

NEW MEXICO DEPARTMENT OF TRANSPORTATION
FEDERAL TRANSIT ADMINISTRATION TITLE VI PROGRAM PLAN 2022



New Mexico DEPARTMENT OF
TRANSPORTATION
MOBILITY FOR EVERYONE

NEW MEXICO DEPARTMENT OF TRANSPORTATION

TRANSIT BUREAU

FEDERAL TRANSIT ADMINISTRATION TITLE VI PROGRAM PLAN

2022

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FEDERAL TRANSIT ADMINISTRATION TITLE VI PROGRAM PLAN 2022

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I. Title VI Nondiscrimination Statement of Policy

Title VI Policy Statement

The New Mexico Department of Transportation (NMDOT) is committed to compliance with Title VI of the Civil Rights Act of 1964, 49 CFR Part 21 Nondiscrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964, and all related regulations and directives. NMDOT assures that no person shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity under any NMDOT program, activity, or service.

Environmental Justice/Limited English Proficiency Policy Statement

NMDOT assures that every effort will be made to prevent the discrimination of low-income and minority populations as a result of any impact of its programs or activities in accordance with Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and in Low-Income Populations. In addition, the NMDOT also assures every effort will be made to provide meaningful access to persons that have limited English proficiency, in accordance with Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency.

Specific Forms of Discrimination Prohibited

NMDOT’s efforts to prevent discrimination must address, but are not limited to:

- The denial of services, financial aid, or other benefits provided under a program
- Distinctions in the quality, quantity or manner in which the benefit is provided
- Segregation or separation in any part of the program
- Restriction in the enjoyment of any advantages, privileges or other benefits provided to others
- Different standards or requirements for participation
- Methods of administration which directly or indirectly or through contractual relationships would defeat or impair the accomplishment of effective nondiscrimination
- Discrimination in any activities related to any infrastructure or facility built or repaired in whole or in part with federal funds
- Discrimination in any employment resulting from a program, the primary purpose of which is to provide employment

DocuSigned by:
Justin Reese
79B5F2DB5F72463...

9/28/2022

NMDOT Cabinet Secretary or Designate

Date

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II. Overview of Transit Programs

The Governor designated NMDOT as the agency responsible for administering Federal Transit Administration (FTA) programs. The Transit Bureau within NMDOT administers the FTA- and State-funded transit programs:

- Metropolitan Planning Program (Section 5303)
- Statewide Planning and Research Program (Section 5304)
- Urbanized Area Formula Program (Section 5307)
- Enhanced Mobility of Seniors and Persons with Disabilities Program (Section 5310)
- Formula Grants for Rural Areas Program (Section 5311)
- Bus and Bus Facilities Formula Grants (Section 5339)
- NMDOT Park & Ride intercity bus service

The Bureau provides intercity bus service called NMDOT Park & Ride. NMDOT Park & Ride began operations in May 2003. Park & Ride is now the sixth largest public bus transit operation in New Mexico based on ridership. In State Fiscal Year 2022 (July 1 – June 30), NMDOT Park & Ride provided 100,367 passenger trips.

NMDOT Park & Ride operates eleven routes, including four shuttle routes, in north-central and south-central New Mexico, with one route extending into El Paso County, Texas. Service is provided by 24 57-passenger buses. Annually, service is funded with over \$6 million of State funding, \$400,000 of FTA Section 5311(f), and \$530,000 of FTA Section 5311(f) from the Texas Department of Transportation, as well as fare and advertising revenues.

Buses make 121 daily runs, covering 642 departures. The daily service totals 4,509 bus route miles and serves 23 park-and-ride lots and 36 bus stops. The service connects with Rail Runner Express service at the South Capitol, Santa Fe County/ NM 599, Sandoval/US 550 stations.

