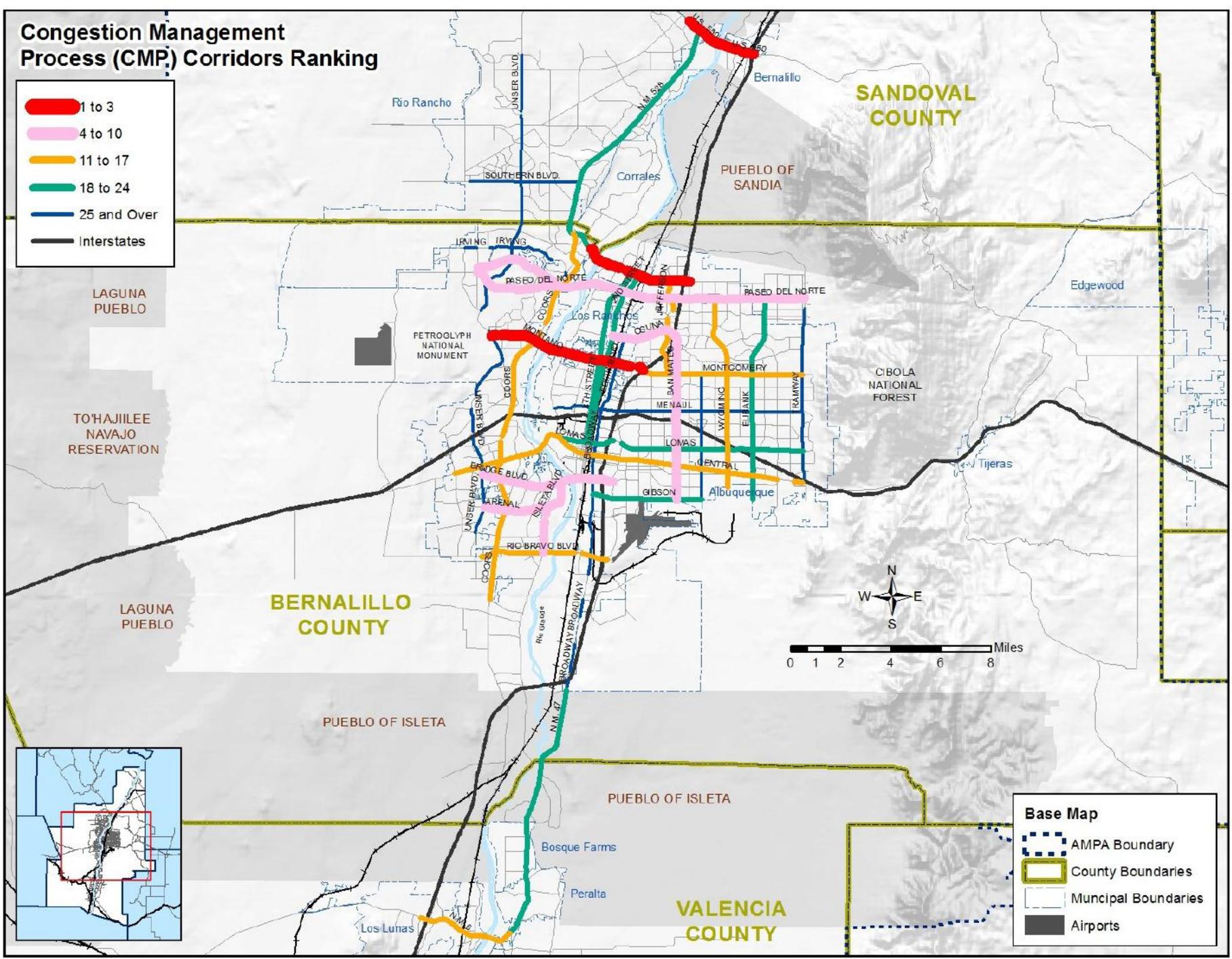
1. Identify which strategies that are being utilized from the CMP Matrix for the project?
2. Identify which strategies that are being utilized from the ITS Matrix for the project. Identify if ITS services currently exist on the corridor.
3. Identify Transit Strategies being utilized.
4. Identify Bicycle / Pedestrian strategies being utilized.

Project Location Congestion Analysis / People Movement

Purpose: Encourage projects that address heavily-traffic, congested corridors.

Components: Traffic volumes, Congestion Management scores, and Transit users on the project corridor.

Scoring: Staff will calculate the specific segment volume-to-capacity score, speed score, traffic volume, and transit users for the roadway, trail, or rail line.

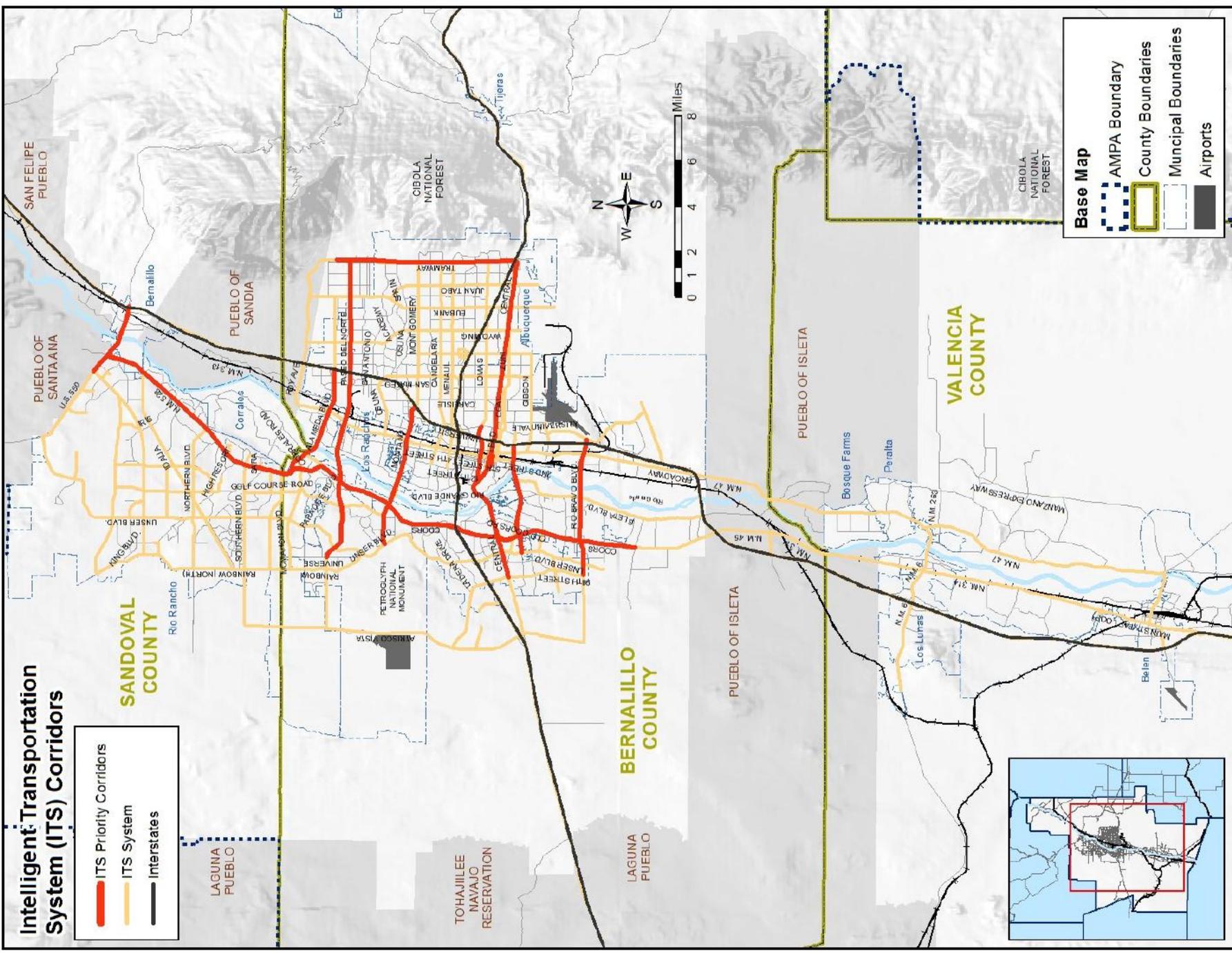


2016 CMP Strategies Matrix		Active Roadway Management					Travel Demand Management/Alternative Travel Modes								Physical Roadway Capacity							
		Expanded traffic signal timing and coordination - ITS	Traffic signal equipment modernization - ITS	Traveler information devices - ITS	Communications networks and roadway surveillance - ITS	Access management	Fixed guideways and dedicated transit lanes	Transit service expansion	Transit vehicle information	Transit intersection queue-jump lanes and signal priority	Electronic fare collection	Park & Ride facilities	Off-street multi-use trails	On-street bicycle treatments	Parking management	Intersection turn lanes	Deceleration lanes	Freight Improvement Strategies	Grade-separated railroad crossings	New grade-separated intersections	New travel lanes (general purpose)	New roadways
	Non-CMP Corridor (NC)																					
	Interstate 25																					
	Interstate 40																					
1	Alameda Blvd.																					
2	US 550																					
3	Montano Rd.																					
4	Paradise Blvd.																					
5	Bridge/Cesar Chavez Blvd.																					
6	Paseo del Norte Blvd.																					
7 & 8	San Mateo Blvd./Osuna																					
9	Isleta Blvd.																					
10	Arenal Blvd.																					
11	Montgomery Blvd.																					
12	Dennis Chavez/Rio Bravo																					
13	Jefferson St.																					
14	Coors Blvd.																					
15	Wyoming Blvd.																					
16	Central Ave.																					
17	NM 6																					
18	Eubank Blvd.																					
19	Fourth St.																					
20	Second St.																					
21	Gibson Blvd.																					
22	NM 47																					
23	NM 528																					
24	Lomas Blvd.																					
25	Louisiana																					
26	Irving Blvd.																					
27	Unser Blvd.																					
28	Menaul Blvd.																					
29	Broadway Blvd.																					
30	Southern Blvd.																					
31	Tramway Blvd.																					

^ See CMP Toolkit for additional corridors for which the strategy is a high priority.

Priority is based on CMP/ITS review, and has been updated to consider current deployments along the corridor.

- High Priority
- Medium Priority
- Low Priority
- Not Appropriate



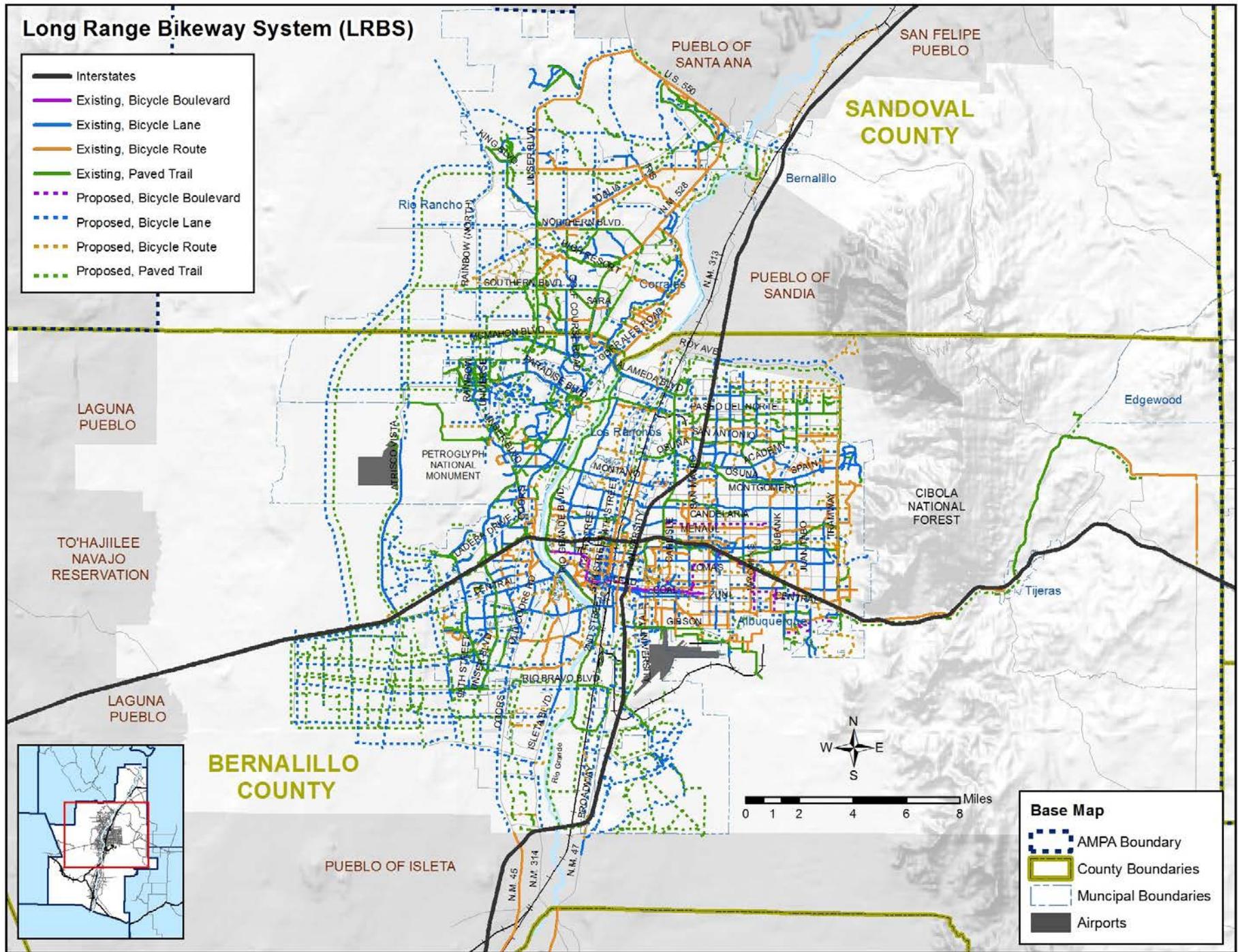
			Current Deployment-based Criteria = 1 - 5 (1 best, 5 deficient)						
			Signal timing and coord. Date/#Plans	Traffic signal equipment modernization (fishg ylw)	Traveler information (DMS)	Communications networks	Roadway surveillance coverage	Bus-Transit Pre-emption/Priority	Transit Veh Realtime Location (App or Kiosk)
ITS Priority Corridors		2014 CMP Ranking (draft)							
1	Alameda Blvd. *Cottonwood to I-25	1	High	Med	Med	Low	Low	High	Med
2	Montano Rd. (Unser to I-25) new sig at RR = 13	2	High	High	Med	Low	Med	High	Med
3	Bridge/Cesar Chavez Blvd. *	4	High	Med	Med	Low	Med	High	Med
4	US 550 * PdV to I-25	6	High	Med	Med	Low	Med	High	Med
5	Coors Blvd. 1 (S/I40)	13	High	Med	Med	Low	Med	High	Med
6	Coors Blvd. 2 (N/I40 incl. Ellison)	13	High	High	Med	Low	Med	High	Med
7	PdN Blvd. 1 (Universe to Coors)*	5	High	Low	Med	Low	Med	High	Med
8	PdN Blvd. 2 (Coors to W/I-25)*	5	Not App	Low	Med	Low	Med	High	Med
9	PdN Blvd. 3 (E/I-25 to Tramway)*	5	High	Low	Med	Low	Med	High	Med
10	Dennis Chavez (118th to Coors)	20	High	Low	Med	Low	Med	High	Med
11	Rio Bravo 1 (Coors to Isleta)	20	High	Med	Med	Low	Med	High	Med
12	Rio Bravo 2 (Isleta to University)	20	High	Med	Med	Low	Med	High	Med
13	Tramway Blvd. (Central to Cedar Hill)	32	High	Med	Med	Low	Med	High	Med
14	Central Ave. (98th to Rio Grande Blvd)	15	High	Low	Med	Low	Med	High	Med
15	Central Ave. (Rio Grande Blvd to E/I-25) - includes CBD	15	High	Low	Med	Low	Med	High	Med
16	Central Ave. (W/I-25 to Washington)	15	High	Low	Med	Low	Med	High	Med
17	Central Ave. (Washington to Tramway)	15	High	Low	Med	Low	Med	High	Med
18	NM 528 1 (Westside to Northern)	23	High	High	Med	Low	Med	High	Med
19	NM 528 2 (Northern to US 550)	23	Low	High	Med	Low	Med	High	Med

Priority is based on CMP/ITS review, and has been updated to consider current deployments along the corridor.

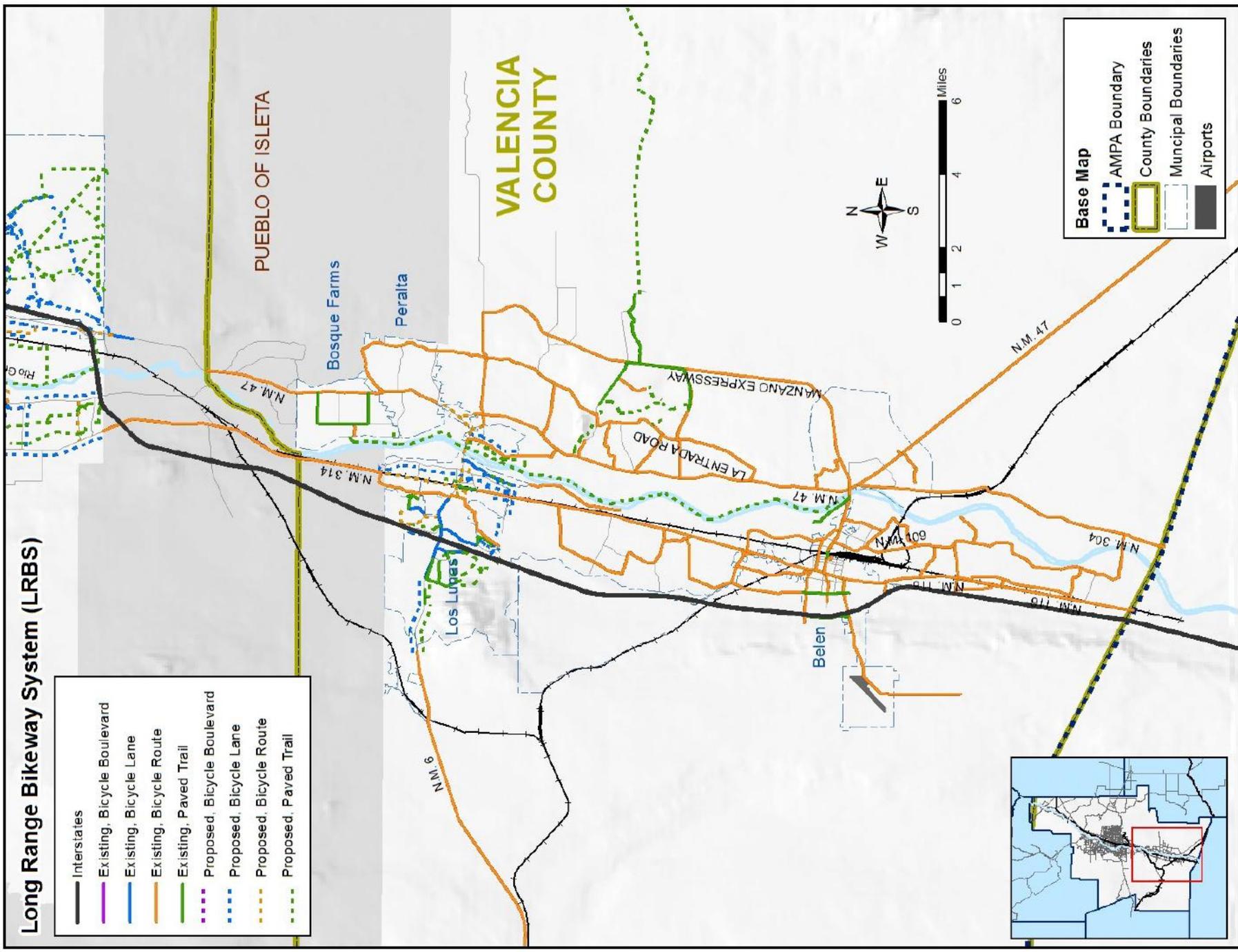
High Priority	High Priority
Medium Priority	Medium Priority
Low Priority	Low Priority
Not Appropriate	Not Appropriate

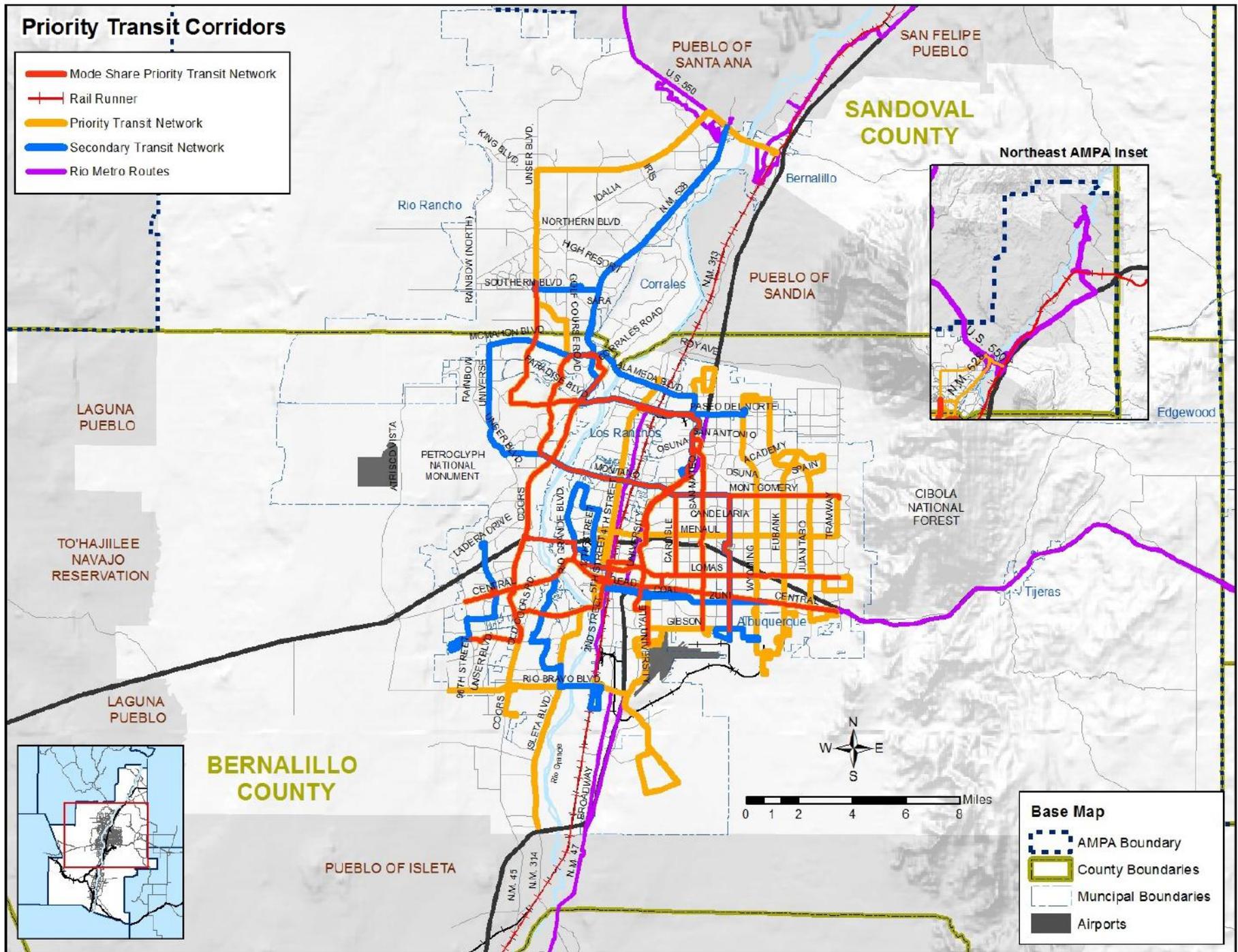
Long Range Bikeway System (LRBS)

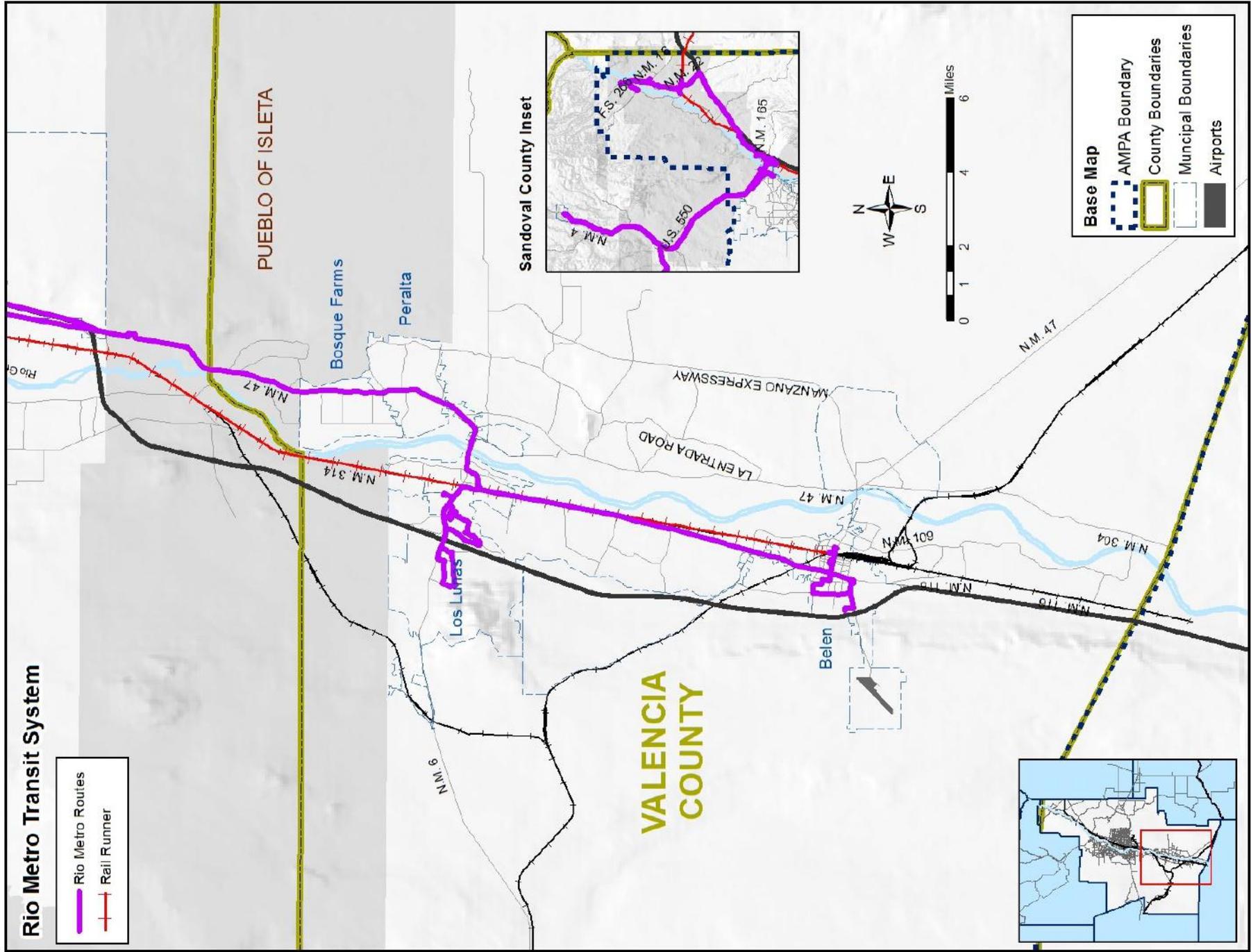
-  Interstates
-  Existing, Bicycle Boulevard
-  Existing, Bicycle Lane
-  Existing, Bicycle Route
-  Existing, Paved Trail
-  Proposed, Bicycle Boulevard
-  Proposed, Bicycle Lane
-  Proposed, Bicycle Route
-  Proposed, Paved Trail

