



PROJECT IDENTIFICATION FORM (PIF)

**INSTRUCTIONS: Please complete all sections thoroughly.
See the end of this document for required distribution.**

1. **Date of Submittal:** [Click here to type date](#)
 2. **Is this project phased?** [Yes / No](#) **If phased:** [Enter phase number and total # of phases](#)
 3. **Sponsoring public entity:** [Enter entity name](#) 4. **Project Name:** [Enter project name](#)
Note: Non-Profit Organizations cannot be lead agencies, but they can contribute to projects.

 5. **Is the project on the ICIP?** [Yes / No](#) **If yes, year and priority #:** [Year, priority # \(if available\)](#)
 6. **Is the project in or consistent with a MPO or RTPO document?** [Yes / No](#)
If yes, which document (MTP/RTP/etc.): [Enter document name and year](#)
 7. **Is the project in or consistent with a TLPA planning document?** [Yes / No](#)
If yes, which document (ICIP/Community/Bike/Ped Plan/etc.): [Enter document name and year](#)
 8. **Is a related project in the STIP?** [Yes / No](#) **If yes, year(s):** [Enter year\(s\)](#) **Control #:** [Enter CN](#)
 9. **Is a related project on the MPO TIP/RTPO RTIPR?** [Yes / No](#) **If yes, which year(s):** [Enter year\(s\)](#)
Notes: Please contact your MPO/RTPO planner if this project is not in any local planning documents; if it is, please include the first page and the page on which the project is listed for any relevant documents.

 10. **Contact Person and/or PDE:** [Click here to enter contact person/PDE name](#)
 11. **Address:** [Enter street address, city, state, and zip code](#) 12. **County:** [Select a county](#)
 13. **Phone:** [Enter phone #](#) 14. **Fax:** [Enter fax #](#) 15. **E-mail:** [Enter email address](#)
 16. **MPO or RTPO:** [Select a MPO/RTPO](#) 17. **NMDOT District #:** [Select a district](#)
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Project Description

18. **In the space below, please provide a narrative describing the Project, its Purpose and Need, i.e., the rationale behind the project. If this project has or will go through the NEPA process, the description below should match the NEPA description as closely as possible.**

[Enter a project description – this field will expand as needed, but please limit text to 200 words.](#)

19. **Select the main project type:** [Select the main project type.](#)

List additional project types here: [enter additional project types here.](#)

Project Details (fill out where applicable*)

20. Route # (or Street) Name: 21. Length (mi.):
22. Begin mile post/intersection: 23. End mile post/intersect.:
24. Directions from nearest major intersection or landmark:
25. Google Maps link (see tutorial), or attach a map:
26. Roadway FHWA Functional Classification(s):
- * "N/A" may be appropriate on numbers 20, 22, 23, and 26 for RTP projects **ONLY**

Funding Information

27. Has a related project received Federal funding previously? If yes, which years? Which funding program(s)?

In the table below, please itemize the total project cost by type and funding source.

Activity ▼ / Funding Source ►	Federal	Local**	Tribal	Other	
28. Preliminary Engineering*	\$Amount	\$Amount	\$Amount	\$Amount	
29. Right-of-Way	\$Amount	\$Amount	\$Amount	\$Amount	
30. Construction Management	\$Amount	\$Amount	\$Amount	\$Amount	Total
31. Construction	\$Amount	\$Amount	\$Amount	\$Amount	<input type="text"/>

* Preliminary Engineering total includes planning, environmental, prelim. engineering and design.

** Local funds can be used for match and to increase project total. "Local" includes State and Federal funds for State or Federal lead projects.

Also note: for RTP projects, the total of all Federal funds may not exceed 95% of the total project cost; this includes any federal funds used by federal agencies as a local match.

Project Readiness

List any certifications, clearances and other processes that have been obtained for this project. Required certifications for federally-funded projects and most state-funded projects include: Right of Way, Design, Environmental Certification*, Utility Clearances, ITS Clearances and Railroad Clearances. Please include the date that the certification or clearance was received **OR** if a certification/clearance is underway. In most cases, a project will not have these certs or clearances yet.