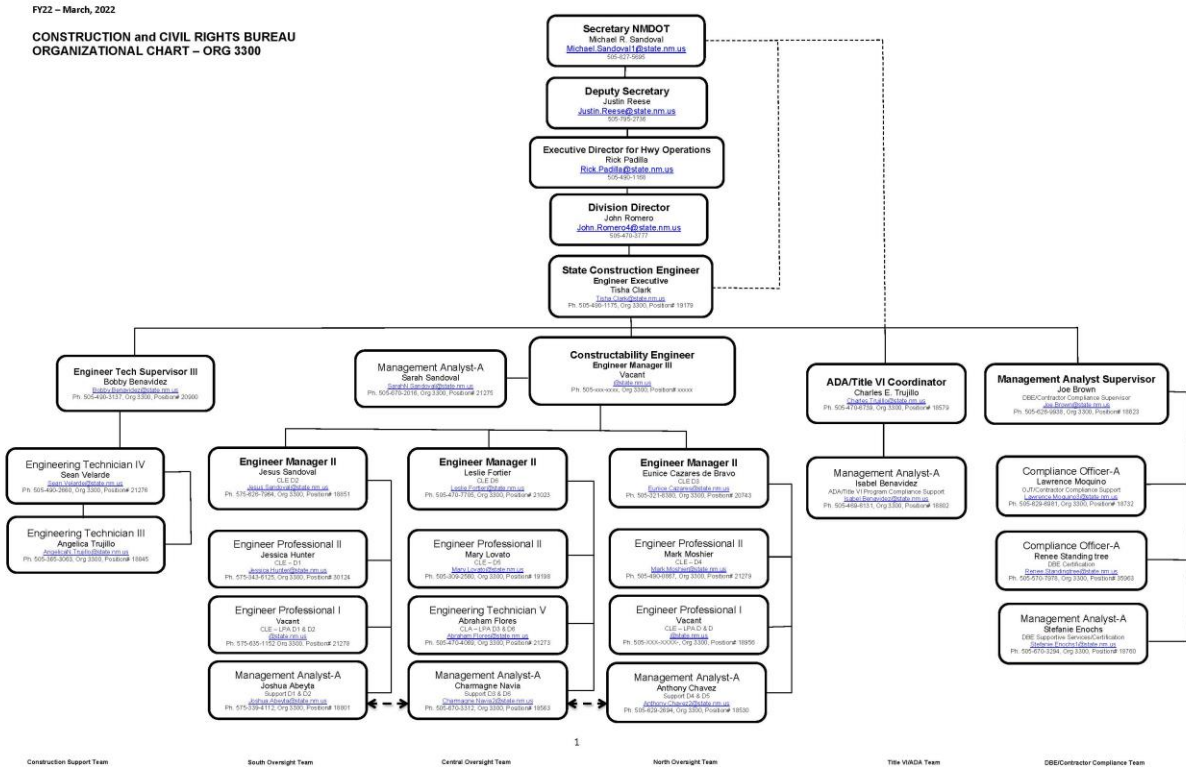
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III. Title VI Program Administration

The Construction and Civil Rights Bureau (CCRB) oversees the development and implementation of civil rights programs for NMDOT. The programs CCRB administers are Title VI, Environmental Justice, Limited English Proficiency (LEP), Disadvantaged Businesses Enterprise (DBE), Americans with Disabilities Act (ADA), Supportive Services, Contract and Labor Compliance, and On-the-Job Training compliance programs. CCRB works with the other entities within NMDOT, including the Transit Bureau, to ensure compliance with civil rights requirements. Exhibit 1 presents the CCRB organization chart.

The CCRB ADA/Title VI Coordinator is responsible for ensuring that accommodations for individuals with disabilities are a routine and integral element of the planning, design, construction, operations, and maintenance activities for all NMDOT projects, and for the development and implementation of the FHWA Title VI program. The coordinator ensures that all entities within NMDOT, including the Transit Bureau, are compliant with ADA and Title VI. The coordinator is responsible for Title VI training of relevant staff, conducting reviews, assisting in investigations of Title VI complaints, and compiling the annual Title VI Accomplishment and Goals report. The coordinator has direct access to the Cabinet Secretary to address all ADA and Title VI matters of concern.

Exhibit 1: Construction and Civil Rights Bureau Organization Chart



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IV. General Requirements

Notice to the Public

The Transit Bureau, which administers the FTA programs, notifies the public of its rights under Title VI by posting a **Nondiscrimination Notice** in English and Spanish. The Bureau posts the following notice on its and the NMDOT Park & Ride webpages and in the Transit and Rail Division's public foyer and conference room.

Nondiscrimination Notice

- The New Mexico Department of Transportation operates its programs and services without regard to race, color, national origin, and disability, in accordance with Title VI of the Civil Rights Act and the Americans with Disabilities Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice may file a complaint with The New Mexico Department of Transportation.
- For more information on the New Mexico Department of Transportation's civil rights program, and the procedures to file a complaint, please call 1-800-554-0936 or (505) 470-9668; email ADA.TitleVICoordinator@dot.nm.gov; or visit our administrative offices at 1590 Pacheco St., Suite A-10, Santa Fe, NM 87505. For more information, visit www.dot.state.nm.us.
- A complainant may file a complaint directly with the Federal Transit Administration (FTA), Office of Civil Rights, Attention: Title VI/ADA Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590. Phone: (202) 366-4043.
- If information is needed in another language please contact us at 1-800-554-0936 or (505) 470-9668, or ADA.TitleVICoordinator@dot.nm.gov.

Aviso de no Discriminación

- El Departamento de Transportación de Nuevo México opera sus programas y servicios sin distinción de raza, color, origen nacional y discapacidad, de conformidad con el Título VI de la Ley de Derechos Civiles y la Ley de Estadounidenses con Discapacidades. Cualquier persona que crea que él o ella ha sido agraviado por cualquier práctica discriminatoria ilegal puede presentar una queja ante el Departamento de Transportación de Nuevo México
- Para obtener más información sobre el programa de derechos civiles del Departamento de Transportación de Nuevo México y los procedimientos para presentar una queja, llame al 1-800-554-0936 o al (505) 470-9668; correo electrónico ADA.TitleVICoordinator@dot.nm.gov; o visite nuestras oficinas administrativas en 1590 Pacheco St., Suite A-10, Santa Fe, NM 87505. Para obtener más información, visite www.dot.state.nm.us.