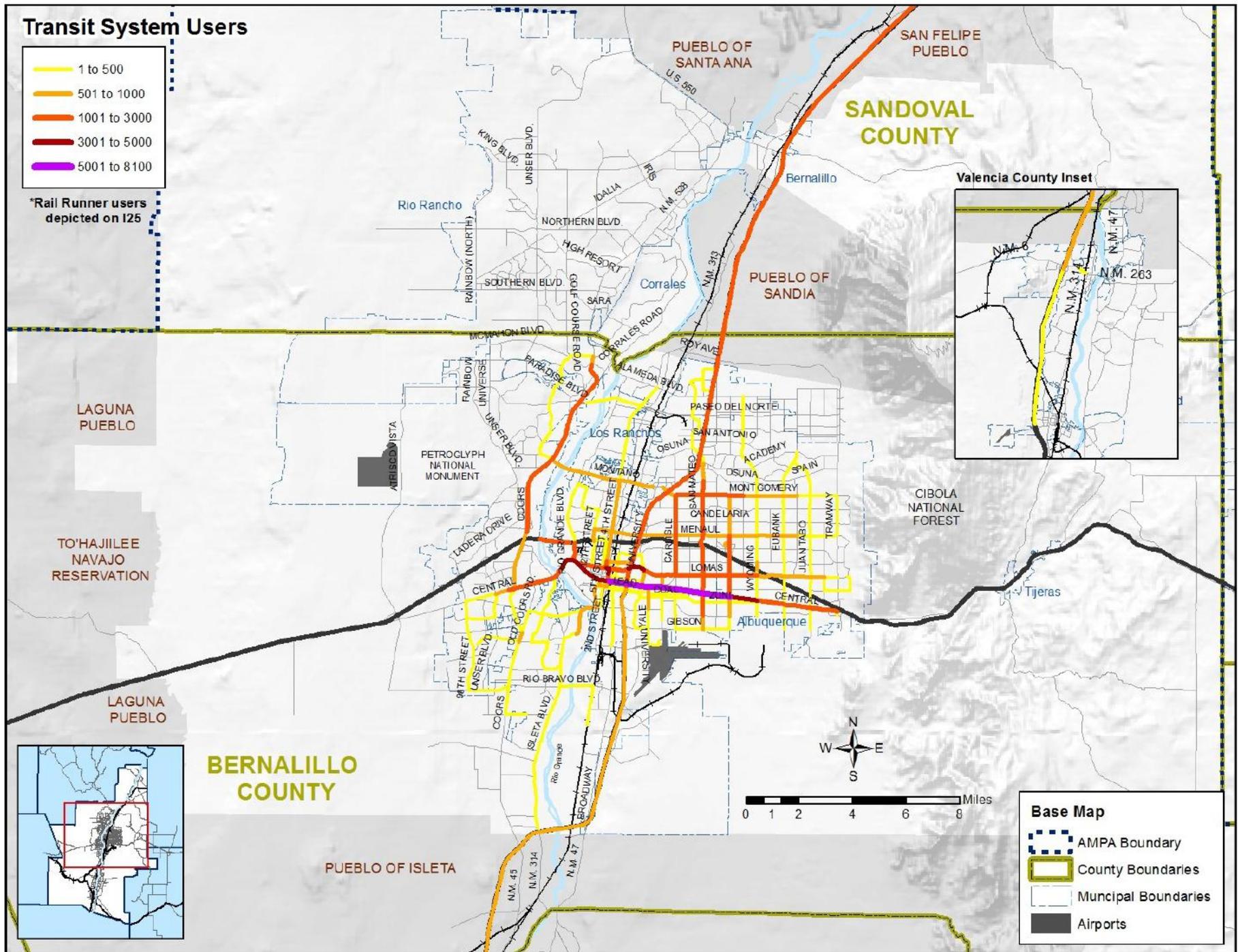


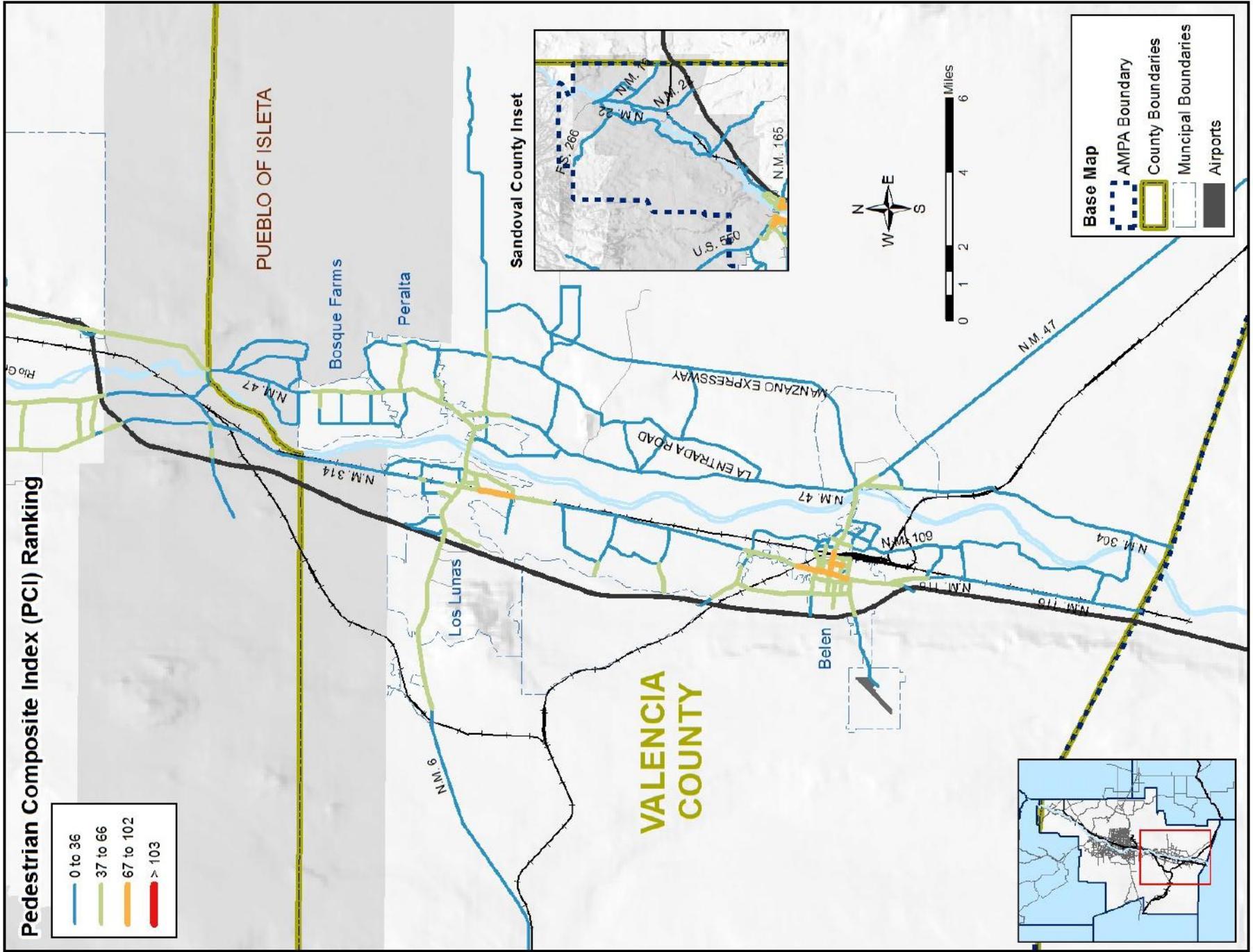
- Base Map**
-  AMPA Boundary
 -  County Boundaries
 -  Municipal Boundaries
 -  Airports

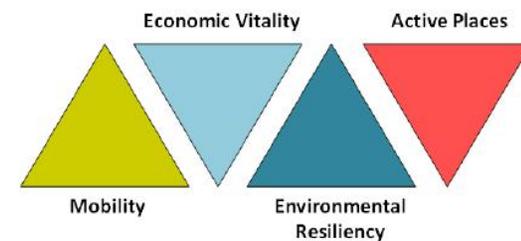












3

ECONOMIC VITALITY

There is a fundamental connection between the functionality and efficiency of a transportation system and the economic vitality of the region. Quite simply, more efficient movement of people and goods leads to greater productivity, and greater circulation of services within an economy. While the purpose of the Mobility goal is to provide a range of options that enable individuals and goods to efficiently traverse the transportation network, the Economic Vitality goal goes further by encouraging projects that specifically target locations where activity occurs, support private sector enterprise, and reflect local concerns.

Evaluation Sections

While measuring the economic impact of transportation projects is difficult, the criteria contained in the PPP approximate economic impacts by indicating whether projects target vital economic centers and infrastructure and reflect the goals of local communities and agencies. The evaluation sections for Economic Vitality include:

1. Key Centers and Corridors
2. Activity Density
3. Freight Movement
4. Equity Index

Key Centers and Corridors

Unlike past Metropolitan Transportation Plans which considered only one set of future conditions – a trend scenario based on existing plans and policies – the 2040 MTP contains a Trend scenario and a Preferred scenario. The Preferred scenario represents an alternative land use configuration resulting from changes in zoning and development incentives in critical locations, as well as potential investments in public transit services. This scenario is the result of a comprehensive scenario planning process involving member agencies from across the region, and may be thought of as a set of desired changes in the region’s development trajectory that would result in lower congestion levels, reduced

emissions, and less land consumption compared to the Trend. To achieve the preferred scenario different types of regional centers and corridors are identified where targeted investment can further economic and environmental goals laid out in the 2040 MTP. Improving access to or between these centers serves to target and invigorate their economic impact.

Activity Density

To encourage projects that support the implementation of this more sustainable development model (the Preferred Scenario), the socioeconomic data contained in the Preferred scenario is utilized in the PPP as part of the activity density criterion. It is important for economic vitality and growth that the locations which contain the greatest activity are adequately serviced by transportation, be it through well-maintained roads or access to job sites via public transit or bicycle. The PPP considers current and future activity in recognition of the fact that infrastructure projects should not simply react to existing conditions but anticipate where growth will occur. As such the PPP will evaluate the current and future activity density scores for a project area.

Activity density is a measurement of combined residential and commercial activity in a particular Data Analysis Subzone (DASZ). The utility of this measure comes from its ability to capture and highlight areas of intensive use. Rather than strictly examine population or employment density, which are often used to quantify commuting supply and

commuting demand respectively, activity density is based on the assumption that each unit of population and employment generates a certain level of activity. **A key assumption in activity density is that the activity generated by a job is greater than that of a residence since a residence is the point of departure for commuters whereas job sites attract clients and patrons along with employees.** Activity density applies a uniform formula based on the region-wide relationship between population and employment (the regional population-to-employment ratio for 2008 is 2.31, meaning the measure is weighted more heavily toward employment by a factor of approximately 2-to-1), which is multiplied by the number of jobs in a Data Analysis Subzone (DASZ) and added to the number of residents in the zone. This approach is less nuanced from an employment perspective since it does not distinguish between the activity generated between large employment sites such as shopping centers and call centers or large manufacturing plants, but it does allow residential density to be incorporated into the activity measurement. (Areas of dense population growth, including multi-family and transit-oriented developments, are reflected most heavily.)

Freight Movement

The freight criterion involves the support of private sector activity. While there are a multitude of methods government agencies may use for encouraging private sector activity, the PPP focuses on private sector enterprise from a transportation perspective with a focus on the

movement and transaction of goods. The PPP therefore highlights projects conducive to the efficient movement of heavy trucks by emphasizing freight corridors and strategies.

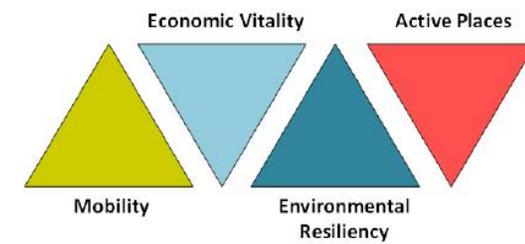
Equity Index

This criterion encourages the promotion of social justice and equitable distribution of federal transportation funds by targeting underserved communities sometimes called Environmental Justice communities.

These communities have historically received fewer or invasive infrastructure improvements, and are often the communities that stand to benefit the most from improvements to the transportation infrastructure. This index integrates minority and low income populations, and households with zero or fewer vehicles. This index provides a geographic location of communities that would benefit from better transportation infrastructure. The type of infrastructure and the potential benefit to that community is also important to explain as sometimes improving safety or providing lighting, as opposed to expanding capacity may be of a higher priority for an underserved community.

Federal Highway Administration Environmental Justice graphic:





3

SCORING ECONOMIC VITALITY

Key Centers and Corridors

Purpose: Forward the preferred scenario through centers and corridors identified (including TOD and local plans)

Components: Improving access to regional centers and improving connections between regional centers

Scoring: How the project connects and improves centers and corridors.

1. Does the project improve a connection to a regional center or transit node? Explain how and which modes are improved.
2. Does the project improve a connection between two regional centers or transit nodes? Explain how and which modes are improved.
3. Does the project improve a segment of a regional corridor?

Activity Density

Purpose: Serve areas with current and expected high population and employment activity

Components: Employment and housing data by DASZ for 2012 and 2040

Scoring: How the project score on current and future activity density zones.

1. Does the project fall primarily within one of the existing activity density rankings? What is the rank?
2. Does the project fall primarily within one of the future activity

density rankings? What is the rank?

Freight Movement

Purpose: Prioritize areas of high commercial and trucking activity

Components: On freight corridor or at freight bottleneck and addresses/improve freight movement

Scoring: Check freight corridors and strategies employed

1. Is the project on a freight corridor (including the rail line)?
2. Does the project employ a freight strategy? What is the strategy?
3. Does the project connect directly to an intermodal facility?

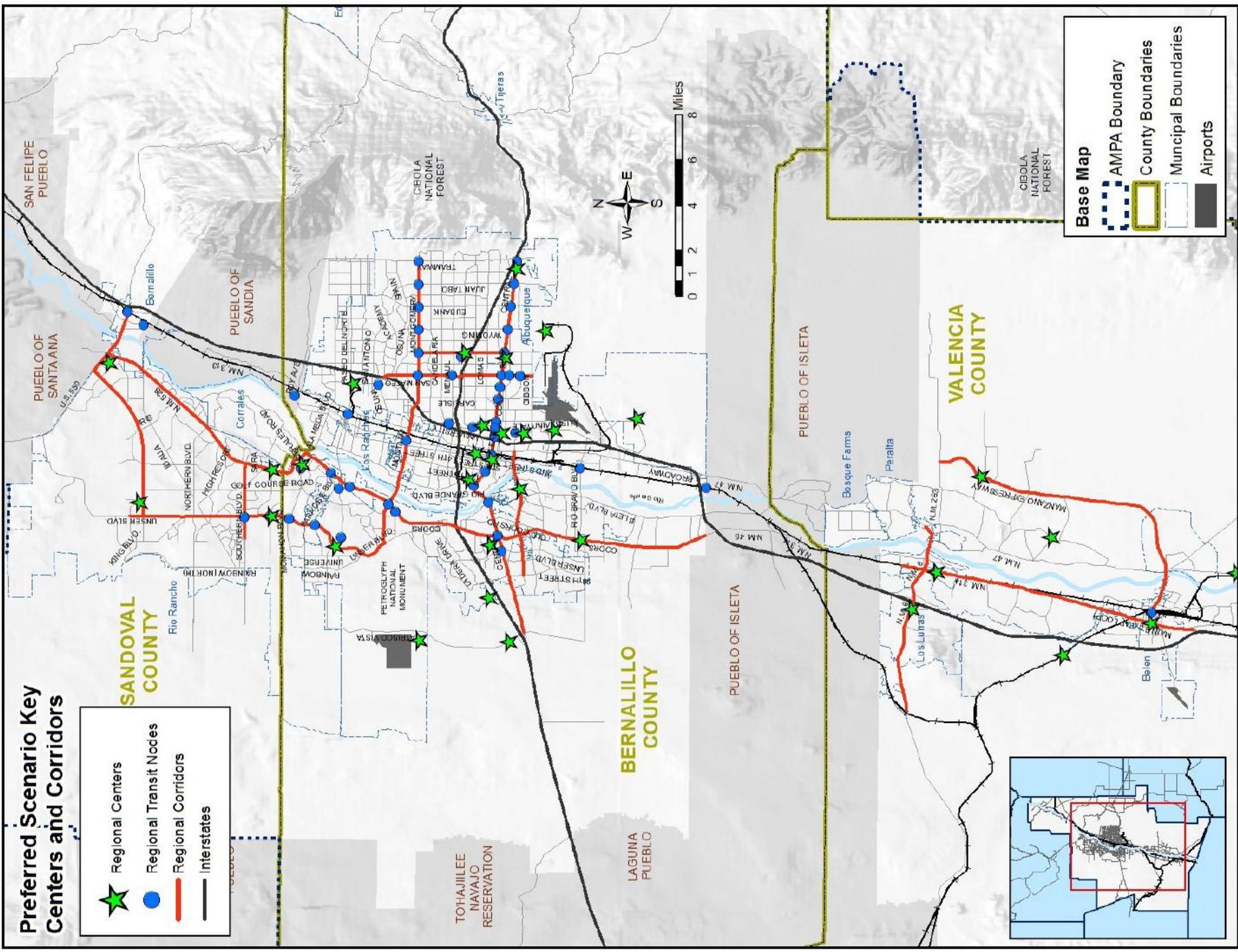
Equity Index

Purpose: Prioritizes underserved communities

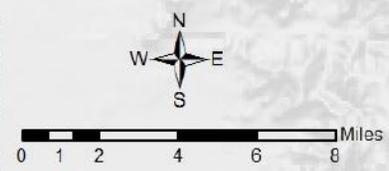
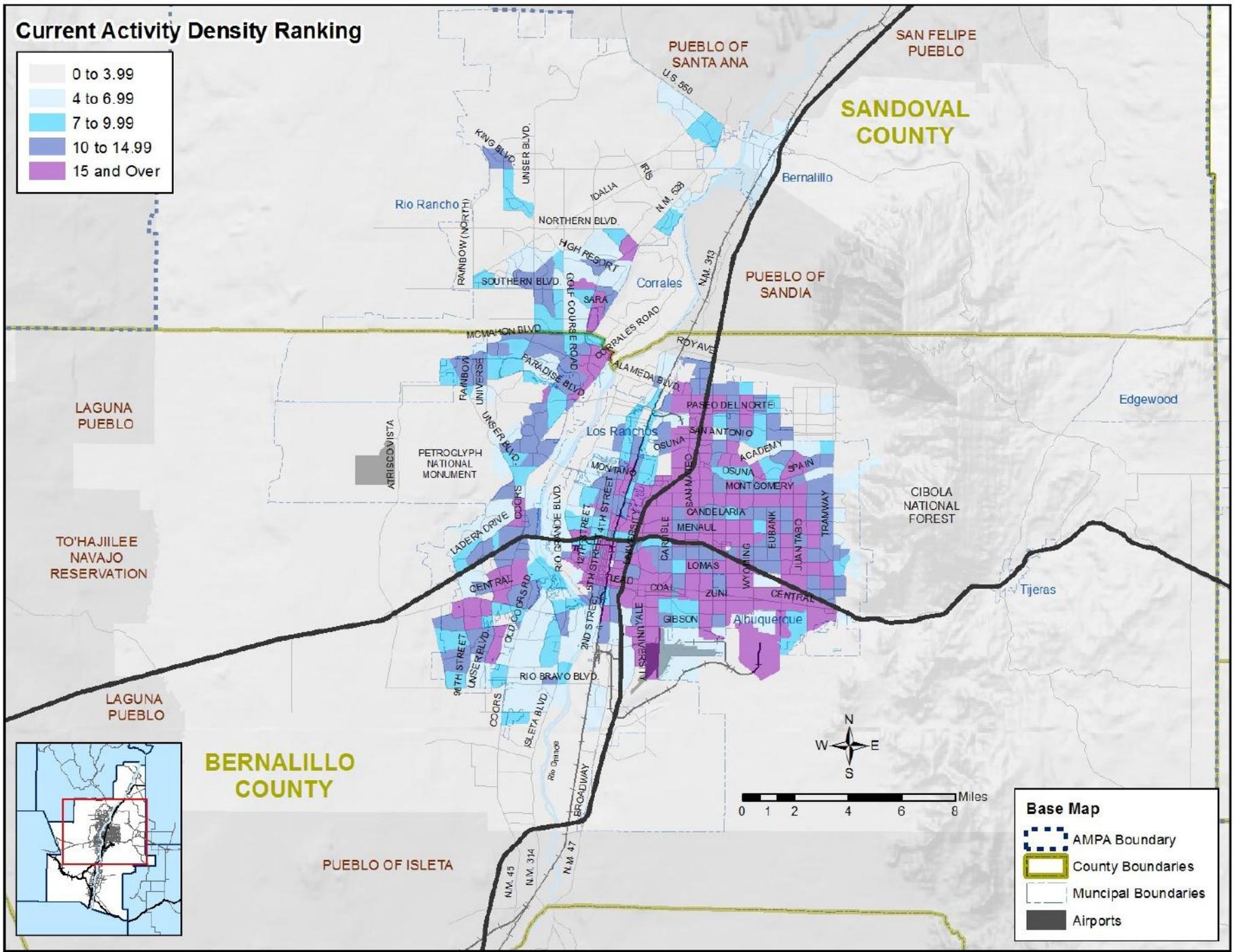
Components: Locate on Equity Index

Scoring: Rank on the equity index and serves that community

1. What rank on the Equity Index is the project primarily in?
2. How does the project improve conditions for the adjacent communities?