33. Clearances and/or Certs:

* NEPA assessment may evaluate: Threatened & Endangered Species, Surface Water Quality (Clean Water Act), Ground Water Quality, Wetlands, NPDES Permit, Noxious weeds, Air Quality Analysis, Noise Analysis, Hazardous Materials Analysis, and other areas; 4-F properties. NHPA Section 106 Cultural Resources Investigation may include:

coordination with land management agencies and State Historic Preservation Officer, Cultural Properties Inventory (buildings recorded), Traditional Cultural Property Inventory (consult with appropriate Native American tribes), Tribal Historic Preservation Officer and State Historic Preservation Officer. **For a full list of environmental and cultural areas that may be evaluated, see the Tribal/Local Public Agency Handbook.** This also includes public outreach.

Project Planning Factors

Below are the federally mandated planning factors for all transportation projects. Please check all that apply and provide a brief explanation of how the project addresses the factor. Comment area will expand as needed. **NOTE: if you are applying for TAP or RTP funds, leave this section blank and complete the supplemental TAP or RTP application.**

34. **Economic Vitality:** Type explanation.
 35. **Safety for Motorized and Non-motorized Users:** Type explanation.
 36. **Security for Motorized and Non-motorized Users:** Type explanation.
 37. **Accessibility and Mobility of People and Freight:** Type explanation.
 38. **Environment, Energy Conservation, Quality of Life:** Type explanation.
 39. **Integration and Connectivity:** Type explanation.
 40. **System Management and Operation:** Type explanation.
 41. **System Preservation:** Type explanation.
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REQUIRED DISTRIBUTION

The Applicant shall send a completed electronic version to the **MPO/RTPO, District Staff** and **NMDOT Planning Liaison**.

GLOSSARY

FMIS: *Fiscal Management Information System*, developed to meet various information requirements identified by the Office of the CFO (Chief Financial Officer). FMIS codes are required for programming projects in the STIP (*defined below*).

ICIP: *Infrastructure capital improvement plan*, a plan that establishes planning priorities for anticipated capital projects.

MAP-21: *Moving Ahead for Progress in the 21st Century Act*, the current funding and authorization bill to govern United States federal surface transportation spending.

MPO: *Metropolitan Planning Organizations* conduct comprehensive transportation planning for metropolitan areas with populations of 50,000 or more. The MPOs in New Mexico are Farmington, Santa Fe, Mid Region (Albuquerque Area), Mesilla Valley (Las Cruces area, and a portion of El Paso (Sunland Park area).

MTP: *Metropolitan Transportation Plan*, the long range, comprehensive, multimodal document that guides each MPO for the next 25 years, which is updated every 4-5 years.

NEPA: *National Environmental Policy Act*, enacted on January 1, 1970, requires federal agencies to assess the environmental effects of their proposed actions prior to making decisions on a range of items, including project construction.

RTIPR: *Regional Transportation Improvement Program Recommendations*, the list of programs promoted by local agencies outside of MPO areas. These lists may inform NMDOT Districts when they program funds in their regions.

RTP: *Recreational Trails Program*, which provides funds to the States to develop and maintain recreational trails and trail-related facilities for both non-motorized and motorized recreational trail uses. - **OR** -

RTP: *Regional Transportation Plan*, similar to MTPs for the RTPO regions.

RTPO: *Regional Transportation Planning Organizations*, state-designated entities that orchestrate rural transportation planning. The RTPOs in New Mexico are Northwest, Northern Pueblos, Northeast, Southeast, South Central, Southwest and Mid Region RTPOs.

STIP: *State Transportation Improvement Program*, the fiscally constrained list of projects, programmed for four years (plus two more years for planning).

TIP: *Transportation Improvement Program*, the federally required, fiscally constrained program that includes transportation projects proposed for funding within an MPO's boundaries in the next four years, which is developed by the MPOs every two years. This feeds into the STIP.

TLPA: *Tribal/Local Public Agency*, the umbrella term for tribal entities, communities, and counties.

TTP: *Tribal Transportation Program*, the main funding program for Tribal entities.