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- Un demandante puede presentar una queja directamente con la Administración Federal de Tránsito (FTA), Oficina de Derechos Civiles, Atención: Coordinador del Programa Título VI / ADA, Edificio Este, 5 Piso-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590. Teléfono: (202) 366-4043.
- Si necesita información en otro idioma, comuníquese con nosotros al 1-800-554-0936 o al (505) 470-9668, o al siguiente correo electrónico: ADA.TitleVICoordinator@dot.nm.gov.

NMDOT Park & Ride posts the following notice on its schedules.

Nondiscrimination Notice

The New Mexico Department of Transportation operates its programs and services without regard to race, color, national origin, and disability, in accordance with Title VI of the Civil Rights Act and the Americans with Disabilities Act. To find out more about our nondiscrimination obligations, to file a complaint, or to request this information in another language, please contact us at NMDOT ADA Title VI Coordinator, 1570 Pacheco Street, Suite A-10, Santa Fe, NM, 87505 or 1-800-554-0936 or (505) 470-6739 or email: ADA.TitleVICoordinator@dot.nm.gov.

Aviso de no Discriminación

El Departamento de Transportación del estado de Nuevo México opera sus programas y servicios, sin distinción de raza, color y origen nacional, y su discapacidad, según el Título VI de la Ley de Derechos Civiles y la Ley de Americanos con Discapacidades. Para obtener más información sobre el programa de derechos civiles del Departamento de Transporte de Nuevo México o para obtener más información sobre los procedimientos para presentar una queja, llame al NMDOT Coordinador del Programa de Título VI, 1570 Pacheco Street, Suite A-10, Santa Fe, NM, 87505 o 1-800-554-0936 o (505) 470-6739, o email ADA.TitleVICoordinator@dot.nm.gov.

Title VI Complaint Procedures

The complaint procedures cover the following:

- Title VI of the Civil Rights Act of 1964
- Section 504 of the Rehabilitation Act of 1973
- Civil Rights Restoration Act of 1973
- Civil Rights Restoration Act of 1987
- Americans with Disabilities Act of 1990
- Executive Order 12898
- Executive Order 13166

Any person believing he or she has been excluded from, denied participation in, denied the benefits of, or otherwise has been subjected to discrimination under any NMDOT

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service, program or activity (whether federally funded or not) due to that person's race, color, national origin, gender, age, disability, economic status, or limited English proficiency has the right to file a complaint.

Title VI Complaint Reporting

An individual, group of individuals, or entity may file a formal Title VI complaint with NMDOT. A written, signed, and dated complaint shall be submitted to the ADA/Title VI Coordinator within 180 days of the alleged discriminatory act (or latest occurrence). The complaint should be submitted to the following address:

NMDOT ADA/Title VI Coordinator
1570 Pacheco Street, Suite A-10
Santa Fe, NM 87505

An individual, group of individuals, or entity may complete and submit its Title VI complaint using the **NMDOT Title VI complaint Form (A-1299)**. This form, in English or Spanish, may be obtained using the NMDOT website or contacting the ADA/Title VI Coordinator directly. (Exhibit 2 presents a copy of the form in English and Spanish.) The complaint should include the name, address, phone number and signature of complainant. The formal complaint should describe the alleged discriminatory act that violates Title VI in detail.

Title VI complaints may also be filed directly with the United States Department of Transportation (USDOT), FHWA, FTA, Federal Aviation Administration (FAA), or the Federal Railroad Administration (FRA) within the 180-day period of the alleged discriminatory act (or latest occurrence).

The ADA/Title VI Coordinator is responsible for notifying the respondent(s) of the complaint within five working days of receipt. A copy of the complaint is also forwarded to the Transit Bureau and respondent. The coordinator's name and telephone number is included. Additionally, the coordinator forwards a copy of the complaint to the NMDOT Office of General Counsel for review.

Title VI Complaint Investigations

An investigation by the ADA/Title VI Coordinator or an otherwise qualified investigator is initiated within 15 working days of receipt of the complaint.

The complainant should submit any documentation he/she perceives as relevant to proving his/her complaint.

The respondent will be given the opportunity to respond to all aspects of the complainant's allegations.

The coordinator or qualified investigator will determine, based on relevancy or duplication of evidence, which witnesses will be contacted and questioned.

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Once the investigation is completed, a final report is provided to the respondent and the complainant. The final report includes the following:

- The written complaint containing the allegations, basis, and date of filing
- Summarized statements taken from witnesses
- Findings of fact
- Conclusions (based on all evidence in the record) that the complaint is substantiated or unsubstantiated
- Action(s) the respondent must be taken to correct deficiencies and to ensure Title VI compliance (if applicable)

If corrective action(s) is required, the respondent will be given 30 calendar days to inform the ADA/Title VI Coordinator of the actions taken for compliance.

The respondent may implement corrective actions after the initial 30 calendar days with projected time period(s) in which those actions are scheduled to be completed. All corrective actions must be implemented within 60 calendar days.

If the corrective action(s) have not been completed within the initial 30-day time period allowed, the respondent will be found to be in noncompliance with Title VI and implementing rules and regulations, and a referral will be made to NMDOT for further action in regards to noncompliance.