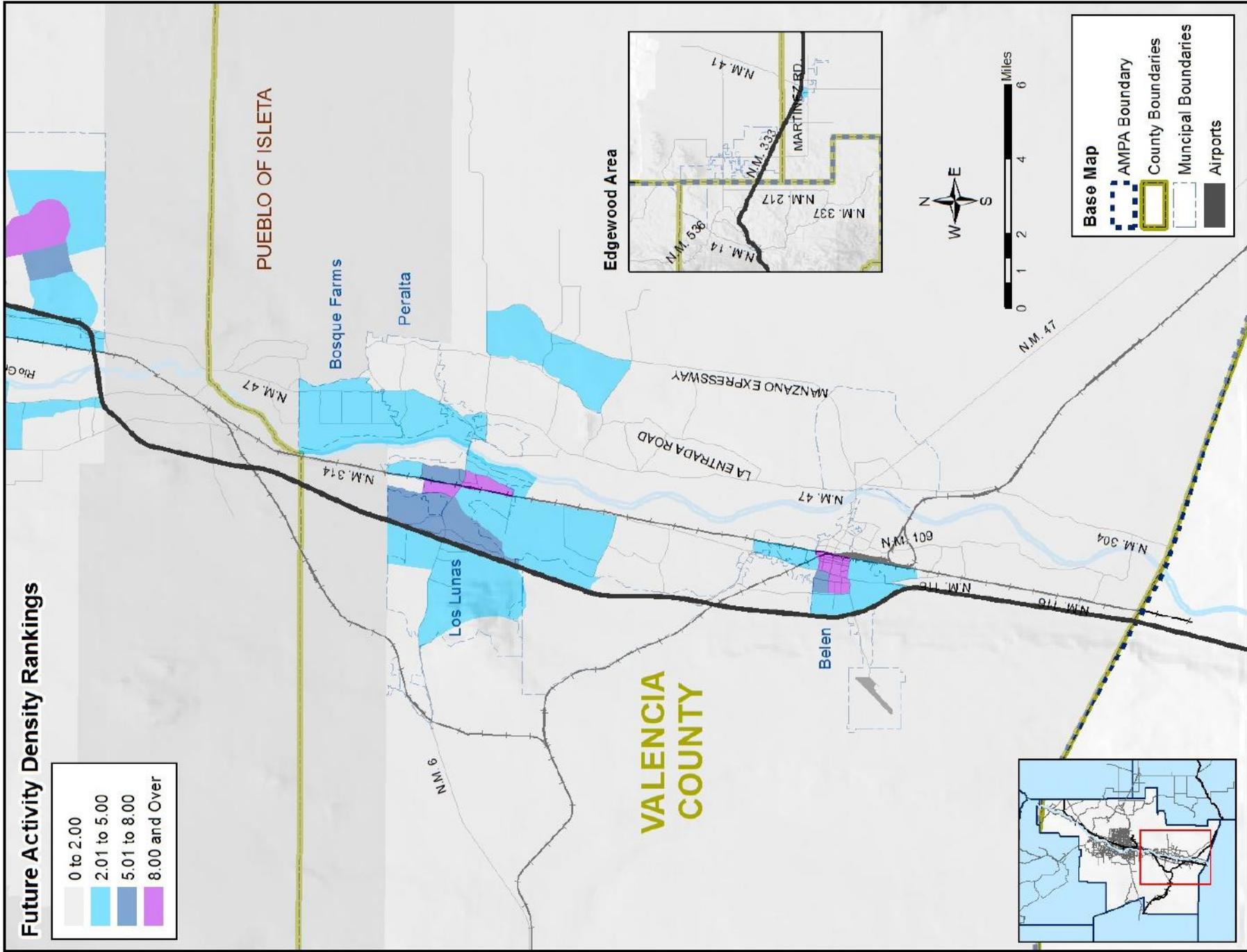


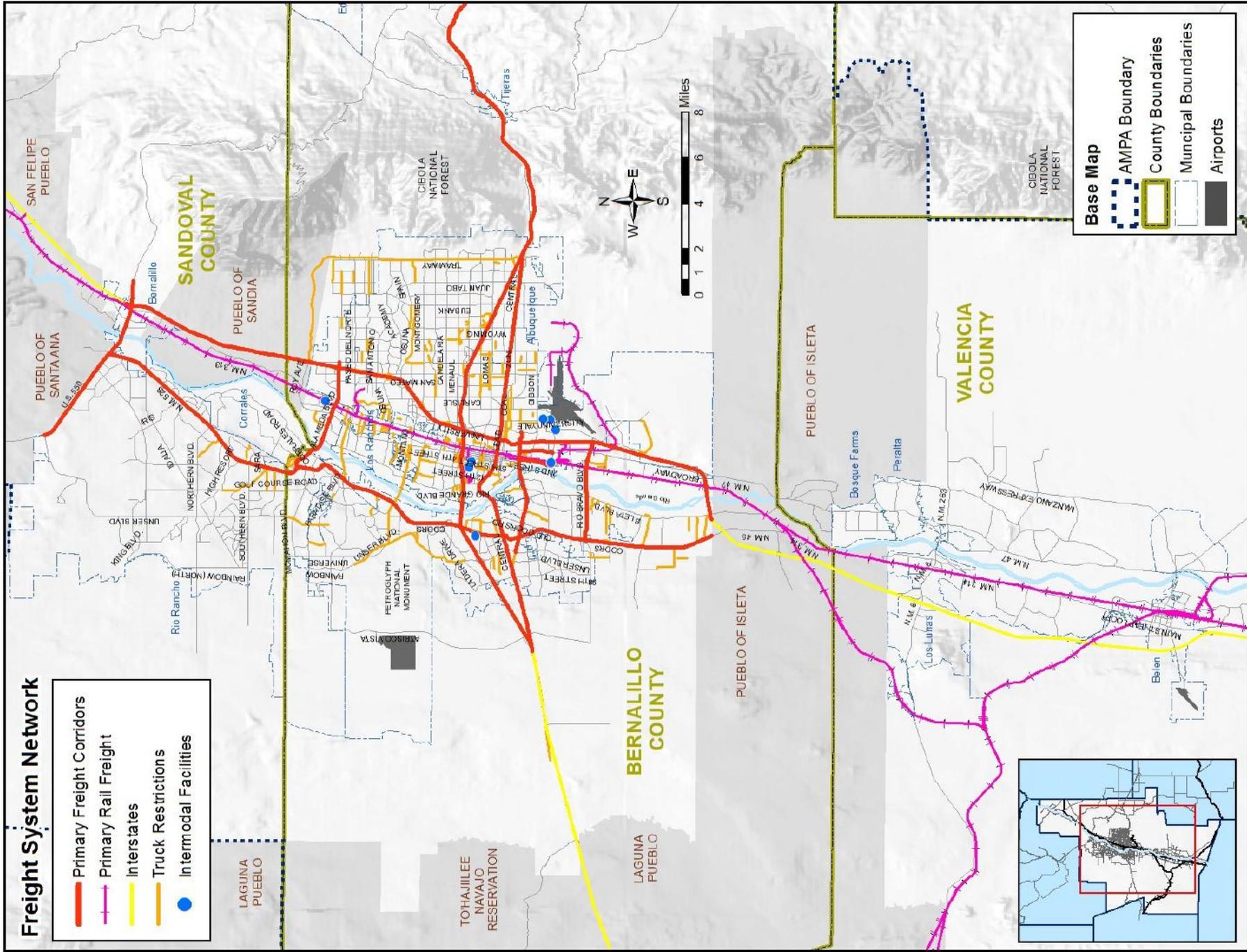
Current Activity Density Ranking

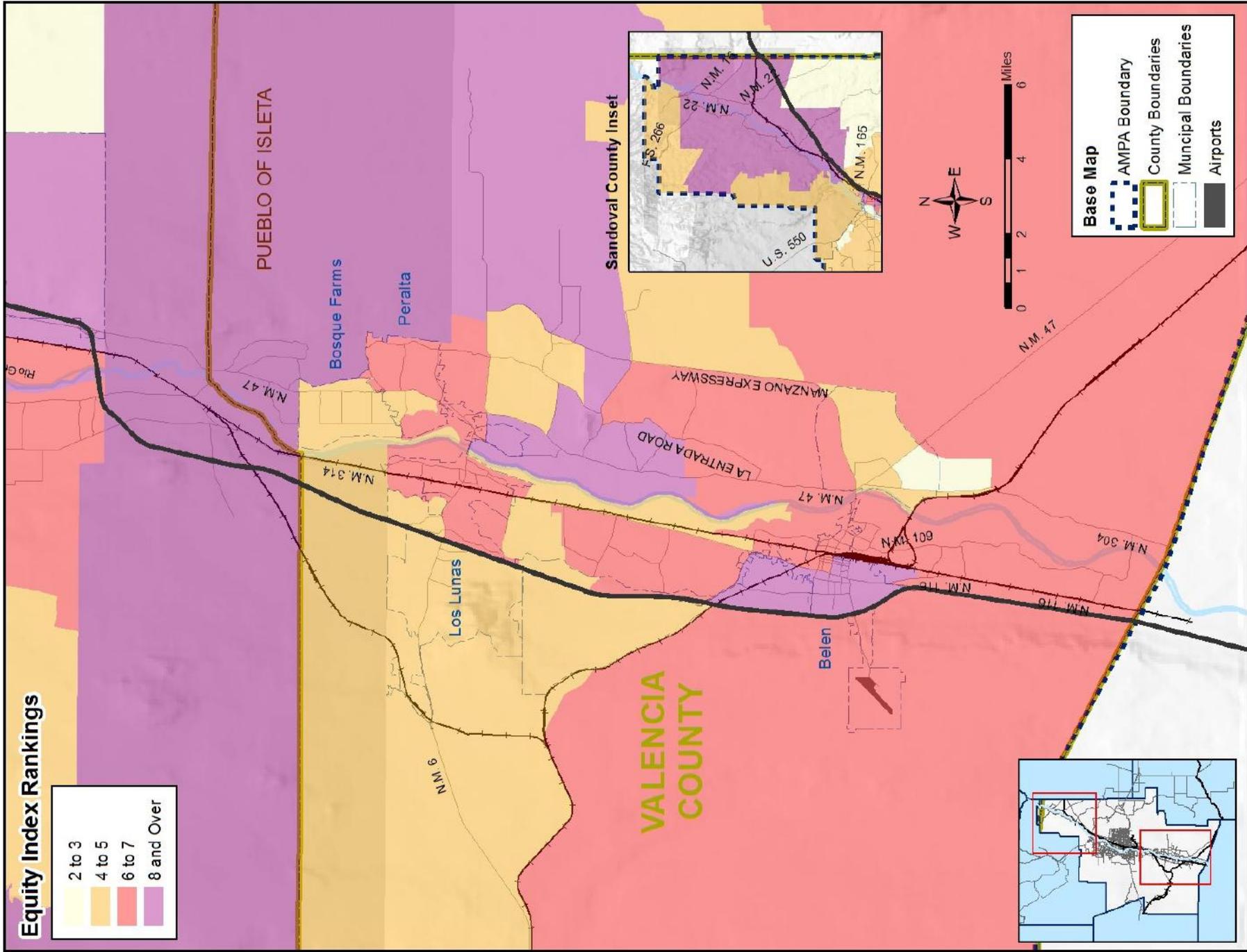


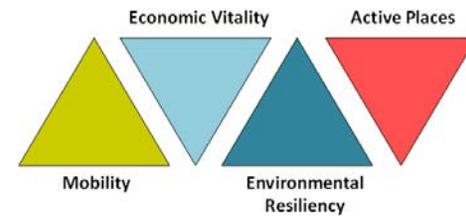
Base Map

- AMPA Boundary
- County Boundaries
- Municipal Boundaries
- Airports









4

ENVIRONMENTAL RESILIENCY

Environmental resiliency means taking care of our existing infrastructure and preserving natural resources, as well as identifying ways to reduce emissions in our region. Vehicle emissions have the largest impact on air quality in metropolitan areas. With this in mind, we must continue to address air quality, if not to ensure that our region does not become limited maintenance again. Planning for global climate change can also reduce emissions, and requires both adapting our human environment to emerging climate conditions and mitigating our contribution from greenhouse gas (GHG) emissions. If we continue to emit GHGs from fossil fuels at rates similar to today, the severity and rate of change in the climate will increase, resulting in increased droughts, flooding, and wildfires.

Evaluation Sections

The PPP recognizes environmental resiliency as a regional priority and rewards transportation projects which have the greatest impact toward improving air quality and adapting or mitigating climate change impacts in the metropolitan area. Travel activity is influenced by the land use that generates trips and the modes of transportation available to individuals who make those trips. For this reason, both transportation and land use strategies can be effective in reducing vehicle miles travelled and thus emissions. The evaluation sections include:

1. Preserve Existing Infrastructure

2. Air Quality and Climate Uncertainties
3. Open Space and At-Risk Areas

Preserve Existing Infrastructure

According to TRIP, a national transportation research group, 32 percent of U.S. roadways are in poor or mediocre conditions and 25 percent of U.S. bridges are structurally deficient or obsolete. With these statistics in mind, and given the improvements in safety and efficiency that accompany a well-maintained transportation system, the PPP and the 2040 MTP emphasize maintaining the existing transportation system in a state of good repair. Furthermore, preservation projects generally

support all modes including walking, bicycling, and public-transit through improvements to the existing infrastructure. For these reasons, this criterion specifically rewards projects that reduce the need for large new capital investments through the preservation of and improvements to the existing network such as maintenance, rehabilitation, or reconstruction.

Bridge Infrastructure

Improvements to bridges are also considered in the PPP under the preserve existing infrastructure criterion. Bridge improvements are fundamental for the safety of transportation system users in the region, and are critical for the movement of people and goods across the AMPA. Of particular interest are projects which result in a bridge's removal from the deficient bridge list. The list applies to bridges which are structurally deficient (i.e. require improvements to ensure safety) or functionally obsolete (i.e. incapable of meeting travel demands) as determined by the FHWA.

ADA Compliance

If a project brings pedestrian infrastructure into compliance with Americans with Disabilities Act (ADA) standards, the project will receive a minimum of one point. By awarding points to projects which achieve ADA compliance, the PPP recognizes the improvement in mobility resulting from the project.

Air Quality and Climate Uncertainties

Increasing Vehicle Miles Travelled (VMT) and continued peripheral development may cause air quality to deteriorate over time. **The transportation sector accounts for roughly 30 percent of the overall GHG emissions in the United States.** The other biggest emitters are electricity generation, much of it from buildings, and industry. Agricultural activities and residential and commercial land use make up the majority of the rest. The Central New Mexico Climate Change Scenario Planning Project helped central New Mexico identify workable strategies to reduce the region's GHG emissions. These strategies can be directly translated to TIP projects and therefore have been incorporated into the PPP point structure. Transportation-related strategies include:

- Vehicle technology and policy strategies to improve the fuel-efficiency and reduce emissions from vehicles.
- Fuel technology strategies to reduce the carbon content of fuels.
- Travel activity strategies that seek to reduce the vehicle miles travelled (VMT) of the population.
- Vehicle and system operations strategies that improve traffic flow and reduce emissions from vehicle idling.

Air Quality Strategies

As an example, vehicle improvement strategies seek to reduce GHG emissions by improving the efficiency of the vehicle fleet on the road in the region. These strategies typically involve influencing the market for cars and trucks. States can explore programs like vehicle scrappage programs (vehicle buy-back), tax incentives for cleaner vehicles, and taxing

inefficient vehicles while subsidizing efficient ones. Most of these programs are effective at the State or Federal level but can be explored by the region as strategies to advocate in New Mexico.

Climate Uncertainty Strategies

Climate adaptation and mitigation strategies overlap greatly with emissions reduction strategies. One example of a strategy that impacts both is Transportation Demand Management (TDM). TDM strategies seek to reduce the demand for driving single-occupant vehicles through various mechanisms that include incentives to choose alternatives or actions that influence the relative attractiveness or price of travel by SOVs versus alternatives. TDM strategies often accompany an investment in an alternative transportation mode such as the provision of a High Occupant Vehicle (HOV) lane or the construction of a new transit line.

TDM strategies are most effective in reducing VMT when implemented as a suite of strategies. These types of strategies can be implemented relatively quickly and at a low cost and can begin to show some results much sooner than more ambitious plans.

Low Impact Development and Green Infrastructure

Another area with potential to increase resiliency and reduce the environmental impacts from regional development is low-impact development and green infrastructure. Green infrastructure is a general term for infrastructure which incorporates design elements to reduce environmental impacts or even perform environmental services, such as

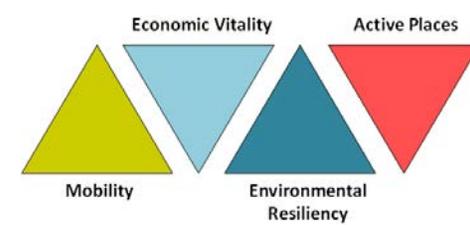
mitigating flood risk, improving water quality, or enhancing habitat. This infrastructure's primary purposes are to reduce, slow, and clean urban runoff from precipitation on impervious surfaces, such as roads, parking lots, or buildings. This can reduce risks of flash flooding, sewer overflows, and pollution from urban runoff. An additional benefit of some of these approaches, such as vegetated swales, parks, and reducing paved surface area, is that they can help reduce the urban heat island effect.

Open Space and At-Risk Areas

Open space preservation can support several of MRCOG's long-term planning goals related to increasing Central New Mexico's resiliency to climate change:

- Protect critical habitat and preserve wildlife corridors.
- Reduce future development in vulnerable areas, such as areas at risk for flooding or wildfires.
- Support more concentrated development in transit-oriented activity centers (TOD).

Given the development pressures in Central New Mexico and limited land conservation budgets, it is important for MRCOG and its partners to coordinate their resources and develop clear regional priorities for open space preservation. The map used for this evaluation section is an initial approach to protecting critical habitat and avoiding areas at-risk and can be further refined in the future. TOD support is addressed in the Active Places goal.



4

SCORING ENVIRONMENTAL RESILIENCY

Preserve Existing Infrastructure

Purpose: Preserve and enhance existing facilities rather than create new ones.

Components: Project is primarily dedicated to rehabilitation / reconstruction / maintenance.

Scoring:

1. Does the project primarily preserve existing infrastructure? Identify Existing Infrastructure/Preservation strategies.
2. Does the project bring a bridge off the deficiency list?
3. Does the project bring the area up to ADA compliance?

Air Quality and Climate Uncertainties

Purpose: Improve air quality by reducing emissions and address climate change through strategies developed by the Central New Mexico Climate Change Scenario Planning efforts.

Components: Strategies that are primarily related to emissions reductions or climate uncertainty issues.

Scoring:

1. Does this project implement a Transportation Control Measure (TCM) in the State Implementation Plan (SIP)? If yes, include in TIP.
2. Are you coordinating efforts with the applicable storm water drainage authority to handle excess runoff generated from the project?

3. Does the project incorporate Green Infrastructure or Low Impact Development?
4. Does this project reduce emissions and/or mitigate/adapt to climate uncertainties? Identify which strategies are being utilized for the project.

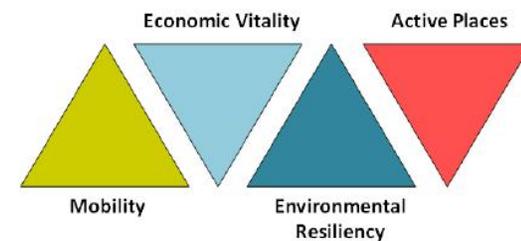
Open Space and At-Risk Areas

Purpose: Decrease or mitigate impacts of development in at-risk areas or provide context sensitive access to Open Space.

Components: Provides access to Open Space and mitigates At-Risk Areas.

Scoring:

1. Does this project improve or provide access to Open Space? See Open Space Map. If not identified on Open Space map explain geographic location.
2. Is this project within or touches an At-Risk area? See At-Risk Map. If yes, please describe how you will be mitigating impacts.
3. Does the project improve a wildlife crossing?



5

ACTIVE PLACES

Expanding travel options available throughout the transportation network is crucial for creating thriving, healthy, and safe places. Once at their destination people need to be able to walk and bike comfortably. Access to and connectivity between places coupled with context-sensitive or Complete Streets design can have a large impact on how frequented and lively a place is.

Evaluation Sections

The Active Places goal stresses the importance of well-connected options for all users of the transportation system. The evaluation criteria include:

1. Access to Services and Destinations
2. Healthy, Safe, and Convenient Travel Options
3. Safety Rates and Strategies

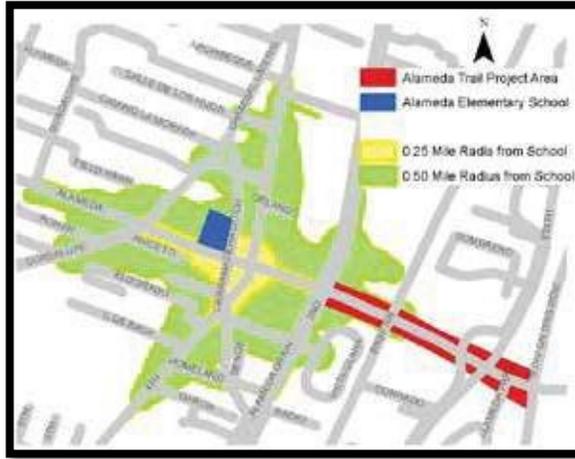
Access to Services and Destinations

Accessibility Analyses

Recent improvements such as the New Mexico Rail Runner Express, expanded Rapid Ride service offered by ABQ Ride, and the establishment of the Rio Metro Regional Transit District attest to the public ap-

petite for transit and the potential for transit to connect the region. As congestion levels increase across the AMPA, public transit will continue to develop as a meaningful transportation alternative and congestion reduction strategy. In recognition of the increasing role public transit plays in the mobility of the AMPA, and to promote alternatives to single-occupancy vehicle use, the prioritization process encourages the continued development of new and improved connections for a traveler's last half mile. The last half mile is the distance often travelled to and/or from a transit stop to the services that a person wants to reach. For example, individuals walk or bike to transit stops or drive to park and ride facilities, journey on public transit, and walk or bike to their final destination. Ultimately, providing better access to and within Activity Centers for all modes gives commuters more options for traveling to work. Projects that provide connections to parks, libraries, com-

munity centers, healthcare facilities, or religious institutions can support this goal. Parents taking students to school is an important contribution to congestion. As such projects that facilitate travel to school sites



are highlighted in the PPP. Safe Routes to Schools studies demonstrate that the likelihood students will walk or bicycle to school drops as the travel distance grows. Similar to previous system-wide criteria, programmatic efforts that affect multiple schools (such as a pedestrian/bicycle safety program) also qualify. Improvements to the bicycle and pedestrian infrastructure create greater opportunities for individuals to commute and access destinations across the metropolitan region without relying on an automobile, and can reduce individual transportation costs and improve roadway performance. Providing non-motorized facilities that go above and beyond ADA compliance are encouraged in this section.

Gaps Analysis and Connectivity

Another way to improve access is to prioritize gaps in the current networks, particularly bike and pedestrian, but this may also include re-

dundant roadway links or added overall connectivity of the transportation system. For example, there may be an opportunity for improving or adding a parallel roadway to an existing network of streets as opposed to widening an existing roadway, or an opportunity to fill a gap in the ITS architecture. For transit, doing a gap analysis is tricky. Transit relies more heavily on improving frequency, reliability, or extend service hours which is accounted for in another evaluation section.

There are different types of gaps explained here that can apply to bicycle and pedestrian infrastructure.

- a. System gaps: Larger geographic areas (e.g. neighborhood or business district) where connectivity is poor or doesn't exist. System gaps exist where a minimum of two links would be required to achieve a target network density.
- b. Corridor gaps: On clearly defined or otherwise well-connected routes, corridor gaps are missing links. These gaps will sometimes encompass an entire corridor where facilities are desired but do not currently exist. Major barriers standing between destinations and clearly defined routes also represent connection gaps. Examples include bike lanes on a major street "dropping" for several blocks to make way for on-street parking; a discontinuous sidewalk along a street; or a freeway standing between a major pedestrian or bicycle route and a school, or an opportunity to punch through a roadway for increased connectivity.

c. Intersection gaps: Point-specific locations lacking dedicated facilities or other treatments to accommodate safe and comfortable pedestrian or bicycle travel. Intersection gaps primarily include areas with potential conflicts with motor vehicles. Examples include bike lanes on a major street “dropping” to make way for a right turn lane at an intersection, or a lack of intersection crossing treatments for pedestrians on a route or sidewalk as they approach a major street.

D. Redundancy: Include developing a parallel roadway to handle capacity issues in an otherwise well-connected roadway network.

Healthy, Safe, and Convenient Transportation Options

Complete Streets and Context Sensitive Design Solutions

The Metropolitan Transportation Board passed a resolution in 2011 that directed staff to integrate Complete Streets principles into all of its documents. Some MRCOG member agencies have also passed their own Complete Streets policies and ordinances. In an effort to support this direction, MRMPO created the Long Range Transportation System Guidelines, or LRTS Guide, which was developed from thorough research on both Complete Streets and Context Sensitive Design Solutions. Complete Streets principles, in short, ensure that streets are looked at from a multi-modal perspective and that design is considered for all modes and implemented in a way that balances all user needs with vehicular traffic flow. As a further integration of these multi-modal design

principles, the PPP is evaluating projects on their consideration of all modes and users on all roadways. The expected outcome is to support active transportation by providing healthy, safe, and convenient options for all users. By addressing the needs of some of the most vulnerable users—improvements will also be made that benefit driver safety.

Safety Rates and Strategies

Intersection Crash Rates and Crash Density

From a transportation perspective, safety for all users is a priority that needs to be better balanced with vehicular speed and level of service. This section is meant to ensure users of the transportation network in the AMPA have secure, reliable, and safe transportation options. This performance measure was developed to highlight locations that could benefit from safety improvements and to encourage projects that mitigate and improve dangerous conditions. In addition to vehicle crash data, the PPP considers pedestrian safety by identifying locations which are prone to pedestrian-related incidents. Because of the disproportionate risk of injury faced by pedestrians in a traffic incident, the PPP considers the magnitude or overall number of the crashes by location. Also highlighted are the top intersections for safety issues for all modes, and a focus on fatal and injury crashes. These types of analyses are done in MRCOG’s Annual Safety Report. The latest report evaluates safety issues using the last 5 years of geo-coded data available is used for the PPP evaluation. The crash rates of individual intersections are com-

pared to the AMPA average to determine high-incident locations. These locations are considered to be areas that could benefit from specific safety improvement projects.

Safety Strategies

While other components of the criterion measure the degree of safety concerns for a project location, it is also important to consider the type of project being undertaken and whether or not it includes proven safety strategies and address the identified safety issue. The types of strategies which may be appropriate vary by mode type. It should be noted that it is possible for locations with low or non-existent crash rates to receive points in the strategy criterion under the safety strategy element. In those situations the onus is on the member agency to explain the need for a safety project if there is no measurable problem. **Some projects may be high priorities from a safety perspective regardless of area crash rates, including safe route to schools and pedestrian crossings to transit facilities.** However, if a project does not generate crash rate location points but earns points for containing a safety strategy, the project may be called into question unless a justification for the project from a safety perspective can be given. Similarly, projects that address high risk areas but do not feature proven safety strategies may require explanation. Having conducted a safety study, such as a Road Safety Audit (RSA) is also highly encouraged.

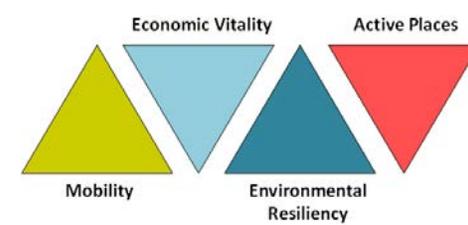
The emphasis for safety strategies is threefold:

1. Improvements of a roadway or intersection for non-motorized users.
2. Improvements that address an identified safety issue with geometric and signal improvements at intersections or along a corridor.
3. Improvements that address an identified safety issue with educational programs and campaigns.

Wrong way bike riding, for example, is an issue that would benefit from educational / behavioral interventions. As MRMPO develops a more expansive Regional Safety Action Plan, more strategies will be added that address priority safety benefits for the region.

Project Location Safety Analysis

This section includes an evaluation of the project location in terms of the latest crash data along the segment and at the intersections.



5

SCORING ACTIVE PLACES

Access to Services and Destinations

Purpose: Improve access to destinations and filling in gaps or providing redundancy in the network.

Components: Access analysis, pedestrian improvements, and filling gaps in the roadway, bikeway, or pedestrian way.

