

GENERAL INFORMATION

Preparation Date: _____ **Project Title:** _____

Requesting T/LPA: _____ **Is there an approved Governing Body resolution for this application**
(Applicant) YES NO PENDING If pending, date expected _____

Responsible Charge

Name: _____ **Phone:** _____

Title: _____ **Email:** _____

PROJECT DESCRIPTION

Project Type (Check all that apply):

ROADWAY BRIDGE SAFETY PLANNING/DESIGN OTHER

If you chose "OTHER" please clarify here: _____

Project Scope: _____

Is the request to address a bridge on the NMDOT's Local Bridge Priority List for Replacement/Rehabilitation?

NO YES If yes, please indicate bridge #: _____

Is the request to continue or advance a phase of a previous project?

NO YES If yes, please indicate funding sources and scope of previous phase below.

Funding Source: _____

Previous Phase Project Scope: _____

Completion Date of Previous Phase: _____

Current Phase being requested: _____

Project Location

Route Number and/or Street Name: _____

Project Termini:

Beginning Mile point and/or intersection: _____

Ending Mile point and/or intersection: _____

Total length of proposed project: _____

NOTE: A local government project that is located in full or in part within a department right-of-way or NHS route must be administered in accordance with the “Tribal/Local Public Agency Handbook”.

A local government project that ties into, connects or crosses a department right-of-way or an NHS route, or when the project may have an effect on existing improvements within department rights-of-way, requires the approval of the department.

Is the project located in full or in part within a department right-of-way or NHS route?

NO YES If yes, the project must be administered in accordance with the Tribal/Local Public Agency Handbook and follow all requirements and procedures.

Does the project tie into, connect or cross a department right-of-way or an NHS route, or will the project have an effect on existing improvements within a NMDOT right-of-way? “Letter of Approval” from the NMDOT District Engineer?

NO YES If yes, a “Letter of Approval” is required from the NMDOT District Engineer.

Will the project impact known environmental and/or cultural resources?

NO YES If yes, please clarify _____

Is this project tied to any past or future federal funding?

NO YES If yes, please identify _____

NO YES Does the Local Entity intend to apply for Match Waiver Funding?

Project Phases to be included in request (Check all that apply):

PLANNING

PRELIMINARY ENGINEERING/DESIGN

CONSTRUCTION

CONSTRUCTION MANAGEMENT & TESTING

*RIGHT OF WAY ACQUISITION**

* Projects that are for ROW acquisition will need to follow NMDOT ROW acquisition requirements if the entity intends to utilize federal funding in any subsequent project phase.

Topics to discuss during all PFF meetings:

- Is this project included in any other planning documents? (Comprehensive Plan, ICIP, etc.)
- Does the T/LPA have the minimum match required for the project? If not, does the T/LPA intend to apply for a match waiver?
- Does the T/LPA have a good track record for responsible use/tracking of state funds? Have they met closeout deadlines? Have they successfully completed other state funded projects in a timely manner?
- Has the T/LPA had any issues with design/construction in the past?
- Does the T/LPA have major audit findings that would prevent them from being a responsible fiscal agent?

Additional topics to discuss during PFF meetings ONLY if project is on or intersects with an NMDOT or NHS route:

- Is the Tribal/Local Public Agency (T/LPA) familiar with the NMDOT T/LPA Handbook? Has the person in responsible charge attended one of the T/LPA Handbook trainings?
- Is the project within NMDOT ROW? If so, does the district support the project?
 - Are agreements necessary for maintenance and operations? (Lighting agreements, landscaping, etc.)
- The T/LPA must follow the NMDOT specifications as outlined in the “Specs for Highway and Bridge Construction” unless the appropriate NMDOT Design Center grants permission prior to design for the T/LPA to use other specs.