The complainant and respondent shall be notified of all appeal rights pursuant to 49 CFR Part 21.

Title VI Complaints Log

The ADA/Title VI Coordinator maintains a log of Title VI complaints received. The log includes the date the complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken in response, or final findings related to, the investigation, lawsuit or complaint.

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Exhibit 2: New Mexico Department of Transportation Title VI Complaint Form

Section I	
Name:	
Address:	
Telephone (Home/Cell):	Telephone (Work):
Email Address:	
Section II	
Are you filing this complaint on your own behalf: Yes <input type="checkbox"/> No <input type="checkbox"/>	
*If you answered "yes" to this question, go to Section III.	
If you answered "no" please enter the name and relationship of the person you are filing the complaint against:	Name:
	Relationship:
If you are filing a complaint as a third party, please explain why in the space below:	
Have you have obtained permission of the aggrieved party if you are filing on behalf of a third party: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Section III	
I believe the discrimination I experienced was based on (check all that apply):	
<input type="checkbox"/> Race	<input type="checkbox"/> Color
	<input type="checkbox"/> National Origin
Date of Alleged Discrimination (Month, Day, Year):	Date:
<p>Explain, as clearly as possible, that happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as the names and contact information of any witnesses. If more space is needed please attach additional sheets to this form:</p> 	
Section IV	
Have you previously filed a Title VI complaint with the New Mexico Department of Transportation (NMDOT)? Yes <input type="checkbox"/> No <input type="checkbox"/>	

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Section V

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court? Yes No

If yes, please check and name all that apply:

- Federal Agency: _____
- Federal Court: _____
- State Agency: _____
- State Court: _____
- Local Agency: _____

Please provide information about a contact person at the agency/court where the complaint was filed.

Name: _____

Title: _____

Agency: _____

Address: _____

Telephone: _____

Section VI

Name of agency complaint is against: _____

Contact person: _____

Title: _____

Telephone number: _____

Signature: _____

Date: _____

Please submit this form in person at the address below, or mail form to:

NMDOT Title VI Coordinator
1570 Pacheco Street, Suite A-10
Santa Fe, NM 87505

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Nuevo México Departamento de Transpiración de Título VI Formo Queja

Sección I	
Nombre:	
Dirección:	
Teléfono (Casa/Celular):	Teléfono (Trabajo):
Dirección de correo electrónico:	
Sección II	
¿Está usted presentando esta queja en su propio nombre: Sí <input type="checkbox"/> No <input type="checkbox"/>	
* Si usted contestó "sí" a esta pregunta, pase a la Sección III.	
Si su respuesta es "no", por favor escribe el nombre y la relación de la persona que está presentando la queja en contra:	Nombre:
	Relación:
Si usted está presentando una queja de parte de otra persona, por favor, explica porqué en el siguiente espacio:	
¿Se ha obtenido el permiso de la parte perjudicada, si usted está presentando en nombre de un tercero: Sí <input type="checkbox"/> No <input type="checkbox"/>	
Sección III	
Creo que la discriminación que experimenté fue basado en (marque todo lo que corresponda):	
<input type="checkbox"/> Raza	<input type="checkbox"/> Color
	<input type="checkbox"/> Origen Nacional
Fecha de la discriminación alegada (Mes, Día, Año):	Fecha:
Explique, lo más claramente posible, lo que sucedió y porqué usted cree que fue discriminado. Describe todas las personas quien estuvieron involucradas. Incluye el nombre y la información de contacto de la persona (s) que discriminó (si se conoce), así como los nombres e información de contacto de cualquier testigo. Si necesita más espacio, adjunte hojas adicionales a este formulario:	
Sección IV	
Ha previamente presentado una queja del Título VI con el Nuevo México Departamento de Transpiración (NMDOT)? Sí <input type="checkbox"/> No <input type="checkbox"/>	

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Sección V

¿Ha presentado esta queja con cualquier otro federal, estatal o local, o ante cualquier tribunal federal o estatal? Sí No

En caso afirmativo, marque el nombre de todas las que correspondan:

Agencia Federal: _____

Tribunal Federal: _____

Agencia Estatal: _____

Tribunal Estatal: _____

Agencia local: _____

Sírvanse proporcionar información acerca de una persona de contacto en la corte / entidad donde se presentó la queja.

Nombre: _____

Título: _____

Agencia: _____

Dirección: _____

Teléfono: _____

Sección VI

Nombre de la agencia/compañía de queja es contra:

Persona de contacto:

Título:

Teléfono:

Firma: _____

Fecha: _____

Por favor, envíe este formulario en persona en la dirección indicada más abajo, o en forma de correo electrónico a:

NMDOT Titulo VI Coordinador
1570 Pacheco Street, Suite A-10
Santa Fe, NM 87505

List of Public Transit-Related Title VI Investigations, Complaints, or Lawsuits

Since the submission of the last Title VI program, NMDOT received no transit-related Title VI complaints.