Scoring:

1. Is the project designed to go above and beyond ADA compliance and/or local design standards?
2. Is the project identified in your ADA Transition Plan? If you are not required to do an ADA Transition Plan, are you improving pedestrian facilities in an identified pedestrian priority area?
3. Does the project improve access to important destinations such as schools, community centers, locally recognized centers/Main Streets, or major transit stops? Reference local documents.
4. Does the project improve access by filling in gaps for non-motorized modes or providing redundancy in the roadway network? Identify what type of gap you are filling.

Healthy, Safe, and Convenient Travel Options

Purpose: Ensuring that multi-modal, context-sensitive designs are utilized with new projects.

Components: Ensuring all modes were addressed in project development and identifying Complete Streets design components that are being utilized.

Scoring: Refer to Complete Streets principles or associated ordinances or resolutions from your local entity. Refer to the Long Range Transportation Systems (LRTS) guidelines developed by MRMPO and adopted in Futures 2040.

1. Identify the Long Range Roadway System (LRRS) classification.
2. Does the project address Complete Streets design as identified in the Long Range Transportation System Guidelines (LRTS)? Refer to the LRRS classification map above and using the LRTS document (link above) identify the appropriate context(s) the roadway travels through and recommended roadway design. Explain how your project will address these LRTS guidelines. If not applicable specify why.

Safety Rates and Strategies

Purpose: Ensure projects address safety-needs areas and contain strategies that address safety concerns.

Components: Crash rates at intersections and corridors and safety strategies employed.

Safety Rates Scoring: Identify how project ranks on applicable safety maps. Provide more recent data if you think your project will benefit.

1. Does this project improve safety at one of the Top 20 Highest Crash Rates or Highest Fatal and Injury Crash Rates intersections? For Small Urban and Rural areas the crash rate average will be calculated by staff. Please indicate which intersections

will be improved as part of the project.

2. Does the project improve safety for bicyclists or pedestrians at any of the Top 20 Highest Crash Rates intersections for bicyclists and pedestrians? Please indicate which intersections will be improved as part of the project.

Safety Strategies Scoring: Identify how safety issue is addressed with an applicable safety strategy.

1. Does this project implement a recommendation from a Road Safety Audit or another pertinent safety study? Reference study.
2. Was crash data gathered and analyzed for the development of the project?
3. What geometric or programmatic strategy is being used to address an identified safety issue?

Project Location Safety Analysis

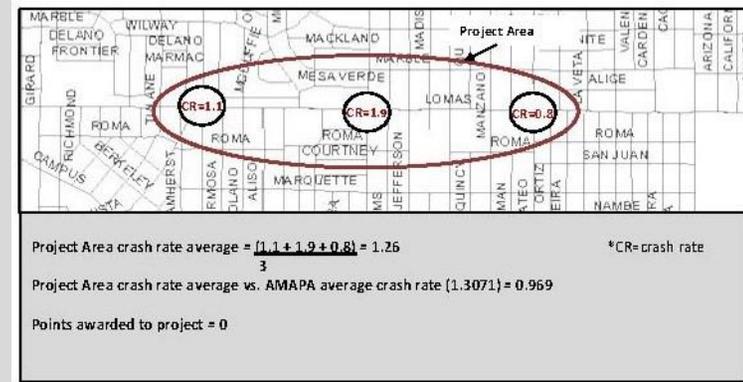
Purpose: Encourage projects to look at safety issues and address these locations.

Components: Number of fatal and injury crashes, crash rate averages, and pedestrian and bicycle issues.

Scoring:

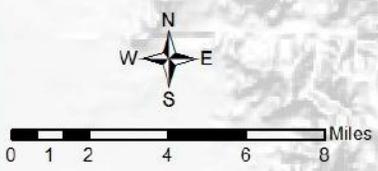
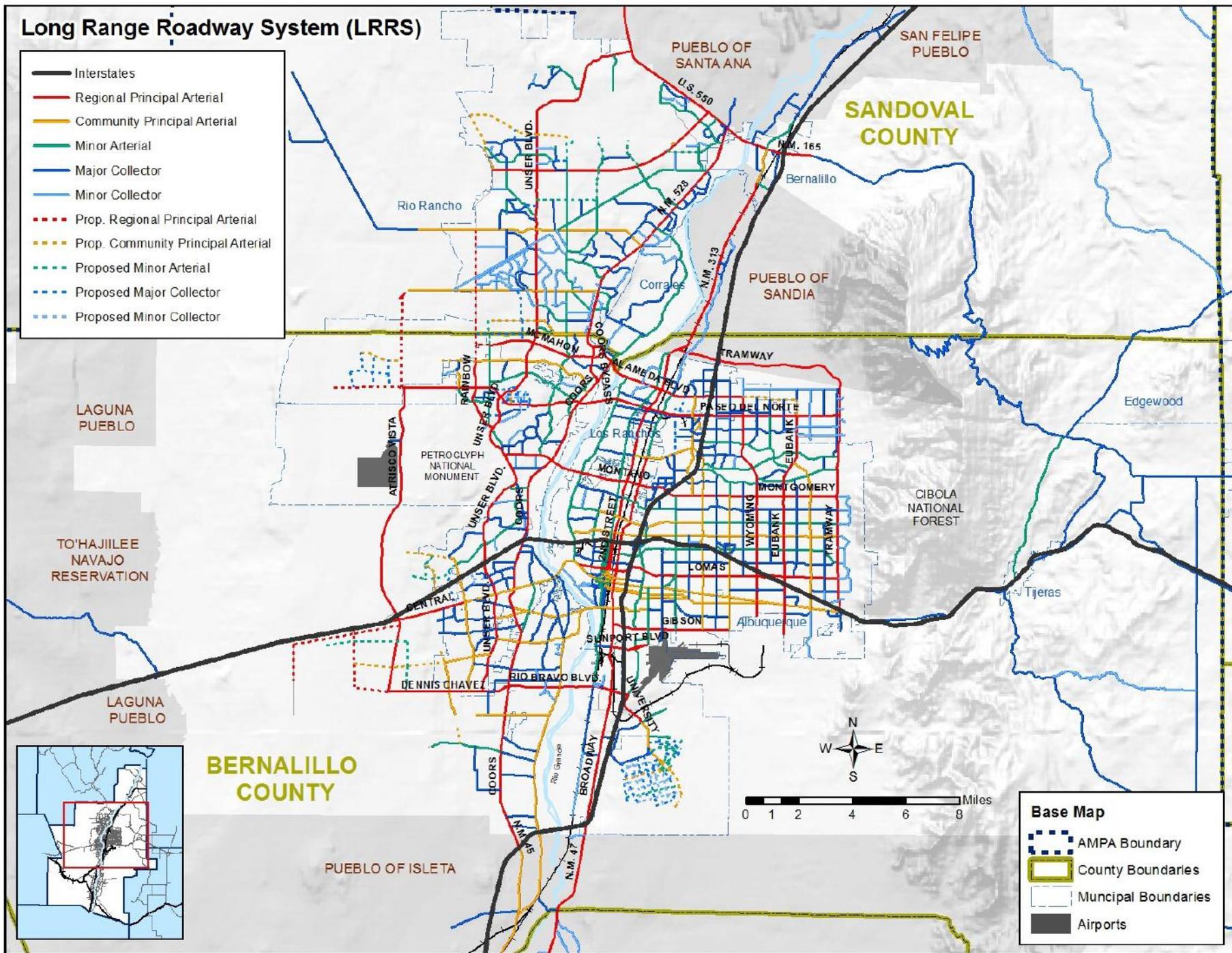
Staff will calculate the specific segment crash numbers, rates, and fatalities.

Example of Project Location Safety Analysis data aggregation:

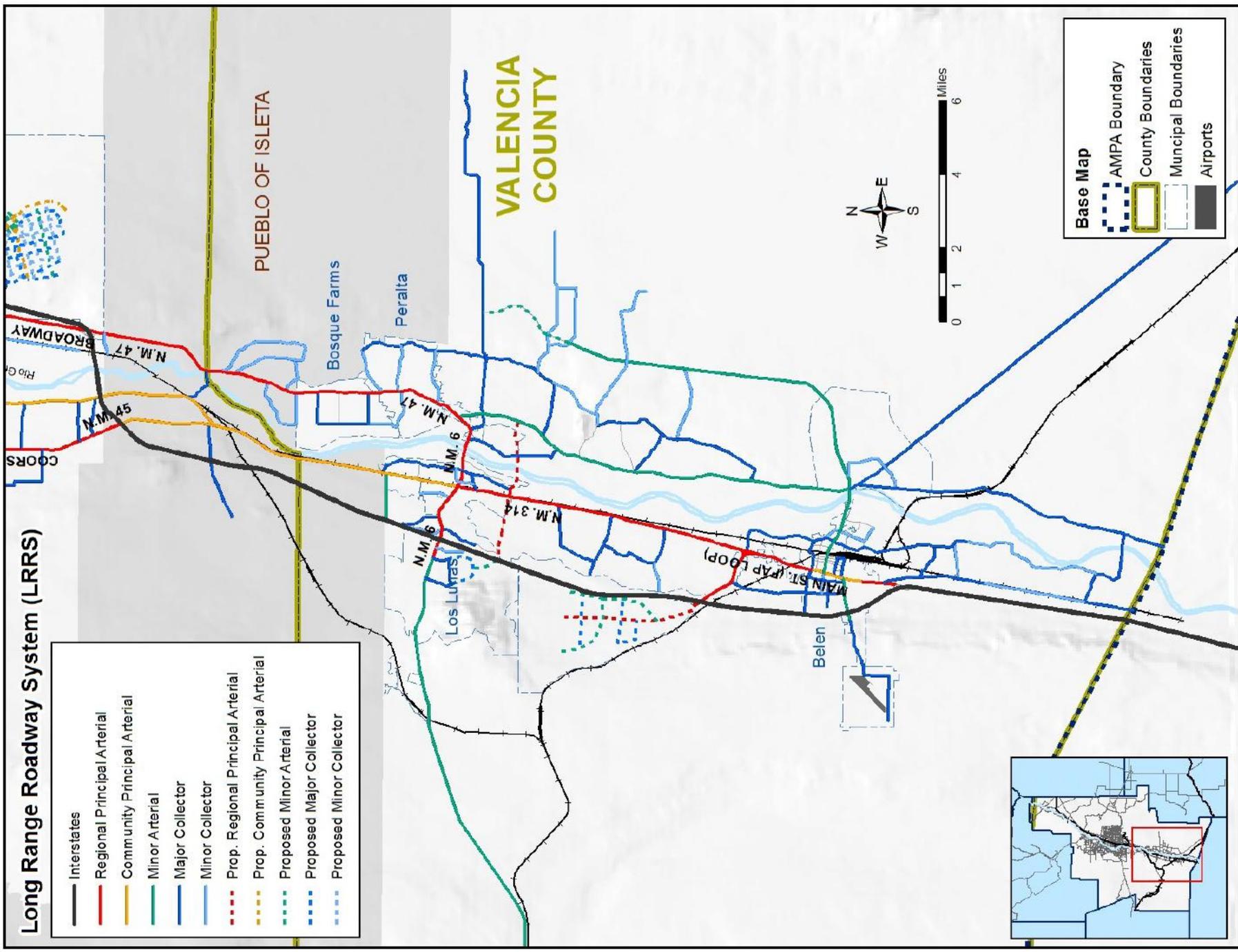


Long Range Roadway System (LRRS)

- Interstates
- Regional Principal Arterial
- Community Principal Arterial
- Minor Arterial
- Major Collector
- Minor Collector
- - - Prop. Regional Principal Arterial
- - - Prop. Community Principal Arterial
- - - Proposed Minor Arterial
- - - Proposed Major Collector
- - - Proposed Minor Collector



- Base Map**
- AMPA Boundary
 - County Boundaries
 - Municipal Boundaries
 - Airports



**Top 20 Intersections with Highest Crash Rates
2009-2013**

Rank	Intersection	Crash Rate	Total Crashes	Approach Volume
1	Paseo del Norte & Coors Blvd	8.133	538	181,224
2	Osuna Rd & Pan American East	4.438	54	33,338
3	Central Ave & Coors Blvd	4.366	385	241,612
4	Paseo del Norte & Jefferson St	4.018	549	374,352
5	Seven Bar Loop Rd & Coors Blvd	3.988	152	104,435
6	Mountain Rd & Pan American West	3.228	93	78,934
7	I-40 Ramps & Louisiana Blvd	3.210	232	197,985
8	Paseo del Norte & Pan American East	3.202	295	252,389
9	Paseo del Norte & San Pedro Dr	3.184	310	266,763
10	Quail Rd & Coors Blvd	3.178	289	249,180
11	Lomas Blvd & Juan Tabo Blvd	3.125	272	238,458
12	Central Ave & Yale Blvd	3.097	190	168,076
13	Ellison Dr & Golf Course Dr	3.084	185	164,336
14	Montano & Coors Blvd	3.084	375	333,189
15	Central Ave & Unser Blvd	2.977	204	187,744
16	Jefferson St & Pan American East	2.892	139	131,688
17	Central Ave & Louisiana Blvd	2.884	241	228,951
18	Montgomery Blvd & Wyoming Blvd	2.872	393	374,944
19	NM 528/Alameda Blvd & Corrales Rd	2.866	252	240,908
20	Central Ave & Rio Grande Blvd	2.856	195	187,049

Region average intersection crash rate: 1.060

**Top 20 Intersections with Highest Fatal and Injury Crash Rates
2009-2013**

Rank	Intersection	Fatal & Injury Rate	Fatal & Injury Crashes	Approach Volume
1	Paseo del Norte & Coors Blvd	2.253	149	181,224
2	Osuna Rd & Pan American East	1.644	20	33,338
3	Mountain Rd & 3rd St	1.352	24	48,619
4	Mountain Rd & Pan American West	1.284	37	78,934
5	Central Ave & Coors Blvd	1.236	109	241,612
6	Seven Bar Loop & Coors Blvd	1.181	45	104,435
7	Paseo del Volcan & Iris Rd	1.083	9	22,759
8	I-40 South Frontage & Pan West	1.058	16	41,435
9	King Blvd & Unser Blvd	1.055	21	54,522
10	Marquette Ave & 2nd St	1.030	18	47,877
11	Central Ave & Unser Blvd	0.992	68	187,744
12	I-40 Ramps & Louisiana Blvd	0.983	71	197,985
13	Paseo del Norte & Jefferson St	0.966	132	374,352
14	Avenida Cesar Chavez & I-25 West Ramps	0.927	54	159,553
15	Gibson Blvd & University Blvd	0.926	49	144,964
16	Gold Ave & 3rd St	0.914	11	32,981
17	I-40 South Frontage & 2nd/3rd St	0.909	20	60,271
18	Central Ave & San Mateo Blvd	0.909	83	250,164
19	Quail Rd & Coors Blvd	0.891	81	249,180
20	Coal Ave & I-25 East Frontage Rd	0.870	24	75,622

Region average intersection fatal and injury crash rate: 0.340

**Top 20 Intersections with Highest Crash Rates Involving Pedestrians
2009-2013**

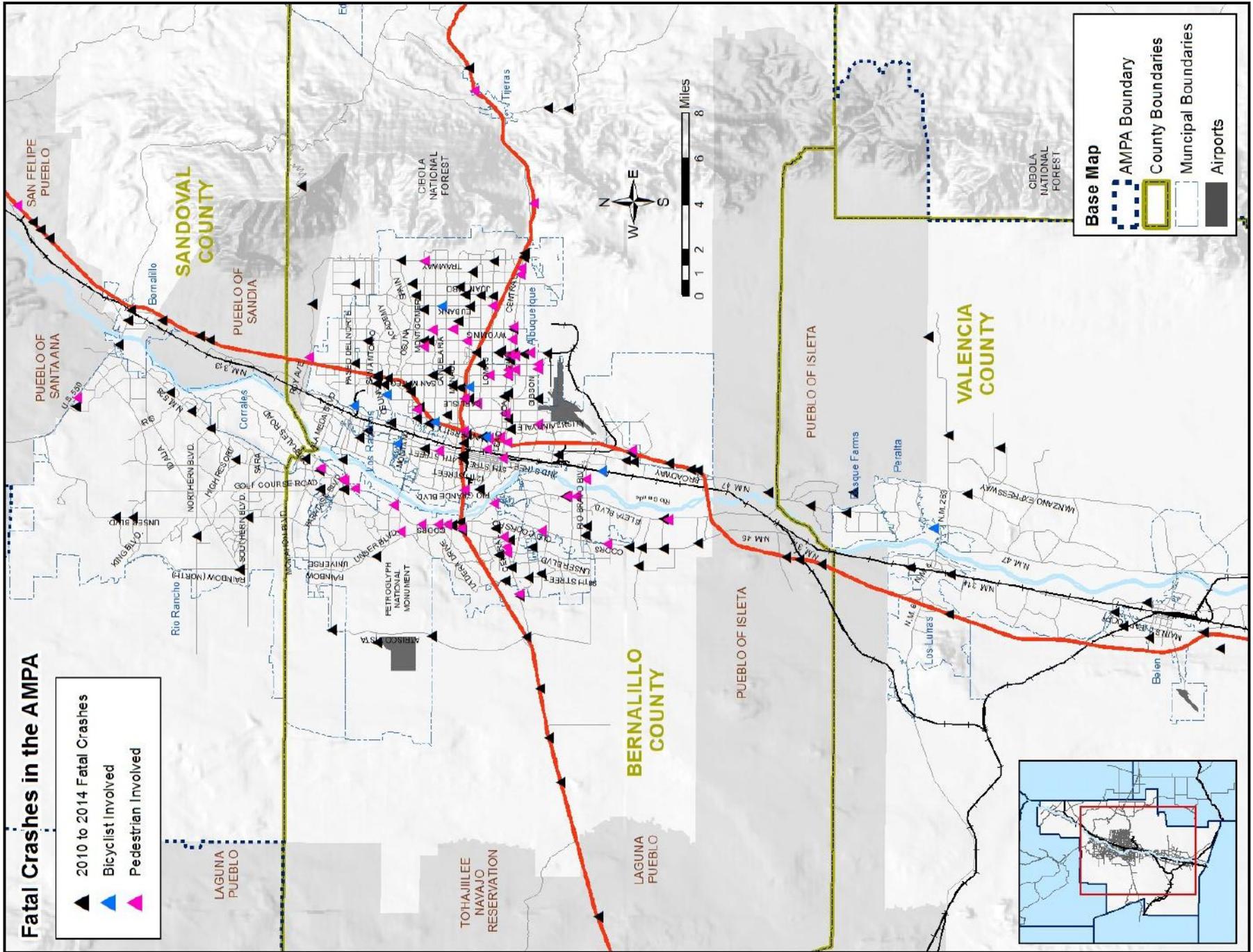
Rank	Intersection	Pedestrian Crash Rate	Pedestrian Crashes	Approach Volume
1	Tulip Rd & Tarpon Ave	0.576	1	4,756
2	Marquette Ave & 5th St	0.258	4	42,494
3	Gold Ave & 3rd St	0.249	3	32,981
4	Pecos Loop & Baltic Ave	0.214	1	12,806
5	Gold Ave & 2nd St	0.210	3	39,229
6	Central Ave & Louisiana Blvd	0.144	12	228,951
7	Central Ave & 3rd St	0.142	4	77,280
8	Central Ave & Eubank Blvd	0.138	14	276,965
9	Central Ave & Dorado Dr	0.126	5	108,943
10	Central Ave & San Mateo Blvd	0.120	11	250,164
11	Lomas Blvd & 3rd St	0.120	6	137,122
12	Copper Ave & 3rd St	0.114	2	48,156
13	Montgomery Blvd & San Mateo Blvd	0.109	15	377,688
14	Kathryn Ave & Louisiana Blvd	0.108	3	75,819
15	Marquette Ave & 4th St	0.105	1	26,160
16	Harper Rd & Barstow St	0.103	3	80,028
17	Central Ave & Tramway Blvd	0.102	7	188,283
18	Central Ave & 6th St	0.098	2	55,729
19	Central Ave & Wyoming Blvd	0.090	8	242,230
20	Central Ave & 1st St	0.089	3	92,704

Region average intersection pedestrian involved crash rate: 0.0431

**Top 20 Intersections with Highest Crash Rates Involving Bicyclists
2009-2013**

Rank	Intersection	Bicyclist Crash Rate	Bicyclist Crashes	Approach Volume
1	El Pueblo Rd & Edith Blvd	0.215	3	38,235
2	Gold Ave & 3rd St	0.166	2	32,981
3	Central Ave & Yale Blvd	0.163	10	168,076
4	Indian School Rd & Monte Largo Dr	0.158	1	17,370
5	Coal Ave & 10th St	0.152	1	17,990
6	Dellyne Ave & Golden Ave	0.127	1	21,598
7	Martin Luther King Jr & Broadway Blvd	0.112	6	146,491
8	Lomas Blvd & Juan Tabo Blvd	0.103	9	238,458
9	Osuna Rd & Pennsylvania St	0.101	2	54,075
10	Central Ave & San Mateo Blvd	0.099	9	250,164
11	Constitution Ave & Carlisle Blvd	0.096	4	113,824
12	Chico Rd & Eubank Blvd	0.095	6	173,241
13	Lomas Blvd & Morris St	0.094	4	116,559
14	Lead Ave & Yale Blvd	0.083	3	98,777
15	Osuna Rd & Pan American East	0.082	1	33,338
16	Lead Ave & 2nd St	0.080	2	68,323
17	Central Ave & Coors Blvd	0.079	7	241,612
18	Coal Ave & I-25 West Frontage Rd	0.079	2	69,683
19	Indian School Rd & University Blvd	0.071	4	153,860
20	Gold Ave & 2nd St	0.070	1	39,229

Region average intersection bicyclist involved crash rate: 0.0387



PUBLIC SCHOOL TRAFFIC: CHALLENGES AND OPPORTUNITIES

The Mid-Region Council of Governments

ABSTRACT

Traffic problems and related safety issues around public schools are daily occurrences throughout the United States. This report provides insight into these problems, explores how other areas of the country have addressed these issues and suggests policy recommendations for local and state governments along with the Mid-Region Council of Governments. The report advocates the adoption and implementation of programs designed to increase the percentage of children who walk or bike to school, therefore reducing traffic and associated safety issues around schools.

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Acronym List

ADA	Americans with Disabilities Act
AM	Ante Meridian
AMPA	Albuquerque Metropolitan Planning Area
APS	Albuquerque Public Schools
BLUZ	Bus Loading and Unloading Zone
CEFPI	Council of Educational Facility Planners International
CIP	Capital Improvement Plan
CMAQ	Congestion Management and Air Quality
GO	General Obligation
HAWK	High intensity Activated crosswalk
HB	House Bill
ITE	Institute of Transportation Engineers
JPA	Joint Powers Agreement
LOS	Level of Service
MAG	Maricopa Association of Governments
MAP-21	Moving Ahead for Progress in the 21 st Century
MPO	Metropolitan Planning Organization
MRCOG	Mid-Region Council of Governments
MTC	Metropolitan Transportation Commission
NCTCOG	North Central Texas Council of Governments
NMAC	New Mexico Administrative Code
NMDOT	New Mexico Department of Transportation
NMSA	New Mexico Statutes Annotated
NMSHTD	New Mexico State Highway and Transportation Department
PM	Post Meridian
PTO	Parent Teacher Organization
RTCSNV	Regional Transportation Commission of Southern Nevada
SB	Senate Bill
STA	Site Traffic Analysis
STH	Site Threshold Assessment
STP	Surface Transportation Program
STSC	School Traffic Safety Committee
TAP	Transportation Alternatives Program
TCC	Transportation Coordination Committee
TIA	Traffic Impact Assessment
TIP	Transportation Improvement Program
TIS	Traffic Impact Study
TPTG	Transportation Program Task Group
STP-U	Surface Transportation Program-Urban

Introduction

Traffic congestion around schools has been an ongoing problem and the subject of some controversy for local government agencies and the various committees and boards of the Mid-Region Council of Governments (MRCOG). The single greatest cause of school traffic congestion is the growth of the school-aged population over a relatively short time, combined with urban sprawl. According to census data obtained through MRCOG, the number of school-aged children (5 to 17 years) in Bernalillo County grew from 92,420 in 1990 to 113,853 in 2010, an increase of 21,433. Over the same time in Sandoval County, the age group grew from 13,993 to 26,078, an increase of 12,085. Valencia County experienced an increase from 10,132 to 14,905. For the three-county region, the total the increase for the age group was 38,291 (32.9%) (See Table 1). The school districts were required to build a large number of schools to keep up with the growth in school-aged population.

Table 1. Regional Growth in Population for Age Group 5–17

County	1990	2010	Increase	% Increase
Bernalillo	92,420	113,853	21,433	23
Sandoval	13,993	26,079	12,085	86
Valencia	10,132	14,905	3,963	39
Three County Total			38,291	33

Source: MRCOG

In the Albuquerque Metropolitan Planning Area (AMPA), new schools have been built in areas where there is a large amount of new residential construction, usually single-family detached housing. Sometimes the schools are built before adequate infrastructure can be extended to the site. As a result of this lack of a developed roadway network, vehicular access to the school is sometimes off of a single road, which might not have adequate capacity to handle the traffic. Although the duration of the problem is usually relatively short (30 minutes or less) the congestion can be severe. Frustration among drivers is high and often results in risky and unsafe driving behavior. Children are often dropped off outside of the school grounds and are required to run across lanes of traffic to reach school grounds.

Schools located in existing neighborhoods present another type of problem for local governments. Many of these schools have experienced an increase in enrollment. The number of students sometimes exceeds that for which the site was designed. Another factor contributing to this problem is that more children are transported to school by private vehicle rather than by bussing, walking, or biking as was more common in the past.

Figure 1 shows that in 1969, 48% of K–8 grade students usually walked or bicycled to school and 12% rode in personal vehicles. By 2009, these percentages nearly reversed as 13% walked or biked and 45% used a personal vehicle.

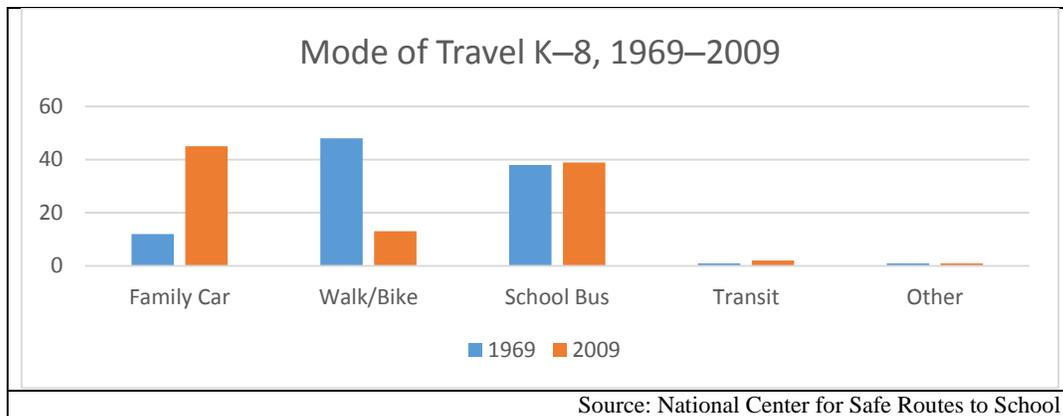


Figure 1. Mode of Travel K-8, 1969-2009

Parents who drive their children to school cite distance, traffic hazards, time constraints, and bad weather as the most common reasons for selecting this transportation mode. Other research has identified both road safety and “stranger danger” as explanations as to why parents are increasingly taking their children to school by car. Often traffic that was able to be handled on site when the school was built is now spilling back into the surrounding neighborhoods and angering local residents.

With the demand for new and expanded facilities, the school districts capital needs have outstripped revenues. The Albuquerque Public School (APS) district has constructed off-site transportation infrastructure when school development has outpaced roadway development; however, the APS staff’s position is that they do not have the resources to routinely build off-site transportation infrastructure, which they feel should be the responsibility of the local governments and the New Mexico Department of Transportation (NMDOT). For local and state governments, the need for transportation infrastructure far exceeds the availability of financial resources to construct them. Roadway congestion is projected to increase significantly over time. The NMDOT’s stance is that school districts should account for and include off-site infrastructure during the programming phase for a new or expanded facility. The positions are far apart and the disagreement intensifies frequently when a school expansion or new school construction takes place and upset members of the public complain to the elected officials.

Statewide adequacy standards developed by the Public Schools Facility Authority are not very detailed and lack metrics by which to measure adequacy. There are no statewide standards for charter schools. The administrators of each charter school have the authority to select and obtain property for the school. As a result, charter schools have been located in strip malls and other areas that were not intended for that type of use.

Jurisdiction over public and charter schools is interpreted differently by government entities within the region. City of Albuquerque staff have determined that only in the case of new or modified curb cut requests is there clear review authority. The City of Rio Rancho has requested, received, and reviewed traffic studies; however, they have not been successful in getting the mitigation measures contained in the studies constructed by Rio Rancho Public Schools. Bernalillo County has received several traffic studies from APS, and improvements

have been constructed coinciding with the construction of the school facility; however, there is disagreement among school district and county officials as to whether the county has jurisdiction or the improvements were made voluntarily by APS. The NMDOT has clear jurisdiction over a school's access to state roads, but, in some cases, the schools are constructed on a county or municipal road, which then empties onto the state facility and creates traffic safety problems and congestion.

Smaller jurisdictions did not report the same concerns as the larger ones. In some cases, the school facilities get access from a state road so there is no involvement at the local level. The Town of Bernalillo and the Village of Corrales indicated there is more of a history of cooperation and collaboration with the district. The Town of Bernalillo worked with the Bernalillo School District to construct a new access to an elementary school and the Village of Corrales has dedicated a public safety officer to help with school traffic issues.

The MRCOG area is not alone when it comes to traffic problems generated by schools. Included in this report is a section on how other jurisdictions and regional governments in the United States have addressed or are addressing the problem. Valuable information can be gleaned from a search of best practices, and that knowledge can be used to formulate strategies that can be used locally.

Recommended processes that can be used by schools and government are the final part of this report. The traffic study procedure was developed cooperatively and in consultation with staff from local governments and the NMDOT. Enhancements to the planning process are suggested that are proactive in nature as well as recommendations on how to cooperatively focus more resources on the problem.

Jurisdiction

Local Government Land Use Regulations

Jurisdiction over development is typically achieved through the adoption of comprehensive plans; zoning ordinances; subdivision ordinances; and the issuing of building, occupancy, and curb cut permits. Most of the local government entities in the Albuquerque Metropolitan Planning Area have similarly constructed laws concerning development.

Comprehensive plans are developed to reflect community goals. These macro-level plans identify where growth should occur and what form it should take. Comprehensive plans, as well as corridor and neighborhood plans, establish areas suitable for development and identify levels of density that are appropriate for those areas. Policies adopted within the plan are used as a guide for the establishment of land use zoning and capital improvement planning for public infrastructure and amenities such as parks, open space, and schools.

Zoning ordinances identify what land uses are appropriate for specific areas based on the policies identified in the comprehensive plans. Zoning ordinances restrict distinct types of land use to specific areas. These laws attempt to locate compatible land uses in proximity to each other.

Subdivision laws pertain to land to be divided or combined with other property to accommodate a specific development. When land is subdivided, a plat, which is a legal document, is created. The plat is an accurate survey of the property. It is through the subdivision/platting process that legal access is established and ultimately where and what type of roads, drainage, and other infrastructure and services are to be provided by land owners and developers. Sometimes infrastructure on a plat is identified as a public or a private responsibility. It is at the subdivision level that infrastructure requirements are placed on new development. When a plat is approved by the governing agency, a Subdivision Improvement Agreement is normally created that legally binds the developer to a financial guarantee to provide the improvements identified in the process. Both on- and off-site improvements can be required of the developer in the case of subdivisions.

Building permits are typically the last step in the development process. Jurisdictions require a site plan be submitted during the building permit phase of development. Site plans are usually developed by an architect or engineer and are reviewed and permits issued by the local agency's professional staff. Plans are reviewed for compliance with the adopted zoning and other regulations. During the construction phase, inspections are conducted to ensure that what is built is in conformance with the plans that were submitted. The final step in the permitting process is a certificate of occupancy, which allows the structure to be occupied or otherwise used.

A curb cut or driveway permit is required of any development that wishes to obtain access to or cross any sidewalk or public right-of-way. The application for a curb cut is usually reviewed and approved by the agency's traffic engineer. Pedestrian and vehicular movement are factors taken into account in the approval process, including the type of access and spacing.

Jurisdiction Over Public School Construction

Local government review of public school site development differs between jurisdictions. By state statute, the Public Education Department and school districts are exempted from having to comply with local requirements.

“Building standards or codes adopted by a municipality or county do not apply to the construction of public school facilities, except those structures constructed as a part of an educational program of a school district or charter school.”¹

It should be noted that private schools (e.g., Montessori and Albuquerque Academy) are not exempted from local requirements.

An opinion written by the New Mexico State Attorney General regarding Los Alamos County indicated local governments may have jurisdiction over school locations in cases where a zoning change is required.² In most zoning ordinances, schools are typically a permitted or conditional use in most land use designations. In practice, grade schools (Grades K–5) are usually located in areas zoned for residential uses while middle schools (Grades 6–8) and high schools (Grades 9–12) are sometimes located on lands zoned for commercial uses.

According to information received from government entities in the Albuquerque Metropolitan Planning Area, the City of Albuquerque, the City of Rio Rancho, Bernalillo County, and the NMDOT have the most experience in the review of public school development. These entities expressed concern regarding traffic and safety related to the development of public school sites.

Current Traffic Study Procedures

The City of Albuquerque

The City of Albuquerque has clearly written Traffic Impact Study (TIS) requirements, which are a part of the city’s Development Process Manual. City staff have the prerogative to ask that a developer complete a TIS for applications for re-zoning, subdivisions, sector plans, site development plans, and building and curb cut permits based on projected traffic generated by the development. The threshold to warrant a TIS is site-generated traffic of 100 or more additional (new) peak direction, inbound or outbound during the morning or evening peak hours.

1. “Warranting Criteria

- a. Determination must be made whether a Traffic Impact Study (TIS) is required to be submitted with applications for rezoning, subdivision, sector plan, site development plan, building permit based upon traffic generation.
- b. Site generated traffic of 100 or more additional (new) peak direction, inbound or outbound vehicle trips to or from the site in the morning or evening peak period of the adjacent roadways or the development’s peak hour.”³

¹ Chapter 22, Article 20, Section 1, New Mexico Statutes Annotated (NMSA), 1978

² Attorney General Opinion 05-03, Sally Malave to Representative Jeanette O. Wallace, July 7, 2005

³ Chapter 23, Section 8, *Development Process Manual*

Level of Service (LOS) is a means by which transportation professionals rate the severity of traffic congestion. Just as grades in school are awarded ranging from A to F, LOS uses the same scale. LOS A describes a situation where there is no interference between vehicles within a particular segment of road or intersection. LOS F is a state of failure, where drivers can wait through more than one traffic signal cycle before clearing the intersection. The minimum standard for the City of Albuquerque is LOS D, which is cost effective and commonly used both locally and nationally. The TIS requirements read as follows:

“Service Levels to be Provided: The minimum standard Level of Service (LOS) shall be LOS D on roadway elements where the LOS is controlled by traffic control devices (e.g., signalized or stop controlled intersections). For intersections, this applies for each approach and each traffic movement. For arterial roadway segments where the LOS is not controlled by traffic control devices, the minimum standard LOS shall be LOS C.”⁴

The City of Albuquerque Planning Department staff have requested traffic studies for school facilities; however, APS has not completed a TIS in response to the requests. According to staff, school sites have been developed lacking sufficient off-site roadway infrastructure, thus leaving the city to rectify the problems. It should be noted that APS has constructed off-site improvements in conjunction with the construction of several school facilities within the City of Albuquerque. These improvements included a segment of Rainbow Boulevard adjacent to Volcano Vista High School and the access road for the Westside sports stadium. The general consensus among staff is that the City of Albuquerque lacks definitive jurisdiction when it comes to building and site planning requirements over public schools.

A Joint Powers Agreement (JPA) was executed in 2001 between the State Regulation and Licensing Department and the City of Albuquerque that gave the City of Albuquerque the authority to regulate the construction of public buildings within their geographic boundaries (Attachment 1).⁵ JPAs are used to transfer statutory power from one entity to another; therefore, this would seem to give the City of Albuquerque jurisdiction. City staff, however, indicated that efforts to enforce site planning and building requirements on public schools based on the JPA have been unsuccessful.

In order to attain greater leverage over public school developments, the Albuquerque City Council passed legislation on January 6, 2014, requiring Traffic Impact Assessments (TIA) prior to the issuance of curb cuts requested by charter, public, or private schools.⁶ This, however, has been limited in its effectiveness since APS has been able to avoid new curb cuts in most cases.

⁴ Chapter 23, Section 8, *Development Process Manual*

⁵ May 2, 2001, JPA: NM Regulation and Licensing Department and the City of Albuquerque

⁶ Albuquerque City Council Bill 0-13-61

Bernalillo County

Bernalillo County code states that a TIA can be required for residential, commercial, or industrial developments. The county uses a threshold of 250 daily or 25 afternoon (PM) peak hour trips as a general guideline to determine if a TIA is required for development.

“A traffic impact analysis (TIA) may be required for the following:

1. All subdivisions containing 25 or more parcels (Type 1, 2, or 4)
2. All developments with 25 or more dwelling units (apartments, mobile home parks)
3. All commercial or industrial developments abutting and/or accessing a county or state maintained road.”⁷

The Bernalillo County Public Works Division administratively considers schools to be non-residential facilities. Depending on the existing conditions and character of the development, a TIA may be required.

“A TIA is considered for all commercial and industrial developments independent of size of the proposed operation if the development abuts or accesses a county- or state-maintained road and existing or future trail within Bernalillo County. Whether the proposed development is residential or non-residential, a TIA may be required to provide safe and efficient driveway access and to ensure pedestrian, bicycle, and vehicle safety. The County Code establishes the thresholds for conducting a study, the concern for safety, and multimodal traffic analyses.

The threshold for considering whether or not a proposed development requires a TIA is site-generated traffic equal to or exceeding 250 vehicles per day on a weekday or a PM peak hour volume exceeding 25 vehicles per hour. These thresholds support but do not determine whether or not a TIA is required.”⁸

APS has submitted traffic studies to Bernalillo County Development Review staff, and off-site improvements have been constructed by APS. For example, segments of 118th Street and Senator Dennis Chavez Boulevard were built by APS for the opening of Atrisco Heritage High School; however, other off-site mitigation identified as an APS responsibility by Bernalillo County Development Review staff has not been constructed by APS. Safety issues related to school drop-off and loading were cited as particular concerns by Bernalillo County staff.

A JPA was executed between the State Regulation and Licensing Department and Bernalillo County in 2001 (Attachment 2).⁹ This agreement is identical to the one executed with the City of Albuquerque and gives Bernalillo County the authority to regulate the construction of public buildings constructed within their geographic boundaries.

⁷ Bernalillo County Code Chapter 74, Section 74-103, “Transportation”

⁸ Bernalillo County 2014 Traffic Impact Analysis Guidelines, Section 1.0

⁹ May 2, 2001, JPA: NM Regulation and Licensing Department and Bernalillo County

The City of Rio Rancho

The City of Rio Rancho has very effective TIA requirements. The City of Rio Rancho uses the threshold of 100 peak hour trips to determine if a minimum level TIA is required. LOS D is identified as the minimal acceptable standard for most conditions.

“The City of Rio Rancho has developed thresholds that may be used as a general guideline to determine if a traffic impact study will be required for a given development proposal. Though a development may meet these thresholds, the city reserves the right to require a TIA in some cases, such as, but not limited to, creating safety or neighborhood traffic concerns and developments that generate a high volume of truck traffic. These thresholds are based upon the specific land use generating less than 100 peak hour trips during either the AM or PM peak design hours. If the site generates less than 100 peak hour trips, the requirement for a traffic impact study may be waived. In this case, only a trip generation report need be submitted.

LOS D is considered acceptable for most situations; however, if development in the surrounding area is sparse, the city may require that intersections function more efficiently in the near future to allow for later growth. If a development recommends improvements that only allow LOS D, the city may require additional work to maintain good operation.”¹⁰

Developments generating more than 500 trips may require an expanded analysis. Intersections within two miles of the development and projected to experience a 25% increase in traffic due to the development may be required to be included in the TIA at the discretion of City of Rio Rancho staff.

The City of Rio Rancho Development Services staff have reviewed traffic studies for school development in the cases where lot combinations occurred, causing the site development to then fall under the subdivision requirements; however, Rio Rancho staff questioned whether Rio Rancho Public Schools has constructed off-site mitigation improvements identified in the TIAs.

Because the New Mexico State Construction Industries Division has inspection and permitting jurisdiction over public school construction in the City of Rio Rancho, in many cases the City of Rio Rancho Development Services staff do not get site layout and driveway locations until the contractor applies for a rights-of-way permit after work commences.

New Mexico Department of Transportation (NMDOT)

Statutorily, the NMDOT has complete jurisdiction over any access to State or Federal roads in New Mexico.¹¹ The NMDOT has established very clear-cut access management requirements. The NMDOT has the ability to require a traffic study for any development that directly or indirectly impacts a State or Federal highway and has permitting authority over any new or modified driveways.

The statute is implemented through administrative code: State Highway Access Management Requirements. The administrative code is a detailed and comprehensive guide that provides procedures and standards for property owners, developers, and local governments requesting access to State or Federal roads. The code utilizes a three-tiered approach for traffic studies. A

¹⁰ *Rio Rancho Development Process Manual-Transportation*, Volume II-3

¹¹ NMSA 1978, Section 67-3-6, “Creation of the Department of Transportation”

Site Threshold Assessment (STH) is required for all development that directly or indirectly accesses a state highway. The next level is a Site Traffic Analysis (STA), which looks at the localized impacts of the proposed access and the adjacent intersection in both directions. The highest tier is a Traffic Impact Analysis (TIA).

“1. When is a TIA Required? A TIA shall be conducted for each new development or property redevelopment along state highway when:

- a. The results of a STH indicate that the proposed development is expected to generate 100 or more peak-hour total trips; or,
- b. The results of a STA indicate that expected LOS will be below the applicable LOS standards, and a mitigation plan cannot be resolved between the NMSHTD and the permittee to address identified deficiencies; or,
- c. There are safety concerns along the highway where the development is located that are verifiable by the District Traffic Engineer.”¹²

NMDOT’s State Access Management Manual identifies criteria for evaluating the impact of proposed, modified, or new access and the development associated with that access to roadway operations. LOS D is again adopted as the acceptable standard.

“**Traffic Operational Performance:** The operational performance of a highway segment, intersection, or access facility is described by LOS. LOS is a quantitative measure of roadway or intersection operations and vehicle capacity. LOS standards are defined by Access Category. LOS F shall not be accepted for individual movements.”¹³

The State Access Management Manual is a part of the administrative code and was developed as guidance for NMDOT staff, local governments, and land owners regarding proposed access to State or Federal roads.¹⁴ Subject areas covered include roadway functional classification, access characteristics, the need and design of acceleration and deceleration lanes, identification of data standards, TIA requirements, access locations, design standards, and procedures utilized by the NMDOT to review proposed access.

Where the location of a school creates the need for access to a state controlled roadway, school districts may be required to submit TIAs and also required improvements must be made prior to the issuance of access permits. NMDOT District 3 staff expressed frustration over the lack of public school planning documents for future school construction and also were concerned that the TIAs were not representative of how traffic moves after construction is complete.

Other Local Governments

Smaller local governments have had varying involvement with schools built within their jurisdictions. In many cases, school facilities in smaller jurisdictions are located on State roads and are therefore subject to the NMDOT’s access requirements.

¹² NMAC Title 18, Chapter 31, Part 6, “State Highway Access Management Requirements”

¹³ NMAC Title 18, Chapter 31, Part 6, “State Highway Access Management Requirements”

¹⁴ *NMDOT State Access Management Manual*, 2001

The Town of Bernalillo has worked with the Bernalillo Public Schools District to construct new entrances that are better suited to handle the traffic. Town of Bernalillo staff indicated they had a very good working relationship with the Bernalillo Public Schools District but expressed concern about school bus routes on town roads lacking adequate width and geometric design to handle school buses.

The Village of Corrales does not have specific authority over public school construction; however, the Village of Corrales code identifies public and private schools as public and quasi-public uses.¹⁵ These developments are not identified as a permissible use, but as a “use by review,” meaning approval action must be taken by the Planning and Zoning Commission. Village staff indicated that APS has historically brought development plans to the Planning and Zoning Commission for review and approval. The Village does not regulate specifically what happens on-site: however, they do require developers to provide pedestrian facilities where the site abuts public right-of-way. The Village of Corrales dedicates a public safety officer, on a part-time basis, to assist with traffic at Corrales Elementary School.

Tribal Governments

Tribal governments indicated they have a good working relationship with the New Mexico State Public Education Department. Tribal governments have ultimate control of development of any type within their boundaries. On the Santo Domingo Pueblo, the Public Education Department leases property it occupies from the Pueblo and must coordinate with the Tribal Governor’s office and the Tribal Council. Laguna Pueblo requires all developments leasing Pueblo land to seek approval of the Pueblo Council. The lease is subsequently executed by the Governor on behalf of the Pueblo.

Recommendations

In order for the local governments to attain a greater level of control over future school construction, the remedy is to petition the State Legislature to amend or repeal the State Statute that exempts public schools from the local development review process. The local governments should also consider amending the zoning ordinance to change the status of public schools as an allowable use in several land-use categories and instead make them subject to review and approval. If the State Legislature agreed to change or repeal the State Statute, the corresponding changes to the local processes (i.e., site plan approval and building permitting) would have to be made in order to specify the requirements for school development. Rio Rancho staff felt a JPA like the one between the State of New Mexico and the City of Albuquerque or Construction Industries Commission approval would give them the authority they need to regulate school construction.

¹⁵ Corrales Village Code, Chapter 18, Section 38

Public School Funding

Local Funding

General Obligation Bonds

General Obligation (GO) Bonds are the primary source of funding for public school construction. GO Bonds require voter approval and are limited by the New Mexico State Constitution to construction, remodeling, making additions to, or furnishing school buildings and purchasing or improving school grounds. The Constitution also allows school districts to purchase computer hardware or software for use in the classroom. Each district's issuance of bonds is limited to 6% of the assessed¹⁶ valuation of properties within the district's boundaries. The bonds must be sold within four years of voter approval. The restrictive language is as follows:

- A. "Except as provided in Subsection C of this section, no school district shall borrow money except for the purpose of erecting, remodeling, making additions to and furnishing school buildings or purchasing or improving school grounds or any combination of these purposes, and in such cases only when the proposition to create the debt has been submitted to a vote of such qualified electors of the district as are owners of real estate within the school district and a majority of those voting on the question has voted in favor of creating such debt.
- B. No school district shall ever become indebted in an amount exceeding six percent on the assessed valuation of the taxable property within the school district as shown by the preceding general assessment.
- C. A school district may create a debt by entering into a lease-purchase arrangement to acquire education technology equipment without submitting the proposition to a vote of the qualified electors of the district, but any debt created is subject to the limitation of Subsection B of this section."¹⁷

Public Schools Improvement Act

This legislation, sometimes referred to as Senate Bill (SB) 9, allows for a direct property tax levy and is subject to voter approval.¹⁸ This can result in up to a two mill¹⁹ levy for a maximum of six years. These funds have similar restrictions as bond funds but allow for more maintenance activities and the purchase of vehicles to transport students to and from extracurricular activities.

Public Schools Building Act

Another direct property tax levy requiring voter approval is known as House Bill (HB) 33,²⁰ which allows districts, on voter approval, to impose up to 10 mills for a maximum of six years on the net taxable²¹ value of the district. These funds are restricted to constructing, equipping, and furnishing public school buildings, lease buildings, or property with an option to purchase; purchase vehicles for transporting students to extracurricular activities (this authorization does not apply to APS); and pay for up to five percent of the administrative costs of capital improvement projects.

¹⁶ The assessed value is what the county tax assessor reports the house is worth for purposes of calculating your property tax bill.

¹⁷ NM Constitution Article IX, Sec. 11. [School district indebtedness; restrictions.]

¹⁸ "Public School Capital Improvements Act," SB 9, Section 22-25-1 NMSA 1978

¹⁹ A mill is \$.001 A mill levy is the amount a taxpayer must pay for every \$1,000 of assessed value of taxable property

²⁰ "Public School Building Act," SB 33, Section 22-26-3 NMSA 1978

²¹ The taxable value is the portion of the assessed value on which taxpayers actually pay taxes. In New Mexico only one third of the assessed value is taxable.

State Funding

Public Schools Capital Outlay Act

For school districts that have enacted the full two mill levy and are also bonded to capacity, the Public Schools Capital Outlay Act provided a funding process for the districts needs that could not be otherwise met.²² The award process is based on the public school facility adequacy standards that were adopted in 2002 by the Public School Capital Outlay Council.²³ These funds are administered by the Public Schools Facility Authority staff to the Public School Capital Outlay Council.

Direct Legislative Appropriations

Direct legislative appropriations are made by state legislators and are for a specific project or projects. The revenue for direct appropriations can come from the State General Fund, Severance Tax Bonds, or from statewide GO Bonds. There is nothing restricting these funds from being used for school-related off-site infrastructure. School districts can however be penalized if they receive a direct legislative appropriation for a project that was not a high priority project according to the prioritization process administered by Public Schools Facility Authority. This “offset” reduces the funding a district receives from the Public Schools Capital Outlay Council.

²² “Public School Capital Outlay Act,” Section 22-24-1 NMSA, 1978

²³ New Mexico State Administrative Code, Title 6, Chapter 27, Part 30, “Statewide Adequacy Standards”

Adequacy Standards

Existing Adequacy Standards

The Statutory Authority for adequacy standards for public schools can be found in the Public Schools Capital Outlay Act.²⁴ Adequacy standards for the buildings and grounds for New Mexico Public Schools were promulgated by the Public Schools Capital Outlay Council by way of Administrative Code.²⁵ Its companion document, the *New Mexico Public School Adequacy Planning Guide*, is a reference tool that complies with the adequacy standards. The New Mexico Public School Facility Authority provides master planning assistance and reviews projects for compliance with the Public Schools Capital Outlay Council adequacy standards. The standards identify school size and minimum requirements for school site development. The requirements attempt to address safe access by specifying the need for separation of vehicular and pedestrian access as a means of achieving that goal. Separate bus loading and unloading areas are to be provided if possible, and dedicated student drop-off and pickup areas shall be provided. The standards state that the site should have clear, separate, distinct, and safe on-site circulation paths for all modes of traffic and two separate road access points. On-site pedestrian and bicycle paths with connectivity with off-site pedestrian, bicycle, and roadway facilities are also described as important along with the provision of sidewalks to provide safe walking routes to the schools. The standards also address parking, drainage, and security. The following is taken from the planning guide:

Access Adequacy Standards

General Access: There should be good connectivity between the school site and surrounding neighborhood. It should be designed with respect for the safety and convenience of all users. Coordinate motor vehicle and non-motorized vehicle flow to avoid or reduce conflicts between the users. Good connectivity however, is not defined so it isn't possible to know what the standard of connectivity is or if that standard has been met.

Vehicular Access: The site should have clear, separate, distinct and safe on-site circulation paths for pedestrians, buses, staff, students, visitors and service vehicles. The Public School Facility Authority recommends that each site have two separated road access points for safe egress from the property.

Pedestrian/Bicycle Access: On-site pedestrian and bicycle paths should be connected with street bike lanes, pedestrian routes, etc. to ensure safe travel to and through the campus.