Public Involvement Plan

Transportation Planning

The Transportation Planning Division provides a broad range of multi-modal transportation planning functions and analyses to enable project selection and programming for the statewide transportation improvement program (STIP) and long-range planning. Long-range planning serves to establish long-range goals, objectives, and system needs at the statewide planning area level. Projects included in the long-range plans and programs are based on transportation needs determined by various monitoring programs designed to identify deficiencies in the transportation system. Projects may also be included to achieve local, State or federal goals and objectives such as economic development.

The Division developed a Public Involvement Plan. The Public Involvement Plan includes the policy for inclusive public participation ensuring access to the transportation planning process for low-income and minority populations. The NMDOT Public Involvement Plan Section 2.1 “Federal Public Engagement Requirements” speaks to the need to engage the public on transportation planning-related activities, including specified methods for carrying out federal public engagement programs including requirements mandated by:

- Title VI of the Civil Rights Act of 1964
- Executive Order 13166 – Limited English Proficiency
- Executive Order 12989 – Environmental Justice in Minority and Low-Income Populations

Special outreach to the traditionally underserved is an important part of the public participation process. In order to ensure that minority and low-income populations are included, the Division makes an extra effort to get these communities involved. Tribal and government-to-government liaisons are employed to work with Native American communities. Also, special, language-specific advertising in minority community newspapers and radio stations is utilized. On occasion, the Division hand-delivers announcements and information in an area with an identified minority and low-income community.

The NMDOT Public Involvement Plan describes the procedures used to identify the needs of low-income and minority populations. The Public Involvement Plan describes, in conjunction with New Mexico’s five metropolitan planning organizations (MPOs) and seven regional transportation planning organizations (RTPOs), the process for ensuring participation in the planning process is available to everyone, without regard to race, color, or national origin.

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State Programs

The Transit Bureau provides funding opportunity notices to current subrecipients and potential applicants. The Bureau distributes the notices to State and local agencies, tribal organizations, city and county officials, agencies that provide service programs to minorities and seniors, and RTPOs/MPOs. The Bureau has an established timeline of events outlining the funding cycle. Timely information on grant programs and funding is posted to the [Transit Bureau webpage](#).

A Notification of Solicitation for Letters of Intent is emailed to the various entities and the RTPO/MPO. The applicants' letters of intent to apply for funding are usually due within 30 days of the distribution of the solicitation notice. The letter must specify the type of funding being applied for, a contact person for the entity, and that person's phone number, mailing address, fax number, and email address.

All Section 5311 applications are presented at RTPO board meetings and are reviewed and ranked, which then become a part of the seven-factor analysis before funds are announced and awarded.

Every five years, the Bureau develops public transit-human services transportation coordinated plan. Development of the plans involves extensive public outreach and meetings.

NMDOT Park & Ride

When service changes or fare increases are proposed, rider alerts and draft schedules are:

- posted on the [NMDOT Park & Ride](#) webpage
- distributed to passengers via e-mail
- posted and distributed on all buses serving any route that will be affected by a major service change or fare increase

The schedules are printed in English and Spanish. Public comments are received and incorporated into final schedules as appropriate.

As needed, the Bureau surveys NMDOT Park & Ride riders to obtain feedback on service quality and potential service changes.

Summary of Outreach Efforts

Transportation Planning

NMDOT developed a long-range statewide transportation plan, *New Mexico 2045 Plan*. NMDOT hosted four virtual workshops in July of 2020. Three of the workshops were arranged around regional geography and a fourth focused exclusively on tribal nations regardless of geographic location. The workshops provided stakeholders with context and background and an opportunity for input to guide plan development. NMDOT provided direct invites to regional stakeholder lists and encouraged them to invite other relevant stakeholders. Input was gathered during all virtual workshops through open

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dialogue, an open and monitored chat box, and interactive polling software (Poll Everywhere).

- Workshop #1: North and Northwest Regions, July 14, 2020
- Workshop #2: Mid-Region, Northeast, Eastern Regions, July 20, 2020
- Workshop #3: Southwest, South Central, Southeast Regions, July 21, 2020
- Workshop #4: Tribal Nations, July 22, 2020

State Programs

For the past three years, the issue dates for the Notification of Solicitation for Letters of Intent to Apply are:

- 6/4/2019: FY2021 funding
- 6/16/2020: FY2022 funding
- 6/29/2021: FY2023 funding
- 7/7/2022: FY2024 funding

The following table presents the dates for the past three years of the RTPO meetings at which applications are presented and prioritized are presented in the following table.

Table 1: RTPO Meetings

RTPO	FY2021 Application	FY2022 Application	FY2023 Application
Mid-Region RTPO	12/19/2019	12/17/2020	12/16/2021
Northeast RTPO	1/22/2020	11/18/2020	11/30/2021
Northern Pueblos RTPO	1/8/2020	11/4/2020	11/3/2021
Northwest RTPO	1/8/2020	12/9/2020	12/8/2021
South Central RTPO	12/11/2019	12/2/2020	12/10/2021
Southeast RTPO	11/21/2019	11/12/2020	11/17/2021
Southwest RTPO	12/12/2019	11/19/2020	12/1/2021

The following table presents the dates for the past three years of the preliminary budget award presentations.