Sidewalks: The school site should have safe walking routes for all children and adults accessing the school. These on-site routes should be connected to off-site sidewalks to provide safe and convenient walking routes. Avoid or minimize road, driveway and parking lot crossings by pedestrians. Provide wide sidewalks (5-foot minimum) and student gathering areas in convenient locations that are easily supervised. Speed zones around the school site and crossing locations need to be coordinated with local jurisdictions responsible for traffic controls in the public right-of-way²⁶

²⁴ "Public School Capital Outlay Act," Section 22-24-5 NMSA 1978

²⁵ New Mexico State Administrative Code, Title 6, Chapter 27, Part 30, "Statewide Adequacy Standards"

²⁶ *New Mexico Public School Adequacy Planning Guide*, July 15th, 2010 Edition Including Change No.4, dated August 28, 2013

“Bus loading/unloading: The site should have separate bus loading/unloading zones accommodating the required number of buses for that school that do not conflict with other vehicular or pedestrian pathways and that provide for the safe loading and unloading of students. Typically, a 45-foot minimum outside turning radius is needed for a full-size bus. Consider also:

- Separate bus drive and entrance to avoid conflicts with private cars and service vehicles.
- Counter-clockwise circulation for loading/unloading areas to prevent students exiting buses from crossing other vehicular paths.

Student drop-off/pick-up: The site should have a separate area for the drop-off and pick-up of students by private vehicles that provides for the safe loading and unloading of students.

Traffic circulation should move in a counterclockwise direction and student waiting areas should be designed to provide adequate area for waiting students.

Vehicular entrances/exits: Vehicular entrances and exits should be planned for safe and efficient traffic flow. Avoid conflict with pedestrian traffic flow.

Service/emergency access: The site should have properly identified, appropriate, and safe access to all areas for service and emergency vehicles. Service and delivery access routes should not conflict with other vehicular pathways and should avoid sharing on-site bus lanes.

Trash dumpsters: Locate convenient to pick up vehicles but also within reasonable distance from the building area(s).

Portable buildings: The site should have sufficient room for ingress and egress of portable buildings. Good planning practice is to consider future potential placement of portable buildings during initial site master-planning. It is important that portable classrooms have equal access to centralized facilities and school support facilities while not obstructing future expansion.

Parking

Reliance on curbside parking to handle school parking should be avoided when possible. Most Authorities-Having-Jurisdiction consider off-street parking essential. Adequate parking that is well designed for safe entrance and exit of traffic at peak hours is a key site element. Circulation patterns of students, staff, visitors and service vehicles must be separated from bus drives and pedestrian walkways. Provide appropriate, secure, easy to use, and conveniently-located bicycle parking. Provide adequate visitor parking conveniently located near the school office. Driveways and parking areas should be well-drained with solid, traffic bearing surfaces. Parking areas should be landscaped to improve appearance. Parking lots should address the needs of motorists when in their vehicles and when walking through the parking lots, such as providing pedestrian pathways and raised crosswalks.²⁷

The standards are well written and consistent with some of the best practices that were researched and documented in this report; they however, lack specifics on what is meant by things such as good connectivity or safe walking routes, nor are there any ways identified to measure whether those goals have been achieved, so it is left to the judgement of the Public School Facility Authority planning group along with the school districts’ planning and construction departments to determine if the standards have been met. In addition, the prevalent

²⁷ *New Mexico Public School Adequacy Planning Guide*, July 15th, 2010 Edition Including Change No.4, dated August 28, 2013

use of the word “should” indicates that these are not hard rules that must be followed even if there was clear definition.

To its credit, APS has developed its own School Siting Criteria (see Table 2) that is objective and numerically based. It identifies minimum size requirements and compatible land uses around a site. It establishes minimum acreage criteria for elementary, middle, and high schools and identifies functional classification standards for adjacent roadways for each level of school. Desirable land uses for the areas surrounding schools are addressed, and access and ingress standards are defined.

Table 2. APS School Siting Technical Criteria

	Elementary	Middle	High
Minimum Acres of Net Developable Land	15 acres	25 acres	65 acres
Adjacent Street Types	Residential Streets	Collector, Minor Arterials	Major Arterials
Typical Surrounding Land Uses	Single-family residential	Medium density residential community	High density residential community
Ingress/Egress	Access to schools from two streets	Access to schools from two streets	Access to schools from two streets
Buffer Between Schools	Elementary, middle, and high schools should not be located adjacent to each other due to age differentials/different surrounding land uses/concentration of traffic generation due to bell schedules. There should be a buffer between different school types that would prevent association between the elementary, middle, and high school students and also maintain consistency in surrounding land use types, while facilitating transportation patterns due to bell schedules.		

Source: Albuquerque Public Schools, Facility Design and Construction Department

APS also formed the Bus Loading and Unloading Zone (BLUZ) Team to address problem areas as they arise. The BLUZ Team consists of professional staff from APS, Bernalillo County, the City of Albuquerque, and the NMDOT depending on the jurisdiction where the problem occurs.

Charter Schools

In response to inquiries, the Charter School Division of the New Mexico Public Education Department responded that they have no standards regarding site selection, vehicular access or access by other modes. Charter schools are budgeted money by the Charter School Division based upon enrollment and are allowed to negotiate leases or otherwise acquire property for the school site.

The Public Schools Capital Outlay Council determines whether facilities meet educational occupancy standards. Leases are approved by the Public Schools Facility Authority. Facilities are evaluated for compliance with the Statewide Adequacy Standards and state construction codes with the exception of facilities within the City of Albuquerque and Bernalillo County, who have authority under the JPA identified earlier in this report. According to the Public Schools Facility Authority, even if student drop-offs are not provided it does not mean the facility or site is inadequate. Drop-off/pick-up is only one factor in determining whether a facility is adequate to be utilized as an educational facility and the planning guide only suggests a “Best Practices” approach to site design.

Best Practices

National Best Practices

It is important to document national best practices that have provided excellent service to the public. Plans and procedures that have been successfully implemented by other jurisdictions can be used as a blueprint for the Albuquerque Metropolitan Planning Area. Also, relevant research that has been produced by agencies such as the Institute of Traffic Engineers and the Texas A&M University's Texas Transportation Institute and the Institute of Transportation Engineers can also be a valuable source of information regarding school site design. The three subject areas explored are as follows:

- School site selection, design, and operations
- Safe routes to school programs
- Metropolitan planning organizations

Successful examples of where guidelines and strategies have been implemented are included in this section.

Texas Transportation Institute, Texas A&M University

The State of Texas has experienced high population growth. As a result, many new schools were constructed, sometimes in areas where the roadways were not designed or built sufficiently for that type of land use. The Texas Transportation Institute established school site planning guidelines for the transportation related elements such as site selection; general site requirements; and design, bus operations, parent drop-off/pick-up zones, bicycle, and pedestrian access; and many other aspects of school site development. Proper school site location and design are critical elements as to whether or not a school becomes a source of traffic congestion exposing students and the public to unsafe conditions. Although published in 2004, this document is still very relevant, and strategies identified are regarded nationally as state of the art. The document categorizes the guidelines into three areas: design, planning, and operations. The guidelines are as follows:

Site Size and Frontage

“The overall size of a school site is important to the design and layout of the necessary facilities (buildings, roadways, parking lots, recreational areas, etc.). Several agencies have existing guidelines indicating the number of acres required based on the type of school being built. The most used guidelines are those published by the Council of Educational Facility Planners International (CEFPI), a professional society composed primarily of school district personnel, architects, engineers, and contractors.

CEFPI Guidelines for School Site Size

Elementary (K–6)	10 acres
Middle (5–8)	20 acres
Junior (7–9)	20 acres
Senior (9–12)	30 acres

Closely related to the overall size of the site is the amount of frontage space (width). Only a few agencies had existing guidelines for the required frontage space based on the school type. The

amount of frontage space is important to the transportation operations and design (primarily on-site queuing space/stacking length) of the site. Guidelines relating to frontage space include:

- Provide ample frontage to allow for separate car and bus entrances and exits;
- Provide adequate frontage to avoid congestion at site entrances/exits; and
- Provide adequate frontage to provide safe access from roads or streets.

Building Setback Requirements

Building setback is an important consideration because the placement of the building significantly affects the traffic circulation and amount of on-site space for stacking of vehicles.

School Site Location and Accessibility

Avoid locations with direct access to high-speed roadways. (DESIGN)

General Site Requirements

Provide access from more than one direction to the immediate vicinity of the site and provide access to the site from at least two adjacent streets. (DESIGN) School site should be situated where the road alignment provides good visibility. (DESIGN) The physical routes provided for the basic modes (buses, cars, pedestrians, and bicycles) of the traffic pattern should be separated as much as possible from each other. (DESIGN) All primary building entrances for students shall be weather protected by overhead cover or soffit. (DESIGN) The school site and proposed plans should be reviewed by the proper road agency. (PLANNING and DESIGN)

School Bus-related Design and Operations Guidelines

Single-file right wheel to the curb is the preferred staging method for buses. (DESIGN and OPERATIONS)

Design and Operation of Parent Zones

Provide an adequate driveway for stacking cars on site. (DESIGN) Students should be loaded and unloaded on the right side directly to the curb/sidewalk. (DESIGN and OPERATIONS) Short-term parking spaces should be identified past the student loading area and near the building entrance. (DESIGN and OPERATIONS) Parent loading should occur in designated zones to minimize pedestrian/vehicle conflicts. (OPERATIONS) Student safety patrols and loading supervisors should be well trained and wear reflective safety vests. (PLANNING and OPERATIONS) Traffic cones and other channelizing devices can be used to minimize pedestrian/vehicles conflicts. (DESIGN and OPERATIONS)

Bicycle and Pedestrian Guidelines for Schools

Provide safe crosswalks with crossing guards. (OPERATIONS) There should be well-maintained sidewalks leading to the school. (DESIGN, PLANNING, and OPERATIONS) Create wider paved student queuing areas at major crossings and paint sidewalk “stand-back lines” to show where to stand while waiting. (DESIGN) Facilities should be provided for bicycle access and storage. (DESIGN)

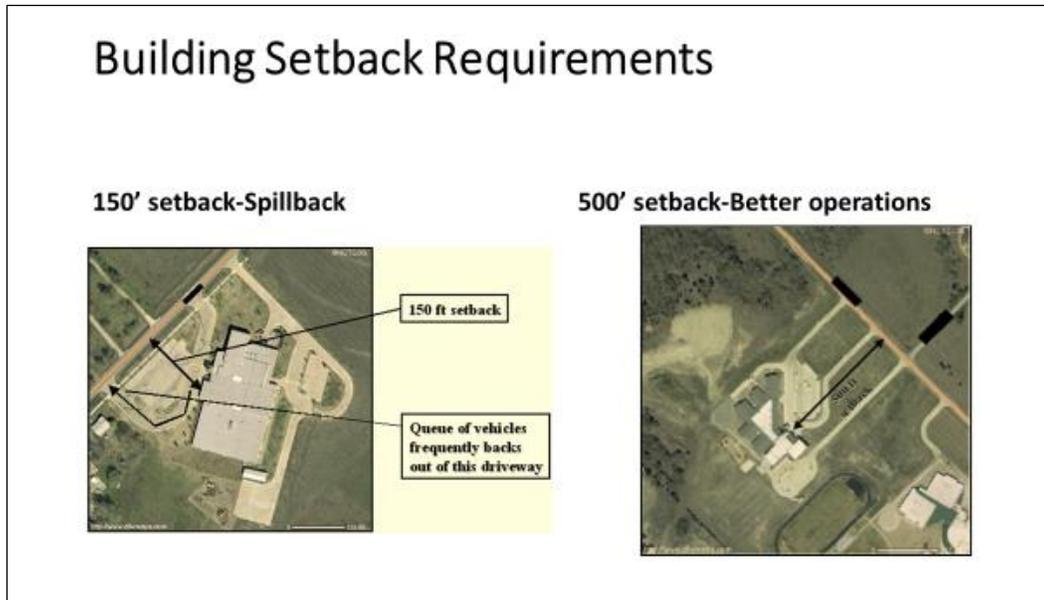
School Access Driveways

School driveways should conform to Texas Department of Transportation design and access management guidelines for number, spacing, location, and layout. (DESIGN) Utilize the existing Texas Department of Transportation design guidelines for left- and right-turn lanes and apply these to school sites. (DESIGN) All site and regulatory signage and markings within school sites shall comply with the *Texas Manual on Uniform Traffic Control Devices*. (DESIGN)

Parking Design and layout

Parking areas for students, staff, and visitors should be separated from loading zones. (DESIGN and OPERATIONS)²⁸

²⁸ *Traffic Operations and Safety at Schools*, <http://tti.tamu.edu/documents/0-4286-2.pdf>, Texas Transportation Institute, Texas A&M University System College Station



Source: Texas Transportation Institute: Traffic Operations and Safety at Schools

Institute of Transportation Engineers

The Institute of Transportation Engineers created a series of briefing sheets on the practice of creating a safe environment for school children.²⁹ These briefing sheets were cooperatively developed with the National Center for Safe Routes to School. The briefing sheets are intended for use by transportation engineers and planners in the development of school sites and to support their active participation in the planning and implementation of Safe Routes to School programs and activities. There are nine briefing sheets in the series covering the following subjects:

1. Introduction to Safe Routes to Schools
2. School Site Selection and Off-site Access
3. Walking and Bicycling Audits
4. School Route Maps
5. Strategies to Improve Traffic Operations and Safety
6. School On-site Design
7. School Area Traffic Control
8. Reduced School Area Speed Limits
9. The Use of Traffic Calming Near Schools

Focusing on site location and design, the guidelines were developed to enhance walking and bicycling thus reducing traffic impacts at schools. The briefing sheets identify elements to design or re-design a school site and describe the non-infrastructure aspects of Safe Routes to School Programs.

²⁹ Safe Routes to School Briefing Sheets, <http://www.ite.org/safety/>

Safe Routes to Schools

Traffic congestion around schools has been exacerbated by the trend of children increasingly being driven to school between 1969 and 2009. It is a trend common to virtually every community in the United States. A related issue is that children today are less active than in the past and obesity rates among children are at the highest level ever. Safe Routes to School programs involve the entire community in identifying problems and solutions. There is a vast amount of information available regarding Safe Routes to School concepts and programs. Safe Routes to School programs have been proven to be an important strategy to resolve traffic problems, increase the activity level for children, and combat childhood obesity. There are many case studies of successful Safe Routes to School programs from every geographical area of the United States. Getting children to walk and bike at an early age can result in lifelong behavior and health improvements. Walking is particularly important, and facilitating pedestrianism is a strategy that works well in communities of all income levels since walking does not require any specialized equipment or skills. An additional benefit of Safe Routes to School programs is that they have the potential to spread interest into other parts of the community.

Pedestrian and Bicycle Information Center: The University of North Carolina

The University of North Carolina published the *Safe Routes to School Guide*,³⁰ which comprehensively covers a wide range of topics on the subject. The guide includes a history of Safe Routes to School programs giving examples of successfully implemented programs. Safe Routes to School strategies identified in the document fall into five categories:

- **Education.** The educational aspect of Safe Routes to School is aimed at parents, neighbors, drivers, and school children. This can be accomplished through flyers distributed to the community, newspapers, and public service announcements through media outlets. Media attention not only helps grow Safe Routes to School programs by raising community awareness but also improves safety by alerting local drivers that more children will be walking and biking in the area. School time educational programs are used to teach students how to walk and bike safely. Special events can also be used to get the message out.
- **Encouragement.** These strategies are aimed at generating interest and excitement in walking and biking. Special events, contests and mileage clubs are examples of this approach. Encouragement activities are inexpensive, quick, easy to start, and offer teachable moments regarding safe behavior for pedestrians and bicyclers. Walking school buses and bike trains (when a group of students led by a parent walk or bicycle to school together) is another way to encourage students and teach safe pedestrian concepts through example.

³⁰ *Safe Routes to School Guide*, University of North Carolina, Highway Safety Research Center with support from the National Highway Transportation Safety Administration, Federal Highway Administration, Centers for Disease Control and Prevention, and the Institute of Transportation Engineers: guide.saferoutesinfo.org

Putting It Into Practice: Walking School Bus C.P. Smith Elementary School, Burlington, VT

C.P. Smith Elementary School's walking school bus has operated every Wednesday since March 2005 as part of a Safe Routes to School program.

While the neighborhood bordering the school has a fairly complete sidewalk system, some families were concerned about their children walking to school with the considerable traffic congestion along the route. In winter 2005, parents organized a meeting with other interested families to discuss their concerns and develop guidelines for a walking school bus. The group determined the bus's route, time of departure, meeting points and other details.

Now, every Wednesday morning the bus departs from a walk leader's house with a small group of children. For late arriving students, a closed garage door indicates that the bus has left the station. The group continues along a major roadway picking up children along the way. Some parents join in the walk while others escort their children to the stop and leave when the bus arrives. There is no written schedule, however, organizers plan to install signs along the route indicating stops and schedule.

Before the walking school bus began, approximately six children walked this route to school. Now on Walking Wednesdays there are between 25 and 40 children, and the traffic congestion along the route has all but disappeared.



Cold weather does not stop C.P. Smith's walking school bus.

Source: University of North Carolina, Highway Safety Research Center: Safe Routes to School Guide

- **Engineering.** Creating a physical environment that is conducive to safe walking and biking is critical to the success of Safe Routes to School programs. Making sure that a roadway can safely accommodate other modes of travel while allowing traffic to keep moving is important in order to avoid driver frustration and the bad behavior that results.
- **Enforcement.** Enforcement of traffic, pedestrian, and bicycle regulations is an important aspect of Safe Routes to School. Law enforcement presence encourages good behavior on the part of drivers. Community members, faculty, staff, and students can also play a role in enforcement through participation on safety patrols, working as crossing guards and school zone safety volunteers.
- **Evaluation.** In order to identify which Safe Routes to School strategies are effective, it is important to carefully monitor the impact on children walking or biking to school after a Safe Routes to School program begins. The Safe Routes to School Guide explores ways to measure the effectiveness of Safe Routes to School programs. The guide covers subjects such as planning, objective identification, data collection and measurement, and how to interpret findings.

Metropolitan Planning Organizations (MPOs)

Metropolitan Planning Organizations (MPOs) can play an important role when it comes to providing solutions to school traffic safety issues. In 2012, the United States Congress approved a transportation bill called Moving Ahead for Progress in the 21st Century, also known as MAP-21. With MAP-21, the Safe Routes to School program was placed under the Transportation Alternatives Program (TAP). Before MAP-21, Safe Routes to School was implemented through each state's department of transportation as a grant program. With MAP-21, Safe Routes to

School projects have to compete with other local projects for the TAP funding and are also required to have matching funds from the jurisdiction sponsoring the project.

National Partnership for the National Center for Safe Routes to School

The National Partnership for the National Center for Safe Routes to School produced a publication that explored how various MPOs in the United States adapted to their roles as decision makers for Safe Routes to School projects within the TAP. Because MPOs had not been involved with Safe Routes to School efforts, there was a lot to learn. This publication looked at the enactment of MAP-21, the new TAP, the many changes made that affected how Safe Routes to School projects were funded, and how some MPOs adapted to these changes. MAP-21 changed how Safe Routes to School programs and projects related to other types of projects.

“Safe Routes to School projects must compete alongside a range of other types of bicycling, walking, trail, historic preservation, and environmental mitigation projects, instead of having guaranteed funding set aside.

Funding for TAP was cut by 30% (compared to the previous combined funding for the Transportation Enhancement Activities, Recreational Trails Program, and Safe Routes to School), and states are also allowed to shift up to half of the funding to other transportation projects and priorities.

Local communities looking for funding for Safe Routes to School projects can no longer receive 100% Federal share for the project and must instead identify state or local matching funds for up to 20% of project costs (a lower match may be required in some western states).

In addition, and most relevant for this brief, decision-making about which TAP projects to fund is split between states and MPOs representing large urbanized areas. State Departments of Transportation still choose some projects throughout the state and all projects in rural and mid-sized areas, but MPOs for urbanized areas with more than 200,000 people now administer their own TAP competitions and choose the projects within their region. Altogether, nearly 200 MPOs around the country control more than \$200 million of TAP money each year—approximately one-quarter of available funds.

Prior to MAP-21, schools and local governments in nearly all states applied directly to the state Department of Transportation for support and funding with little involvement from MPOs. In their new role as gatekeepers to TAP funding, large MPOs have the authority to determine which types of active transportation projects (including Safe Routes to School) receive funding. MPOs now make many decisions about how to administer TAP that affect whether or not Safe Routes to School projects are competitive—such as the funding priorities, what type of scoring criteria are used, how schools are notified about the availability of funding, whether funding is set aside for Safe Routes to School projects and more.”³¹

Several MPOs have taken advantage of the new rules by ensuring that Safe Routes to School projects were included for TAP funding. The following MPOs each had unique approaches that can serve as an example.

³¹ *The Role of MPOs in Advancing Safe Routes to School through the Transportation Alternatives Program*, National Center for Safe Routes to School, / www.saferoutesinfo.org, 2015

Maricopa Association of Governments (MAG): Phoenix

“The Maricopa Association of Governments (MAG) represents nearly 4 million people spread across 27 towns and cities and three tribal communities in the Phoenix metropolitan area of Arizona. A survey was initiated by MAG to gain input as to how to use TAP funds. Approximately 75% of survey respondents, the third highest response, wanted TAP money to be used for Safe Routes to School projects and suggested allocating nearly 30% of TAP funds to Safe Routes to School infrastructure and non-infrastructure projects. MAG also opted to set aside \$200,000 per year—later increased to \$400,000—just for Safe Routes to School non-infrastructure projects, including both the development of safety assessments and plans as well as staffing and expenses related to encouragement or education activities.

As a result of the survey, MAG established three priorities for TAP projects:

1. Improving bicycle and pedestrian access and connectivity;
2. Improving safety for bicycling and walking; and
3. Making bicycling and walking to school safer and more desirable

Going off these priorities MAG developed a project application form and scoring factors that that prioritized projects based on safety improvements, connectivity, proximity to schools, and other factors. For non-infrastructure projects, a separate application and scoring criteria were created. In the competition held in 2013 for infrastructure funding, 18 of the 33 projects submitted would have benefitted a K–8 school within the project limits. The ratio was even greater for awarded projects: 11 of 13 projects selected for funding have a direct impact on a K–8 school within the project boundaries. For non-infrastructure, three Safe Routes to School projects have been funded across two competitions in 2014 totaling nearly \$350,000. A new competition closed in May 2015 with nearly \$800,000 available for Safe Routes to School activities and safety studies.”³²

Metropolitan Transportation Commission (MTC): San Francisco Bay Area

“The Metropolitan Transportation Commission (MTC) covers the 9 counties in the San Francisco Bay area— with 101 municipalities, 7,000 square miles, and 7 million people. Prior to MAP-21, Safe Routes to School initiatives were already an established priority of MTC, with \$5 million available each year from a regional Climate Initiatives program intended to reduce vehicle emissions from travel to school.

The MTC created additional scoring criteria consistent with regional priorities, including Safe Routes to School, for projects submitted for its 2014 regional TAP competition. The MTC also held a series of workshops to help potential applicants develop competitive applications. In the first competition, held in 2014, applicants submitted a total of 127 applications requesting \$201 million, of which 49 were for Safe Routes to School projects. MTC chose 11 projects totaling \$31 million to support. Nearly half, 5 projects totaling \$15 million, were Safe Routes to School projects.”³³

³² *The Role of MPOs in Advancing Safe Routes to School through the Transportation Alternatives Program*, National Center for Safe Routes to School, / www.saferoutesinfo.org, 2015

³³ *The Role of MPOs in Advancing Safe Routes to School through the Transportation Alternatives Program*, National Center for Safe Routes to School, / www.saferoutesinfo.org, 2015

Regional Transportation Commission of Southern Nevada (RTCSNV): Las Vegas

“The Regional Transportation Commission of Southern Nevada (RTCSNV) covers the 8,000-square-mile Clark County, with most of the 2 million residents concentrated in the urbanized Las Vegas valley. There are four large local government jurisdictions, two small jurisdictions, and one school system—the Clark County School District, which is the fifth-largest school district in the country—within RTCSNV’s jurisdiction. With the creation of TAP, RTCSNV had to modify its process to incorporate Safe Routes to School and other eligibility changes enacted by MAP-21. RTCSNV developed an application that had four project types:

1. Non-motorized infrastructure (including Safe Routes to School infrastructure projects)
2. Safe Routes to School non-infrastructure projects
3. Community improvement projects
4. Environmental projects

Because different project types provided a different service, unique criteria were developed for each type. For example, non-motorized infrastructure projects were scored for things like multiagency collaboration, proximity to schools, or high-density populations, and filling gaps in the non-motorized system. Safe Routes to School non-infrastructure projects were assessed on past experience implementing Safe Routes to School initiatives, supportive policies or plans, and involvement of multiagency partners.

In the competition held in 2013, 16 projects totaling \$9.7 million were submitted for TAP funding, of which five were Safe Routes to School infrastructure projects and one was a Safe Routes to School non-infrastructure project to support a coordinator. After applications were scored, 10 projects totaling \$5.4 million, including all six Safe Routes to School projects, were selected for funding.”³⁴

North Central Texas Council of Governments (NCTCOG): Dallas

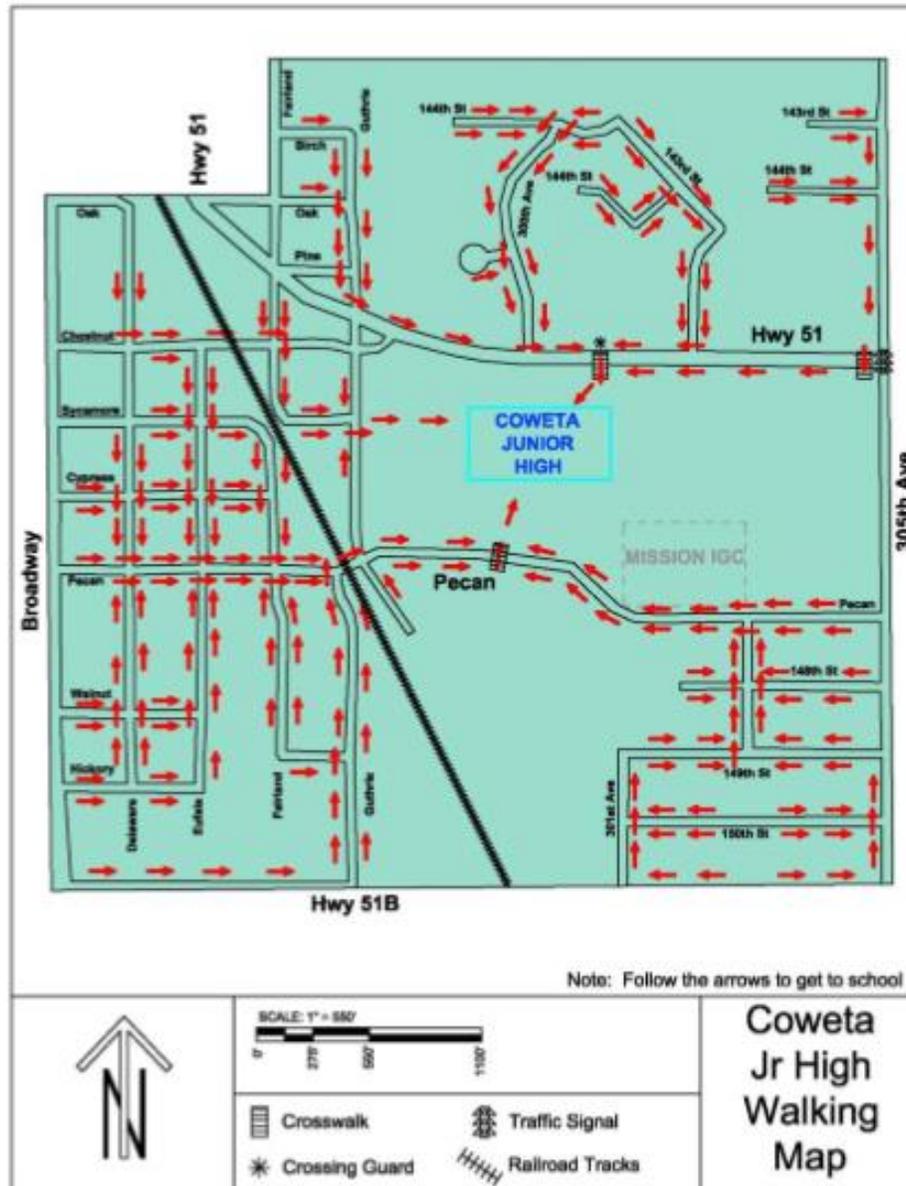
“The North Central Texas Council of Governments (NCTCOG) is responsible for the greater Dallas/Fort Worth area, which includes 230 local governments, 127 school districts, and almost 7 million people spread across 16 counties. The NCTCOG decided to fund three types of projects with its TAP funds, active transportation infrastructure such as bike lanes and trails, safety and access to schools (i.e., Safe Routes to School projects), and urban Complete Streets boulevards. Scoring criteria was developed which awarded points on such factors as improved access to schools and alignment with Safe Routes to School plans. NCTCOG also applied other financial resources available to them to offset the local matching requirements. In 2014, there were 47 projects totaling \$61 million submitted for funding, including 15 school safety projects totaling \$8 million. After scoring and ranking 33 projects totaling \$38 million were funded from TAP and Congestion Management and Air Quality (CMAQ) funds including 13 school safety projects.

The region also successfully applied for a TIGER planning grant in late 2014 to improve coordination between school districts and local governments. Through the grant, the NCTCOG is creating a planning subcommittee to enhance school and city coordination and is developing a manual for cities and school districts to support collaboration on school siting, transportation needs, safety, and land use.

NCTCOG is considering having two separate TAP competitions in the future, with one just for Safe Routes to School projects that would require collaboration between school systems and local governments on land use planning. Separating out the Safe Routes to School competition would ensure that jurisdictions do not have to choose between a Safe Routes to School project and another kind of TAP project when applying. The funded school safety and access projects included several miles of sidewalks and shared use paths, on-street bikeways, a pedestrian bridge, and traffic signal and crosswalk improvements to enhance safety for area schools.³⁵

³⁴ *The Role of MPOs in Advancing Safe Routes to School through the Transportation Alternatives Program*, National Center for Safe Routes to School, / www.saferoutesinfo.org, 2015

³⁵ *The Role of MPOs in Advancing Safe Routes to School through the Transportation Alternatives Program*, National Center for Safe Routes to School, / www.saferoutesinfo.org, 2015



Source: The National Partnership for the National Center for Safe Routes to School: The Role of MPOs in Advancing Safe Routes to School through the Transportation Alternatives Program City of Coweta, Oklahoma, USA

Above: Walking Route Map. Walking Route Maps are an example of Non-Infrastructure Safe Routes to Schools projects.

It is apparent that, if given priority, Safe Routes to School projects can compete with other regionally significant projects. The similarity in each of these different regional government's implementation was that each MPO considered how a Safe Routes to School project fit within the needs of their member governments and then crafted applications and scoring criteria that allowed the Safe Routes to School projects to be competitive. Creating a special funding category and criteria for both infrastructure and non-infrastructure Safe Routes to School projects will help these projects be advanced and foster collaboration between the school districts and local governments.

Examples of Success

Hundreds of case studies on how communities have dealt with school traffic and safety problems can be found. Each one is unique; however, all have common elements. The most important common element found in the successful case studies was community participation and support. The involvement of elected officials, community leaders, professional governmental staff (engineers and planners), school faculty and staff, parents and, most importantly, the students themselves is critical to the successful implementation of a plan.

Madison Metropolitan School District: Madison, Wisconsin

In response to chronic traffic problems around schools, the Madison Metropolitan School District formed a School Traffic Safety Committee (STSC). The committee assisted individual schools in solving traffic problems by developing a five-step process for developing a school traffic safety plan.³⁶ The five steps were as follows:

1. **Identify the problem.** The STSC developed an evaluation form to assist the school staff to identify and quantify the problem.³⁷ The STSC performed field observation of the school site along with parent volunteers and designated school staff. Pertinent information from law enforcement was pursued. Photos of areas of concern were also utilized.
2. **Hold a stakeholder meeting to discuss the problems and possible solutions.** Stakeholders included school staff, local law enforcement, traffic engineers, parents, neighborhood association representatives and local political leaders.
Develop a school traffic safety brochure for parents. The brochure could be done by a parent or school employee.
3. **Educate parents and students.** Classes were conducted on pedestrian and bicycle safety. Safety patrols were formed from student volunteers.
4. **The evaluation process.** The effectiveness of the plan was assessed. It was recommended that the issue be re-assessed annually.

The Madison Wisconsin model is a relatively low-cost, non-infrastructure, effective approach to these types of problems.

The Texas Department of Transportation

The Texas Department of Transportation initiated the Precious Cargo Program in cooperation with local governments, the Texas State Department of Education, and the school districts. Population growth in Texas has been considerable and this growth has resulted in new schools being built in areas near highways originally designed for lower volumes and relatively high speeds. This has necessitated the critical consideration of the design of roadways in and around schools to enhance traffic safety. The location and design of the school site during the planning stages are integral aspects considered.

³⁶ <https://curriculum.madison.k12.wi.us/node/869>, *Steps for Developing a School Traffic Safety Plan*

³⁷ https://curriculum.madison.k12.wi.us/files/tnl/STSCcommittee_evaluationForm.pdf

“Precious Cargo allows Texas Department of Transportation staff to review school site plans and make recommendations before the schools are built. Since the program’s inception, more than 180 schools in 70 various school districts statewide have seen traffic safety improvements around their schools or future school sites.”³⁸

Through the Precious Cargo program, the Texas Department of Transportation staff assist school districts with application of transportation principles and fundamentals. Precious Cargo reviews are done at no cost to the schools and have been endorsed by the Federal Highway Administration and the National Highway Traffic Safety Administration. The program has won several national awards and citations.

The City of Phoenix, Arizona

The City of Phoenix, Arizona, developed pick-up/drop-off guidelines centering around the concept that what happens on the school site very often has a direct effect on what happens on the streets near the school. The guidelines focus on organizing safe and efficient pick-up/drop-off plans and creating a safer environment for the students, therefore improving traffic conditions outside the school. The process to develop an efficient pick-up/drop-off plan is a cooperative effort. The Phoenix Street Transportation Department provides a team of professional engineers and planners who exclusively work with schools to develop their own pick-up/drop-off plans. The process to develop successful plans involves City staff, school officials, and parents. The procedure is as follows.

1. “City staff meet with parents and school officials during an arrival or dismissal time to observe traffic conditions. It is recommended that the observation take place during a time that school-related traffic is heaviest. The presence of a police officer is optional during this first observation. Parent volunteers or school officials may wish to videotape traffic conditions to help illustrate the concern to other parents and to preserve a “before” condition for comparison purposes.
2. Parents, school officials, and city staff should discuss options immediately after this observation. The plan should try to follow the following criteria as closely as possible:
 - a. There should be one pick-up/drop-off zone for all students.
 - b. The student pick-up area should be inside the parking lot and not along the street.
 - c. There should be only one lane of traffic for loading students. Loading students in two lanes of traffic simultaneously is not recommended.”
 - d. There should be one moving lane adjacent to the loading lane to allow vehicles free passage through the parking lot, even at busy times such as dismissal.
 - e. Vehicles waiting to load students in the loading lane must never be left unattended. The loading lane can never be used as parent parking, even for short-term stops. Anyone who must leave their vehicle for any reason must use a designated parking space in the lot. Because of this restriction, it is possible to utilize a fire lane for loading, as parking remains strictly prohibited.
 - f. The waiting area for all the students should be as close to the parking lot driveway exit as possible. Staff or volunteers should assist in loading students. They should also work to get individual students ready to be loaded before their vehicle has pulled up to the loading area.

³⁸ Texas A&M University, *Texas Transportation Institute: Precious Cargo Program*
<http://tti.tamu.edu/documents/0-4286-3.pdf>

- g. Up to three vehicles along the curb should load simultaneously. Once all these vehicles have pulled away, the next group of vehicles pulls all the way forward to the end of the loading area.
 - h. “Stand-back” lines along the curb are helpful so students do not get too close to moving traffic.
 - i. It is not recommended to load more than three vehicles at a time. Loading four or more vehicles slows the traffic flow because it requires some students to walk longer distances to get to their vehicles. Meanwhile, vehicles closer to the group of students will leave the parking lot, leaving a space in the loading area not being used.
 - j. The student loading zone must be separated from the school bus loading, as well as from walkers and bicycle riders.
 - k. Adult driveway monitors are needed where students are required to cross a busy driveway. Bicyclists should walk their bikes while on campus or when on the sidewalk adjacent to the campus. Scooters, rollerblades, and skateboards should not be allowed on campus.
3. The parking lot team should then decide how the plan will function based on their school’s design. Before the plan is implemented the following preparations should be made:
- a. The school must allocate staff or volunteers to assist in the smooth operation of the loading plan. Their function is to assist the students during loading/unloading and to make sure that parents are not parking in the loading lane or loading students outside the designated area.
 - b. Traffic signs and pavement markings must be changed to reflect the new plan. The City of Phoenix will complete any work in the right-of-way. The school or district is responsible for work on the school property. The school must also purchase cones or vests for volunteers used in the plan.
 - c. The school must notify parents of the new loading procedures well in advance. This can be done through newsletters, flyer sent home with the students, announcements to students, announcements during Parent Teacher Organization (PTO) meetings, and information given out at school registration.”³⁹

Law enforcement early in the implementation of a new plan is important. Only police officers should direct traffic on public roads. Anyone actively involved with vehicular, bicycle, or pedestrian traffic must wear safety vests to improve visibility and give them an official look when directing drivers and students. This increases the likelihood of compliance. New plans are more successful if implemented after a break in the school calendar. Students play a key role in educating their parents, so actively involving students in the formulation and implementation of the plan is helpful. It is important to stick with the plan as much as possible as frequent changes can lead to driver confusion and frustration leading to bad behavior and non-compliance.

The City of Plano, Texas

Residents in the area of Barron Elementary School in the City of Plano, Texas, begin to experience significant and chronic traffic problems. They solicited the help of Officer Alecia S. Nors who was the neighborhood police officer. In late 2000, Officer Nors led a coordinated effort with the City of Plano, the Village Creek planning team, residents, and the Plano School District.

³⁹ *City of Phoenix Street Transportation Department: Student Pick-up and Drop-off Guidelines*
<https://www.phoenix.gov/streets>

“Officer Nors began working with Traffic Engineering to make changes to improve the flow of traffic. These included installing traffic control devices to re-route traffic and making additional parking restrictions to improve visibility on the narrow streets. Officer Nors began working with Traffic Engineering to make changes to improve the flow of traffic. These included installing traffic control devices to re-route traffic and making additional parking restrictions to improve visibility on the narrow streets. Officer Nors suggested:

- Posting signs directing traffic exiting the carpool lane to turn right during posted times;
- Painting the curbs of prohibited parking areas yellow;
- Creating four marked crosswalks for pedestrian traffic; and
- Synchronizing the school zone lights with school dismissal times.

In the beginning, heavy enforcement was necessary, since many motorists refused to obey the signs. Despite Officer Nors’ efforts to educate motorists about these changes, motorists did not perceive much risk in committing violations. Even when Officer Nors was visibly issuing citations, motorists would blatantly violate the law, believing that she was too busy and they would still escape notice or enforcement. Officer Nors began stopping every violation she observed and issuing citations. Often, this meant stopping six, seven, or more cars at a time and issuing citations to them all. This caused motorists to reconsider the value of breaking the law to save a few minutes in traffic. Upon conducting surveys of motorists and those living in the community in April 2004, Officer Nors found a significant majority of those surveyed had favorable comments on these changes and did believe traffic congestion and safety had been improved. Furthermore, crashes had been significantly reduced from previous years and street blockage had been virtually eliminated.”⁴⁰

Once new traffic patterns had been established and drivers became accustomed, the need for enforcement diminished. Another important step taken was to monitor other streets in the area for increased traffic. Only moderate displacement was observed.

The Village of Corrales, New Mexico

The Village of Corrales has taken a collaborative approach in handling the morning rush hour at Corrales Elementary School. The school was first built in 1927 and remodeled in the 1950s. While semi-rural, the area around the Corrales Elementary School has built out, almost to the edge of the road, with mixed commercial and residential buildings. Corrales Road, NM 448, a two-lane road, is the primary north/south roadway, and residents rely on it heavily. During the rush hour the road is very congested. Traffic moves very slow, and it can be difficult for cars to turn onto Corrales Road from the intersecting roads. Children and parents need to cross from the west side of the road to the east to get to the school’s front entrance. There is a safety beacon that was installed and is operated by the NMDOT at this location, which begins flashing at 8:45 am. At the same time, parents who drive their children to school turn onto Target road, where the school’s drop-off area is. The Village has dedicated Officer Walt Heaton to assist during the morning rush hour, Monday through Thursday. Officer Heaton’s presence is one of the keys to how this potentially chaotic traffic situation is kept orderly and smooth. There are also citizen volunteers, wearing proper safety vests, who assist with the operation. Some of these volunteers have been assisting the school in this way for more than 10 years providing consistent

⁴⁰ *It Takes a Village: Easing Traffic Congestion around Barron Early Childhood School*, Plano Texas Police Department, [www.popcenter.org/library/awards/goldstein/2004/04-31\(F\).pdf](http://www.popcenter.org/library/awards/goldstein/2004/04-31(F).pdf)

application of the plan. During observation, it was noted that drivers were very courteous, obeyed the speed limit, and never drove on the shoulder. This collaboration between the Village, Corrales Elementary School staff, the volunteers, and the drivers themselves has established a safe environment for the students and their parents. Some elements that are key to Corrales' success are as follows:

- Strong law enforcement presence; Officer Heaton frequently carries a radar gun with him when managing the cross walk.
- Motorists are familiar with the plan, which has been implemented in a consistent ongoing manner; they are aware of the school zone.
- Corrales road is two-lane road making it nearly impossible to speed during congested times.
- Citizen volunteers who are both knowledgeable and dedicated to safety.
- Good visibility of signage and the safety beacon.



Above: Officer Walt Heaton deploys a radar gun while standing in the crosswalk in front of Corrales Elementary School

Recommended Strategies

Public School Traffic Study Procedures

The procedures identified in this document are intended to be used as a decision making tool by local governments and the NMDOT when analyzing the impacts of public school operations on the transportation system. Through the consistent application of these procedures, local governments and the NMDOT can work with school districts and charter schools to minimize transportation impacts of public school facilities and protect and promote safety for school children, the surrounding neighborhoods and the traveling public. The funding of improvements identified through the use of these procedures is up to negotiation between the local governments, the NMDOT, and the developers of the school site.

Need for a Study

A study is required when one or more of the following conditions are met:

1. Planned construction of a new school or the proposed occupancy or re-use of an existing facility is being proposed.
2. Major improvements to an existing school that results in an increase in the school enrollment.
3. Planned construction of a school or a major school-related facility, such as a sports stadium, or facilities that are being renovated in which the capacity of the existing facility is being increased.

A traffic study will not be required when improvements are being done at a public school or school related facility that generates no additional usage that would lead to an increase in trips generated; however, any access or safety-related issues should be addressed by the school or district in all cases.

Scoping Meeting

When a new or existing facility is proposed for a school or school-related use, a school district or charter school developing the school site shall schedule a meeting with the traffic section/department of the agency having jurisdiction. The purpose of the meeting is to begin the dialogue regarding the traffic study requirements and procedures. The meeting will also be used to review the school facility access onto the adjacent roadway system.

The scoping meeting shall be used to answer the following questions:

1. What is the size of the school or school related facility? What will the size of enrollment be?
2. Is a traffic study required?
3. If so, what should be the level of the traffic study? For any improvements that result in a minor traffic increase, a site evaluation and safety analysis may be all that is required.
4. What other agencies should be involved? It may be necessary to include other agencies if it is determined that impacts from the school traffic will have an adverse impact on the agencies roadway system.

5. What are the study limits? The scoping meeting will be used to establish the extent of the study area that will be required. The extent of the study limits will be generally proportional to the number of trips that are generated at the site.
6. Has the school district or charter school budgeted for on-site parking and circulation and reasonable off-site roadway improvements? This is essential to avoid congestion in the area surrounding the new school facility once it is opened. It is easier to budget for improvements rather than react to traffic problems once they occur.
7. Are planned improvements identified in the Transportation Improvement Program (TIP) or in a local government's Capital Improvement Plan (CIP)?

Traffic Study Thresholds

There are two tiers of traffic studies that will be required in conjunction with school construction, school improvements, and school-related facility improvements. The current version of the *Institute of Transportation Engineers (ITE) Trip Generation Manual* shall be used to estimate the number of trips that will be generated by the proposed school facility development. The local agencies and the NMDOT will make a determination of which ITE time period(s) need to be analyzed (AM Peak Hour, Peak Hour of the Adjacent Facility 4-6 PM, or PM Peak Hour). The two study levels are as follows:

1. **Site Traffic Analysis (STA).** The results of improvements are expected to generate between 25 to 100 trips for any of the ITE time periods.
2. **Traffic Impact Analysis (TIA).** The results of improvements are expected to generate 100 or more trips for any of the ITE time periods.

Traffic Study Requirements

The traffic study must be prepared by a NM registered, licensed engineer. The study will be conducted during the following:

1. When a property is identified for development as a public school or school-related facility. This can be in the form of new construction or the re-purposing of an existing facility for another educational purpose. This will allow both the school district and/or the local agency to program the amount of funding that will be needed to mitigate those impacts of the increased traffic that is generated by the school facility.
2. When physical improvements are being considered at an existing school facility that will allow for greater utilization of the site.

The study shall include and be in compliance with the following requirements:

1. **Project Description.** The study shall provide an overview of the school project(s), the type and size of facilities being constructed, phasing and schedule, vehicle and pedestrian circulation, parking facilities, school enrollment, number of employees, school hours, and number of school buses and students expected to arrive and depart from the facility. Pedestrian and bicycle travel will be included in the analysis.
2. **Trip Generation.** The study shall use the *ITE Trip Generation Manual*, current edition to establish the number of trips to and from the site. The local reviewing agency may elect to use local rates in lieu of the ITE trip generation rates as long as historical data

- justifying the rate can be provided. If the school elects to contest the rates, then they can sponsor their own study based on traffic, pedestrian, and bicycle counts at their schools.
3. **Study Area.** The number of signalized and un-signalized intersections that will need to be included on the study shall be established at the initial scoping meeting. The study area shall include identification of the roadway facilities leading to the school, functional classification, and their designation on the Long Range Roadways System Map. It should indicate if there are any planned roadway improvements identified in the current TIP or local government CIP. It shall include a description of pedestrian and bicycle routes to school. If the adjacent routes include bike lanes or routes on the Long Range Bikeways Plan, they shall be included.
 4. **Access to the Site.** The access to the school facility shall be proposed at the scoping meeting. The school agency and the public agency shall agree on the number and location of the proposed driveways. The study shall document what improvements need to be made in conjunction with the site access to maintain traffic operation and safety for all modes of travel in the vicinity of the access.
 5. **Site Circulation.** The school agency shall provide a site location at the time of the initial scoping meeting so that it can be reviewed for compatibility with the adjacent roadway system. A site circulation plan shall be submitted after the local jurisdiction's comments from the scoping meeting are incorporated. The site circulation plan shall show driveway access; parking for employees, parents, students, and visitors; separate parent and school bus drop-off and loading; Americans with Disabilities Act (ADA) facilities; pedestrian crosswalks; walkways; and bicycle facilities.
 6. **Traffic Counts.** Existing and projected traffic counts shall be included in the study. Existing counts shall not be more than three years old. Counts shall in compliance with the New Mexico Traffic Monitoring Standards. The projected traffic counts shall be provided for the build year. Existing and projected traffic volumes may be obtained from the MRCOG. Any intersection counts that are required for the study shall be in conformance with the local agencies' traffic counting standards. Counts shall include vehicle type (cars, trucks, and buses) and non-motorized modes (pedestrians and bicyclists).
 7. **Trip Distribution.** The report shall include a diagram that shows the trip distribution over the roadway network. The trip distribution shall be approved by the local agency before any of the analysis is performed.
 8. **Traffic Analysis Periods.** The school site developer shall disclose what the peak generation period is. At a minimum, the AM and PM peak hour, school peak hour, and peak hour of the adjacent facility 4 to 6 PM, analysis shall be performed on all signalized and un-signalized intersections within the study area. For sporting facilities, the PM peak shall be determined at the coordination meeting. If the reviewing agency decides that the analysis of any of these time periods is not warranted, then the analysis for that period may be waived.
 9. **Background Growth Rate.** The background growth rate shall be approved by the reviewing agency prior to the commencement of the study. The growth rate will be used to forecast the traffic counts for the build year. The traffic study preparer shall use a five-

year historical growth rate based on standard data from the MRCOG. If not available, five-year historical growth rate based upon MRCOG Traffic Flow Maps may be used. The minimum growth rate range allowed is 1–2%.

10. **Safety Study.** A safety study for the area in the vicinity of the proposed school facility shall be conducted and included in the final copy of the traffic study. A three- to five-year history of crashes in the study area shall be provided and sufficient details (time, location, etc.) to determine if the crashes were school traffic-related. The safety study shall consider traffic controls such as, but not limited to, calming devices, signage in the vicinity, pedestrian crosswalks, and beacons.
11. **Study Analysis Software.** The preparer of the traffic study shall perform a traffic study utilizing software that is adopted by the local reviewing agency.
12. **Public Transit.** The report shall include map of public transit routes, along with associated schedules, that can potentially provide service to the school facility.
13. **Draft Traffic Study Report.** Electronic copies of the draft shall be provided to the local agency, the NMDOT and any other affected agencies.
14. **Final Traffic Study Report.** The final report shall be signed and sealed by the licensed engineer and be in compliance with the reviewing agency standards. Reviewing agencies and the NMDOT shall be provided with the electronic version of the final report. Additional hard copies shall be provided on request.

Off-site Improvements

The traffic study shall provide recommendations to address how the traffic impacts for all modes of travel shall be mitigated. This can include improvements at the school or school-related facility site or improvements along the existing roadway network leading into or out of the site. These may include but are not limited to the following:

- Intersection improvements including signalization and lighting
- Turning lanes
- Traffic calming devices
- Signage and markings
- Pedestrian crossing markings and beacons
- Sidewalks
- Bike lanes

The traffic study shall also address Safe Routes to School and other modes of transportation to and from school such as cycling. The study shall provide recommendations to improve walking and biking to school. Programmatic and non-infrastructure projects such as those identified in the *Safe Routes to School Guide*⁴¹ shall be included.

⁴¹ *Safe Routes to School Guide*, University of North Carolina, Highway Safety Research Center with support from the National Highway Transportation Safety Administration, Federal Highway Administration, Centers for Disease Control and Prevention, and the Institute of Transportation Engineers: www.saferoutesinfo.org.

Funding of Improvements

Once the off-site improvements are identified, the school district, the public agencies, and other interested parties shall work cooperatively to determine which entity or entities will seek the required funding to complete all on- and off-site roadway improvements that are required to address the traffic impacts that are generated by the proposed school related improvement on the roadway network. Ultimately, funding of improvements can be achieved through the following mechanisms:

1. The school district or charter school adds it to its future CIP
2. The local entity adds it to its future CIP
3. Legislative capital outlay
4. Federal funding is identified in the TIP

Future School Site Planning

A proactive long-range strategy to solving school transportation problems will require top level cooperation and collaboration between school districts and state and local government agencies. A School Transportation Infrastructure Task Group should be formed and should consist of school district superintendents, mayors, county managers, and the NMDOT District Engineer.