Table 2: Preliminary Budget Award Presentations

Fiscal Year	Section 5310	Section 5311
2020	5/15/2019	5/16/2019
2021	6/2/2020	6/3/2020
2022	6/7/2021	6/8/2021
2023	6/8/2022	6/9/2022

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Over the past three years, no public transit-human service transportation plans were developed.

NMDOT Park & Ride

NMDOT Park & Ride used rider alerts to notify riders of service and policy changes, especially those related to COVID.

- March 2020: COVID suspended service, fare service
- June 2020: Update on COVID precautions, cleaning practices
- March 2021: Update on service suspensions, reinstatement of fares, new mobile ticketing option, update on COVID precautions
- June 2021: Update on COVID precautions and rules
- January 2022: Shelter relocation
- February 2022: Service changes
- June 2022: Juneteenth holiday service, new SMS texting for rider notifications

In February 2020, the Bureau surveyed NM 599 Station and South Capitol Station shuttle passengers. In September through October 2020, surveyed all NMDOT Park & Ride passengers.

Four Factor Analysis

LEP individuals should have meaningful access to services, programs, and activities of recipients of Federal or State funds. Access should include language assistance provided at no cost to the LEP individual(s). A flexible and data-driven analysis to assess the need for language assistance is represented by the following four factors.

Factor 1 - The number or proportion of LEP persons served or encountered in the eligible service population

According to the U.S. Census American Community Survey (ACS) Data Set: 2020, "Language Spoken at Home by the Ability to Speak English for the Population 5 Years and Over," 8.6 percent of New Mexico's population speaks English less than "very well." As shown in Table 3: LEP Population by County, the percentage ranges from a low of 1.1 percent in De Baca County to a high of 15.9 percent in Luna and Doña Ana counties.

The Census data show that most of the LEP population speaks Spanish. Statewide, 7 percent of the State's population five years and older who speak English less than very well speak Spanish. The percentage ranges from a low of 1.1 percent in De Baca County to highs of 15.5 percent in Luna County and 15.2 percent Doña Ana County. Both counties border Mexico.

As for other LEP populations, 0.2 percent of the State's population five years and older speak other Indo-European languages, 0.4 percent speak Asian-Pacific Islander languages, and 1.0 percent other languages.

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The only counties with a significant number of LEP residents who speak a language other than Spanish are McKinley County (8.7 percent) and San Juan County (5.5 percent). McKinley County is home to the Zuni reservation and part of the Navajo Nation. San Juan County encompasses part of the Navajo Nation.

Based on the analysis, NMDOT focuses its language assistance efforts on its Spanish- and Native American-speaking populations.

In order to understand the language assistance needs of areas served by NMDOT Park & Ride, NMDOT analyzed the LEP populations in counties served by NMDOT Park & Ride. Those counties are highlighted in Table 1. The LEP population served by NMDOT Park & Ride speak Spanish, ranging from a low of 1.2 percent in Los Alamos County to a high of 15.2 percent in Doña Ana County. The NMDOT Park & Ride service area does not include significant numbers of LEP persons who speak a language other than Spanish.

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Table 3: LEP Population by County

County	Population 5 years and over	Speak English less than "very well"	% LEP	Spanish Speaking LEP	% Spanish speaking LEP	Other Indo-European LEP	% Other Indo-European LEP	Asian-Pacific Islander LEP	% Asian-Pacific Islander LEP	Other* Speaking LEP	% Other LEP
Bernalillo	641,168	45,547	7.1%	37,148	5.8%	1,837	0.3%	4,738	0.7%	1,824	0.3%
Catron	3,467	62	1.8%	62	1.8%	0	0.0%	0	0.0%	0	0.0%
Chaves	60,568	6,169	10.2%	5,825	9.6%	91	0.2%	198	0.3%	55	0.1%
Cibola	25,103	1,749	7.0%	1,043	4.2%	15	0.1%	0	0.0%	691	2.8%
Colfax	11,546	390	3.4%	380	3.3%	10	0.1%	0	0.0%	0	0.0%
Curry	45,524	3,316	7.3%	3,128	6.9%	18	0.0%	154	0.3%	16	0.0%
De Baca	1,789	20	1.1%	20	1.1%	0	0.0%	0	0.0%	0	0.0%
Doña Ana	203,786	32,409	15.9%	30,928	15.2%	405	0.2%	444	0.2%	632	0.3%
Eddy	53,607	3,566	6.7%	3,378	6.3%	24	0.0%	96	0.2%	68	0.1%
Grant	25,986	708	2.7%	699	2.7%	0	0.0%	9	0.0%	0	0.0%
Guadalupe	4,135	564	13.6%	564	13.6%	0	0.0%	0	0.0%	0	0.0%
Harding	410	36	8.8%	20	4.9%	0	0.0%	16	3.9%	0	0.0%
Hidalgo	3,966	284	7.2%	273	6.9%	8	0.2%	0	0.0%	3	0.1%
Lea	64,766	8,459	13.1%	8,217	12.7%	160	0.2%	25	0.0%	57	0.1%
Lincoln	18,815	1,162	6.2%	1,045	5.6%	20	0.1%	97	0.5%	0	0.0%
Los Alamos	18,010	598	3.3%	225	1.2%	24	0.1%	319	1.8%	30	0.2%
Luna	22,267	3,533	15.9%	3,479	15.6%	5	0.0%	22	0.1%	27	0.1%
McKinley	66,915	6,626	9.9%	589	0.9%	39	0.1%	174	0.3%	5,824	8.7%
Mora	4,391	211	4.8%	211	4.8%	0	0.0%	0	0.0%	0	0.0%
Otero	62,383	6,013	9.6%	5,205	8.3%	349	0.6%	260	0.4%	199	0.3%
Quay	7,790	325	4.2%	319	4.1%	3	0.0%	3	0.0%	0	0.0%
Rio Arriba	36,522	2,178	6.0%	1,520	4.2%	1	0.0%	61	0.2%	596	1.6%
Roosevelt	17,439	1,263	7.2%	1,200	6.9%	59	0.3%	4	0.0%	0	0.0%
Sandoval	137,262	9,055	6.6%	5,369	3.9%	281	0.2%	415	0.3%	2,990	2.2%
San Juan	117,291	9,566	8.2%	2,877	2.5%	47	0.0%	236	0.2%	6,406	5.5%
San Miguel	26,271	2,545	9.7%	2,470	9.4%	20	0.1%	11	0.0%	44	0.2%
Santa Fe	143,996	13,030	9.0%	12,347	8.6%	303	0.2%	238	0.2%	142	0.1%
Sierra	10,613	318	3.0%	260	2.4%	34	0.3%	19	0.2%	5	0.0%

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County	Population 5 years and over	Speak English less than "very well"	% LEP	Spanish Speaking LEP	% Spanish speaking LEP	Other Indo- European LEP	% Other Indo- European LEP	Asian- Pacific Islander LEP	% Asian- Pacific Islander LEP	Other* Speaking LEP	% Other LEP
Socorro	15,876	1,743	11.0%	1,194	7.5%	55	0.3%	48	0.3%	446	2.8%
Taos	31,426	2,099	6.7%	1,987	6.3%	49	0.2%	37	0.1%	26	0.1%
Torrance	14,731	460	3.1%	460	3.1%	0	0.0%	0	0.0%	0	0.0%
Union	3,865	233	6.0%	225	5.8%	0	0.0%	1	0.0%	7	0.2%
Valencia	72,344	5,032	7.0%	4,651	6.4%	91	0.1%	47	0.1%	243	0.3%
NEW MEXICO	1,974,028	169,269	8.6%	137,318	7.0%	3,948	0.2%	7,672	0.4%	20,331	1.0%
Counties served by NMDOT Park & Ride											

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Factor 2 - The frequency with which individuals come in contact with the program, activity or service

The frequency with which individuals come in contact with the program is best measured by ridership. The following table provides the ridership for the most recent years the data are available.

Table 4: Ridership

5310 (FFY2021)	5311 (FFY2021)	NMDOT Park & Ride (SFY 2022)
432,619	556,504	100,367

Factor 3 - The nature and importance of the program, activity, or service provided by the program

NMDOT's transit programs serve the mobility needs of State residents. The programs:

- Enhance access of people to health care, shopping, education, employment, public services, and recreation
- Provide for the special needs of seniors and individuals with disabilities for whom transportation services are unavailable, insufficient or inappropriate
- Maintain needed intercity public transportation services through assistance to intercity transit operators who serve residents of non-urbanized areas
- Provide service to individuals with disabilities beyond that required by the ADA

NMDOT Park & Ride collects demographic information from riders. As shown in the following table, the data show that the service is important for access to employment.

Table 5: Purpose of NMDOT Park & Ride Trips

Work	77%
Home-related	1%
Other	22%

Source: NMDOT Park & Ride Survey July 2020

Factor 4 - The resources available to the recipient and cost

The resources available to the Transit Bureau at no cost include:

- Written and oral Spanish translation services provided by NMDOT Web Development and Communications

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- NMDOT Native American Liaison
- Website development and maintenance provided by NMDOT Web Development and Communications

LEP Plan

The analysis indicates that the Transit Bureau should focus most of its LEP efforts on Spanish and Native American languages.

State Programs

NMDOT has identified the following vital documents which it translated into Spanish:

- Title VI/ADA public notice
- Title VI/ADA compliant procedures
- Title VI/ADA complaint forms

Other documents, such as public notices, are translated upon request.

NMDOT provides Spanish translators at no charge for public information meetings and has Spanish translators on staff available to support the transit programs when needed.

NMDOT Park & Ride

NMDOT Park & Ride schedules are available in both Spanish and English on buses and the [NMDOT Park & Ride webpage](#). Other vital documents translated into Spanish are:

- Title VI/ADA public notice
- Title VI/ADA compliant procedures
- Title VI/ADA complaint forms
- Code of conduct
- Accessibility information
- Bicycle courtesy storage policy
- Transportation of other items policy
- Emergency and inclement weather policy

NMDOT Park & Ride customer service telephone operators can help customers in English and Spanish. Many of the coach operators are bilingual. For example, most of the coach operators and dispatchers involved in the Gold Route, which operates in the corridor with the highest concentration of Spanish-speaking LEP persons between Las Cruces, New Mexico, and El Paso, Texas, speak Spanish and English.