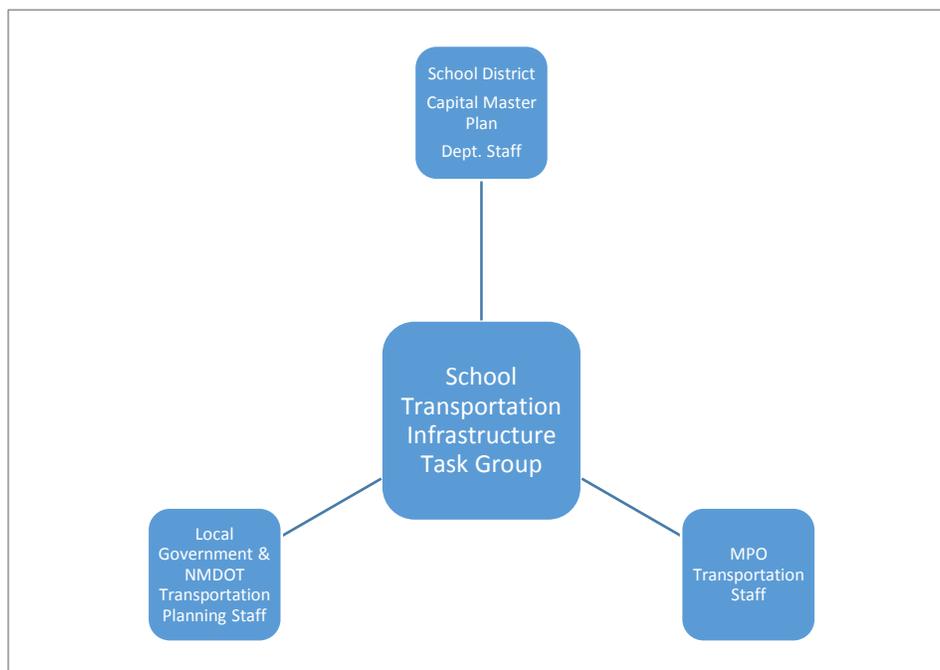


Figure 2. Task Group Organization

The task group meetings should take place prior to the bi-annual TIP cycle. The TIP is a six-year program that coincides with the school districts' and local governments' CIP. The task group's purpose is to identify opportunities to apply Federal, local, and school district funds in a coordinated manner to improve network connectivity and access to planned future school sites. A task group such as this would optimally operate within the framework of the MRCOG. The task

group would operate similarly to other boards and committees in place. Local government, school district, MRCOG, and NMDOT staff would provide input to the process. The task group recommendations would be made to the Transportation Program Task Group (TPTG) and Transportation Coordination Committee (TCC) for consideration during the TIP process.

The Role of the MRCOG

The Metropolitan Transportation Board should consider a policy to program a percentage of TAP and possibly CMAQ and Surface Transportation Program-Urban (STP-U) funds for Safe Routes to School infrastructure and non-infrastructure projects. The reasoning for setting a target percentage is that many of these projects would not compete well under the criteria currently used by the TPTG and TCC when programming TAP, CMAQ and STP-U projects.

It is strongly recommended that the MRCOG create a Safe Routes to School Program and create a dedicated full-time position of Safe Routes to School Coordinator. This individual would coordinate the Safe Routes to School program; be the team leader when forming plans for specific schools; assist in bicycle and pedestrian safety audits; review applications for TAP, CMAQ, STP-U, or other funding; and make recommendations to the regional transportation committees and policy board.

Infrastructure projects could include sidewalks adjacent to schools or in locations key to providing safe access to schools, intersection improvements, safe crossing enhancements such as High-intensity Activated crossWalk (HAWK) signals, and traffic calming projects. Non-infrastructure projects could include producing school walking and biking route maps and other informational materials, school on-site and off-site transportation coordination efforts, walking and bicycling audits, and other eligible projects. These would not only help alleviate traffic and safety projects around schools but, by encouraging walking and biking, foster physical fitness and combat the upward trend in childhood obesity.

Another suggestion is to begin a program similar to the Texas Department of Transportation's "Precious Cargo Program" described earlier in this report. Transportation professionals from local jurisdictions and the NMDOT could provide no-cost reviews for locational and site plan adequacy for new schools.

Agency Outreach

There were a total of twenty-seven (27) agencies identified in the project scope. There are five (5) school districts, twenty-one (21) local governments, and the New Mexico Department of Transportation. Project information and questionnaires were sent to each entity. Local governments and the NMDOT were asked about jurisdictional issues and about existing processes affecting school construction or implementation of school vehicular and non-vehicular traffic plans. School districts were queried on issues such as site selection criteria, adequacy standards, traffic study requirements, fund/expenditure restrictions, and historical off-site infrastructure construction. Fifteen (15) of the twenty-seven (27) entities responded to the questionnaire as shown in the table below.

Table 3

Government Entity/School District	Returned Survey
Village of Los Ranchos	x
Bernalillo County	x
City of Albuquerque	x
Town of Bernalillo	x
Village of Bosque Farms	x
Village of Corrales	x
Village of Los Lunas	
NMDOT	x
City of Belen	
City of Rio Rancho	x
City of Rio Communities	
Cochiti Pueblo	
Isleta Pueblo	x
Sandia Pueblo	
Laguna Pueblo	x
Sandoval County	x
Valencia County	
Village of Tijeras	
Santa Ana Pueblo	
Town of Peralta	
San Felipe Pueblo	x
Santo Domingo Pueblo	x
Albuquerque Public Schools	x
Rio Rancho Public Schools	
Bernalillo Public Schools	
Belen Consolidated School District	x
Los Lunas Public Schools	

Conversations with contact persons from the smaller entities indicated there have been little or no problems within these communities related to school traffic. In several cases, there was only a single elementary school within an entity's boundaries, which had been there for several years. This could explain the lower response rate from smaller entities.

Bibliography

- Albuquerque City Council Bill 0-13-61
- Attorney General Opinion 05-03, Sally Malave to Representative Jeanette O. Wallace, July 7, 2005
- Bernalillo County 2014 Traffic Impact Analysis Guidelines*, Section 1.0
- Chapter 22, Article 20, Section 1, New Mexico Statutes Annotated (NMSA) 1978
- City of Phoenix Street Transportation Department: Student Pick-up and Drop-off Guidelines*, <https://www.phoenix.gov/streets>
- Corrales Village Code, Chapter 18, Section 38
- Creation of the Department of Transportation*, Section 67-3-6, NMSA 1978
- Development Process Manual*, Chapter 23, Section 8
- https://curriculum.madison.k12.wi.us/files/tnl/STSCCommittee_evaluationForm.pdf
- It Takes a Village: Easing Traffic Congestion around Barron Early Childhood School, Plano*
- Texas Police Department*, [www.popcenter.org/library/awards/goldstein/2004/04-31\(F\).pdf](http://www.popcenter.org/library/awards/goldstein/2004/04-31(F).pdf)
- New Mexico Public School Adequacy Planning Guide*, July 15th, 2010 Edition Including Change No.4, dated August 28, 2013
- NM Constitution Article IX, Sec. 11. [School district indebtedness; restrictions.]
- NMDOT Sate Access Management Manual*, 2001
- “Public School Building Act,” SB 33, Section 22-26-3, NMSA 1978
- “Public School Capital Improvements Act,” SB 9, Section 22-25-1, NMSA 1978
- “Public School Capital Outlay Act,” Section 22-24-1, NMSA 1978
- “Public School Capital Outlay Act,” Section 22-24-5 NMSA 1978
- Rio Rancho Development Process Manual-Transportation*, Volume II-3
- Safe Routes to School Briefing Sheets, <http://www.ite.org/safety/>
- Safe Routes to School Guide*, University of North Carolina, Highway Safety Research Center with support from the National Highway Transportation Safety Administration, Federal Highway Administration, Centers for Disease Control and Prevention, and the Institute of Transportation Engineers: guide.saferoutesinfo.org
- Safe Routes to School Guide*, University of North Carolina, Highway Safety Research Center with support from the National Highway Transportation Safety Administration, Federal Highway Administration, Centers for Disease Control and Prevention, and the Institute of Transportation Engineers: www.saferoutesinfo.org.
- “State Highway Access Management Requirements,” NMAC Title 18, Chapter 31, Part 6
- “Statewide Adequacy Standards,” New Mexico State Administrative Code, Title 6, Chapter 27, Part 30
- Steps for Developing a School Traffic Safety Plan*, <https://curriculum.madison.k12.wi.us/node/869>
- Texas Transportation Institute: Precious Cargo Program*, Texas A&M University, <http://tti.tamu.edu/documents/0-4286-3.pdf>
- The National Partnership for the National Center for Safe Routes to School: The Role of MPOs in Advancing Safe Routes to School through the Transportation Alternatives Program*
- Traffic Operations and Safety at Schools*, <http://tti.tamu.edu/documents/0-4286-2.pdf>, Texas Transportation Institute, Texas A&M University System College Station
- “Transportation,” Bernalillo County Code, Chapter 74, Section 74-103

Attachment 1: Joint Powers Agreement Between the New Mexico Regulation and Licensing Department and the City of Albuquerque

JPA No. _____

JOINT POWERS AGREEMENT
BETWEEN THE
NEW MEXICO REGULATION AND LICENSING DEPARTMENT
AND
CITY OF ALBUQUERQUE

THIS AGREEMENT is made and entered into between the CONSTRUCTION INDUSTRIES DIVISION (CID) of the New Mexico REGULATION AND LICENSING DEPARTMENT (RLD; RLD and CID are referred to collectively herein as RLD/CID) and the political subdivision of the State of New Mexico known as City of Albuquerque (NMPS), pursuant to the Joint Powers Agreements Act, Sections 11-1-1, et seq. NMSA, 1978 (the Act). The common power to be exercised is as set forth in this Agreement.

WHEREAS, RLD/CID and NMPS are public agencies, as defined in the Act, and are authorized by law to enter into this Agreement; and

WHEREAS, pursuant to the Construction Industries Licensing Act (CILA), NMSA, 1978, § 60-13-44 E. the general construction bureau of RLD/CID shall have the right of review of all specifications of public buildings and the responsibility to ensure compliance with construction standards adopted by RLD/CID; and

WHEREAS, NMPS is a municipality as defined in NMSA, 1978, § 3-1-2 G., and has by ordinance adopted the conditions, provision, limitations and terms of a building code pursuant to its powers under NMSA, 1978, § 3-17-6 A (3); and

WHEREAS, pursuant to NMSA, 1978, § 3-18-6 A. (4) and C. (1), a municipality has exclusive jurisdiction over building permits issued by the municipality except with respect to construction specifically exempted by the CILA; and

WHEREAS, pursuant to NMSA 1978, § 60-13-27, the Director of CID may authorize the investigation of code violations or activities of licensees or others that constitute violations of NMSA 1978, § 60-13-23, 24 or 36; and

WHEREAS, RLD/CID and NMPS desire to enter into this Agreement in order to effectuate administrative efficiency in the regulation of public buildings located within the geographical boundaries of NMPS, which are not owned by the State of New Mexico.

NOW THEREFORE IT IS MUTUALLY AGREED BETWEEN THE PARTIES THAT THE REGULATION OF PUBLIC BUILDINGS LOCATED WITHIN THE GEOGRAPHICAL BOUNDARIES OF NMPS, WHICH ARE NOT OWNED BY THE STATE OF NEW MEXICO, NMPS SHALL BE ACCOMPLISHED AS FOLLOWS:

1. **AUTHORIZATION.** NMPS is hereby granted the authority to regulate the construction of public buildings located within its geographical boundaries, which are not owned by the State of New Mexico, subject to the terms and conditions set forth herein.
2. **PREREQUISITES.**
 - a. NMPS warrants and represents that, within three (3) years following the execution of this Agreement, it shall be evaluated by an independent, nationally recognized accreditation agency, satisfactory to RLD/CID, and such evaluation must meet minimum standards to be established by RLD/CID.
 - b. NMPS warrants and represents that it has now, and shall at all times relevant to this Agreement maintain, a full-service permitting and inspection program and does and shall employ full-time plan review personnel and electrical, mechanical, and general construction inspectors who are certified by the International Conference of Building Officials, or any other such certifying entity designated by RLD/CID, and the State of New Mexico throughout the term of this Agreement.
 - c. If NMPS fails to maintain a full-service permitting and inspection program, or if it fails to employ the requisite inspectors as set forth in subparagraph 2.b, above, RLD/CID shall re-assume regulation of all public buildings located within the geographical boundaries of NMPS until such time as the deficiency is rectified by NMPS.
 - d. NMPS shall require all work on structures within its jurisdiction to be conducted by contractors duly licensed pursuant to New Mexico state law, and shall require all such work to be properly permitted and inspected.
3. **BUILDING STANDARDS.** The building standards applied by NMPS must be the minimum State standards, as required by NMSA, 1978, § 3-17-6 A., and those standards must be enforced by NMPS.
4. **COMPLAINTS.** NMPS shall receive, process and resolve all complaints made in connection with the construction of any public building over which it exercises regulatory authority; provided, however, that the resolution of any such complaint shall not preclude action by RLD/CID or the Construction Industries Commission against any license or certification issued by CID, or against the holder of any such license or certification, pursuant to the Act. NMPS shall give CID prompt written notice of any complaint it receives against the holder of any such license or certification or work performed by him or her.
5. **TRAINING AND MONITORING.** RLD/CID will provide training and monitoring related to building code interpretation, application and enforcement with respect to any public building regulated by NMPS. Any determination by CID regarding

minimum code interpretation, application and enforcement shall take precedence over any conflicting interpretation, application or enforcement by NMPS.

6. **TERM.** This Agreement shall not become effective until approved by the secretary of the New Mexico Department of Finance and Administration (DFA). This Agreement shall continue indefinitely until terminated pursuant to the terms hereof or by operation of law.
7. **TERMINATION.** This Agreement may be terminated by either party upon delivery of written notice to the other at least thirty (30) days prior to the effective date of termination. By such termination, neither party may nullify or avoid any obligation required to have been performed prior to the effective date of termination.
8. **SUBCONTRACTING AND ASSIGNMENT.** NMPS may not subcontract any portion of the services to be performed by it pursuant to this Agreement, assign this Agreement, or obligate itself in any manner to any third party with respect to any rights or responsibilities under this Agreement, without the prior written consent of RLD/CID.
9. **RECEIPTS AND DISBURSEMENTS.** NMPS shall be strictly accountable for receipts and disbursements relating hereto and shall make all relevant financial records available to RLD/CID, DFA, the New Mexico State Auditor, and the federal funding agency upon request, and shall maintain all related records for three (3) years after this Agreement has expired or has been terminated.
10. **EQUAL OPPORTUNITY COMPLIANCE.** NMPS agrees to abide by all federal rules and regulations pertaining to equal opportunity. In accordance with those laws and the regulations issued pursuant thereto, NMPS agrees to assure that no person in the United States shall, on the grounds of race, color, national origin, sex, sexual preference, age or handicap, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in performance of this Agreement.
11. **AMENDMENT.** This Agreement may not be altered, changed, or amended except by instrument in writing executed by the parties hereto and approved by the Secretary of the New Mexico Department of Finance and Administration.
12. **WAIVER.** No waiver of any breach or term or condition of this Agreement shall constitute a waiver of any other term or condition of this Agreement, or a subsequent waiver of the same breach or term or condition. No waiver of any term or condition of this Agreement shall be valid or binding unless in writing and signed by the party alleged to have granted the waiver.
13. **GOVERNING LAW.** This Agreement and the interpretation hereof shall be governed by the laws of the State of New Mexico pertaining to such agreements.

- 14. MERGER OF PRIOR AGREEMENTS. This Agreement incorporates all of the conditions, agreements and understandings between the parties concerning the subject matter hereof, and all such conditions, agreements and understandings have been merged into this Agreement. No prior condition, agreement, or understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.
- 15. ^{Liability} ~~HOLD HARMLESS~~ ^{9/27/01}. Neither party shall be responsible for liability incurred as a result of the other party's acts or omissions in connection with this Agreement. Any liability incurred in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act.

IN WITNESS WHEREOF, the parties have herein below set their respective hands.

STATE OF NEW MEXICO
REGULATION AND LICENSING
DEPARTMENT

By: Kelly S. Wolf
Title: Superintendent
Date: 5-02-01

THE CITY OF ALBUQUERQUE

By: [Signature]
Title: _____
Date: 4.26.01

CONSTRUCTION INDUSTRIES
DIVISION

By: Karen A. Utter
Title: Director
Date: 5-2-2001

APPROVED:

STATE OF NEW MEXICO
DEPARTMENT OF FINANCE AND
ADMINISTRATION

By: [Signature]
Title: Deputy Secretary ^{9/27/01}
Date: 5/2/01

Attachment 2: Joint Powers Agreement Between the New Mexico Regulation and Licensing Department and Bernalillo County

03/23/01 10:49 FAX 5058277045

CID

002



Gary E. Johnson
GOVERNOR
Kelly S. Ward
SUPERINTENDENT
Jack E. Thompson
DEPUTY SUPERINTENDENT

725 St. Michael's Drive 87505
P.O. Box 25101 Santa Fe, New Mexico 87504-5101
(505) 827-7000

March 23, 2001

Mr. Tobias Perea, Building Code Manager
Department of Zoning, Building and Planning
Bernalillo County
600 2nd Street, NW, Suite 400
Albuquerque, New Mexico 87102

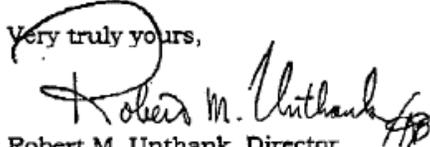
Re: Joint Powers Agreement – Public Buildings

Dear Mr. Perea:

Enclosed please find three signature copies of the above-referenced joint powers agreement between the Department of Regulation and Licensing and the County of Bernalillo. The agreement reflects the changes requested by Bernalillo County and is in final form. Understanding that the agreement must upon approval by the appropriate governmental body, if you will return all three copies properly executed on behalf of the County, we will secure the required signatures on behalf of the State, and forward a fully-executed copy for your files.

As always, if you have any questions in this regard, please contact me or Kate Baca.

Very truly yours,


Robert M. Unthank, Director
Construction Industries Division

xc: Kathleen Baca, General Counsel, CID

01 - 164

JOINT POWERS AGREEMENT
BETWEEN THE
NEW MEXICO REGULATION AND LICENSING DEPARTMENT
AND
BERNALILLO COUNTY

THIS AGREEMENT is made and entered into between the CONSTRUCTION INDUSTRIES DIVISION (CID) of the New Mexico REGULATION AND LICENSING DEPARTMENT (RLD; RLD and CID are referred to collectively herein as RLD/CID) and the political subdivision of the State of New Mexico known as Bernalillo County (NMPS), pursuant to the Joint Powers Agreements Act, Sections 11-1-1, et seq. NMSA, 1978 (the Act). The common power to be exercised is as set forth in this Agreement.

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WHEREAS, NMPS is a County as defined in NMSA, 1978, § 12-6-2., and has by ordinance adopted the conditions, provision, limitations and terms of a building code pursuant to its powers under NMSA, 1978, § 4-37-1; and

WHEREAS, pursuant to NMSA, 1978, § 3-18-6 A. (4) and C. (1), a municipality has exclusive jurisdiction over building permits issued by the municipality except with respect to construction specifically exempted by the CILA; and

WHEREAS, pursuant to NMSA 1978, § 60-13-27, the Director of CID may authorize the investigation of code violations or activities of licensees or others that constitute violations of NMSA 1978, § 60-13-23, 24 or 36; and

WHEREAS, RLD/CID and NMPS desire to enter into this Agreement in order to effectuate administrative efficiency in the regulation of public buildings located within the geographical boundaries of NMPS, which are not owned by the State of New Mexico.

NOW THEREFORE IT IS MUTUALLY AGREED BETWEEN THE PARTIES THAT THE REGULATION OF PUBLIC BUILDINGS LOCATED WITHIN THE GEOGRAPHICAL BOUNDARIES OF THE UNINCORPORATED AREA OF THE COUNTY, WHICH ARE NOT OWNED BY THE STATE OF NEW MEXICO, NMPS SHALL BE ACCOMPLISHED AS FOLLOWS:

1. **AUTHORIZATION.** NMPS is hereby granted the authority to regulate the construction of public buildings located within its geographical boundaries, which are not owned by the State of New Mexico, subject to the terms and conditions set forth herein.
2. **PREREQUISITES.**
 - a. NMPS warrants and represents that, within three (3) years following the execution of this Agreement, it shall be evaluated by an independent, nationally recognized accreditation agency, satisfactory to RLD/CID, and such evaluation must meet minimum standards to be established by RLD/CID.
 - b. NMPS warrants and represents that it has now, and shall at all times relevant to this Agreement maintain, a full-service permitting and inspection program and does and shall employ full-time plan review personnel and electrical, mechanical, and general construction inspectors who are certified by the International Conference of Building Officials, or any other such certifying entity designated by RLD/CID, and the State of New Mexico throughout the term of this Agreement.
 - c. If NMPS fails to maintain a full-service permitting and inspection program, or if it fails to employ the requisite inspectors as set forth in subparagraph 2.b, above, RLD/CID shall re-assume regulation of all public buildings located within the geographical boundaries of NMPS until such time as the deficiency is rectified by NMPS.
 - d. NMPS shall require all work on structures within its jurisdiction to be conducted by contractors duly licensed pursuant to New Mexico state law, and shall require all such work to be properly permitted and inspected.
3. **BUILDING STANDARDS.** The building standards applied by NMPS must be the minimum State standards, as required by NMSA, 1978, § 3-17-6 A., and those standards must be enforced by NMPS.
4. **COMPLAINTS.** NMPS shall receive, process and resolve all complaints made in connection with the construction of any public building over which it exercises regulatory authority; provided, however, that the resolution of any such complaint shall not preclude action by RLD/CID or the Construction Industries Commission against any license or certification issued by CID, or against the holder of any such license or certification, pursuant to the Act. NMPS shall give CID prompt written notice of any complaint it receives against the holder of any such license or certification or work performed by him or her.
5. **TRAINING AND MONITORING.** RLD/CID will provide training and monitoring related to building code interpretation, application and enforcement with respect to any public building regulated by NMPS. Any determination by CID regarding

minimum code interpretation, application and enforcement shall take precedence over any conflicting interpretation, application or enforcement by NMPS.

6. **TERM.** This Agreement shall not become effective until approved by the secretary of the New Mexico Department of Finance and Administration (DFA). This Agreement shall continue indefinitely until terminated pursuant to the terms hereof or by operation of law.
7. **TERMINATION.** This Agreement may be terminated by either party upon delivery of written notice to the other at least thirty (30) days prior to the effective date of termination. By such termination, neither party may nullify or avoid any obligation required to have been performed prior to the effective date of termination.
8. **SUBCONTRACTING AND ASSIGNMENT.** NMPS may not subcontract any portion of the services to be performed by it pursuant to this Agreement, assign this Agreement, or obligate itself in any manner to any third party with respect to any rights or responsibilities under this Agreement, without the prior written consent of RLD/CID.
9. **RECEIPTS AND DISBURSEMENTS.** NMPS shall be strictly accountable for receipts and disbursements relating hereto and shall make all relevant financial records available to RLD/CID, DFA, the New Mexico State Auditor, and the federal funding agency upon request, and shall maintain all related records for three (3) years after this Agreement has expired or has been terminated.
10. **EQUAL OPPORTUNITY COMPLIANCE.** NMPS agrees to abide by all federal rules and regulations pertaining to equal opportunity. In accordance with those laws and the regulations issued pursuant thereto, NMPS agrees to assure that no person in the United States shall, on the grounds of race, color, national origin, sex, sexual preference, age or handicap, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in performance of this Agreement.
11. **AMENDMENT.** This Agreement may not be altered, changed, or amended except by instrument in writing executed by the parties hereto and approved by the Secretary of the New Mexico Department of Finance and Administration.
12. **WAIVER.** No waiver of any breach or term or condition of this Agreement shall constitute a waiver of any other term or condition of this Agreement, or a subsequent waiver of the same breach or term or condition. No waiver of any term or condition of this Agreement shall be valid or binding unless in writing and signed by the party alleged to have granted the waiver.
13. **GOVERNING LAW.** This Agreement and the interpretation hereof shall be governed by the laws of the State of New Mexico pertaining to such agreements.

*30 day
term clause*

- 14. **MERGER OF PRIOR AGREEMENTS.** This Agreement incorporates all of the conditions, agreements and understandings between the parties concerning the subject matter hereof, and all such conditions, agreements and understandings have been merged into this Agreement. No prior condition, agreement, or understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.
- 15. ^{Liability} ~~HOLD HARMLESS~~. Neither party shall be responsible for liability incurred as a result of the other party's acts or omissions in connection with this Agreement. Any liability incurred in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act.

IN WITNESS WHEREOF, the parties have herein below set their respective hands.

STATE OF NEW MEXICO
REGULATION AND LICENSING
DEPARTMENT

BERNALILLO COUNTY
[See Supplemental Sheet]

By: Kelly S. Welch
Title: Superintendent
Date: 5-02-01

By: _____
Title: _____
Date: _____

CONSTRUCTION INDUSTRIES
DIVISION

By: Robert M. Utter
Title: Director
Date: 5-02-2001

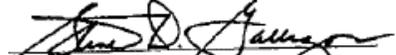
APPROVED:

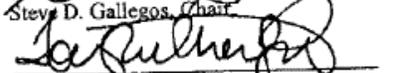
STATE OF NEW MEXICO
DEPARTMENT OF FINANCE AND
ADMINISTRATION

By: Frank J. Ford
Title: Deputy Secretary
Date: 5/7/01

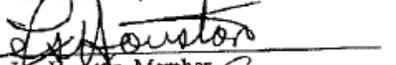
Done, this 27th day of March, 2001.

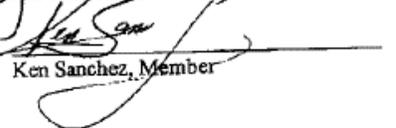
BOARD OF COUNTY COMMISSIONERS


Steve D. Gallegos, Chair

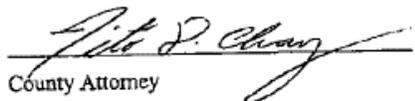

Tom Rutherford, Vice Chair


Tim Gummis, Member

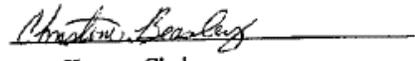

Les Houston, Member


Ken Sanchez, Member

APPROVED AS TO FORM:


County Attorney

ATTEST:


for Mary Herrera, Clerk
Date: 3/27/01