Native American LEP Plan

New Mexico has a Native American population of just under 10 percent. The majority of this population is located in the Northwest portion of the state and concentrated in San

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Juan and McKinley counties. NMDOT recognizes the need to have resources available for LEP populations that speak a Native American language. The Division coordinates with the NMDOT Native American Liaison to accommodate each request.

LEP Plan Training

Transit Bureau staff receive training in and have access to the Title VI plan and the resources available for language assistance.

Monitoring and Updating the LEP Plan

At least every three years as part of the Title VI program plan update submitted to FTA, the Bureau reviews the LEP Plan. The Bureau monitors the demographics of New Mexico and specific areas where NMDOT programs have the most presence and tracks requests for information in other languages. The LEP Plan is updated accordingly.

Transit-Related Non-Elected Planning or Advisory Boards

The State Transportation Commission is made up of six appointed commissioners. Six commissioners, representing each NMDOT District, are appointed by the Governor for a four-year term. The State Transportation Commission sets policy for the NMDOT. The current commission members are:

- District 1 – Jennifer Sandoval, Vice Chair
- District 2 – Bruce Ellis
- District 3 – Hilma Chynoweth
- District 4 – Walter Adams, Chairman
- District 5 – Thomas C. Taylor
- District 6 – Charles Lundstrom, Secretary

Commissioners include two Hispanic women and one Hispanic male.

The Transit Bureau does not have a transit-related planning or advisory Board.

Subrecipient Technical Assistance and Oversight

MPOs

NMDOT is the designated recipient for Section 5303 Metropolitan Planning Program funds. NMDOT requires MPOs to have Title VI plans that comply with FTA and FHWA requirements. CCRB and the Transit Bureau review the plans to ensure that FHWA and FTA requirements are met.

To ensure that MPO Title VI plans meet FHWA requirements, CCRB:

- Monitors the transportation planning process overall strategies and goals
- Reviews operational policies and procedures

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- Monitors the service equities of planning data collection and analysis for potential impacts on social, economic, and/or ethnic groups
- Monitors Board and committee membership to ensure that it reflects the makeup of the population served, including periodically reporting the MPO racial, ethnic, and gender composition of public involvement organizations or groups
- Ensures the opinions and views of all groups within their populations are solicited and considered in the planning of transportation projects
- Monitors compliance with Environmental Justice issues to identify low-income and minority populations that may be impacted by transportation planning process
- Monitors the gathering and utilization of demographic data used to identify and locate low-income and minority populations in order to investigate the possible benefits and detriments of transportation plans on these populations
- Ensures access to the transportation planning process for LEP populations
- Reports transportation planning accomplishments and identifies problem issues and possible efforts to mitigate these issues

The Transit Bureau works with CCRB to review the plans to ensure that they meet FTA requirements.

Title VI Coordinator and Transit Bureau participate in triennial planning certification reviews of MPOs in small urbanized areas. The reviews address compliance with Title VI requirements. CCRB developed a Title VI plan template for the small urban MPOs and obtained and reviewed Title VI plans. CCRB reviews compliance with the approved Title VI plans during triennial planning certification reviews and determines if updates to the plans are needed.

Transit Providers

With every application, the Transit Bureau obtains:

- A list of any active lawsuits or complaints naming the potential subrecipient that allege discrimination on the basis of race, color, or national origin with respect to service or other transit benefits
- A list of all funding sources, including assistance provided by other federal agencies

The memorandum of agreement includes a nondiscrimination assurance, federal civil rights clause, and the requirement to include the civil rights laws and regulations compliance in each subcontract financed in whole or in part with federal assistance provided by FTA.

The Bureau obtained and reviewed Title VI Program Plans for each of its subrecipients. To assist the subrecipients in developing the Title VI programs, the Bureau developed a plan template and model Title VI notice and complaint procedures in English and

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Spanish, and provided training in plan development. Ongoing technical assistance is available to all subrecipients.

The Bureau conducts compliance and technical assistance site visits that address implementation of the Title VI plans and compliance with Title VI requirements. The site visits enable the Bureau to provide one-on-one technical assistance and provide an opportunity for determining whether subrecipients implement or need to update their Title VI plans.

Facility Location Equity Analysis

NMDOT awarded the North Central Regional Transit District (NCRTD) FTA funds for the construction of regional maintenance facility in Taos. NCRTD conducted a facility location equity analysis of three potential sites. The chosen site, on the outskirts of town, is located in an industrial area and the analysis found no disparate impacts on the basis of race, color, or national origin. FTA reviewed the equity analysis during the FY2022 State Management Review.

V. NMDOT Park & Ride Systemwide Service Standards and Policies

Service Standards

NMDOT Park & Ride utilizes the following service standards to maintain a high quality of service:

Vehicle Load

- A policy prohibiting standing passengers (vehicle load standard of 1.0)
- A standard of at least 15 percent use of seating capacity systemwide
- A standard of at least 10 percent use of seating capacity per trip for each route

Vehicle Headways

- A standard of weekday peak-hour service only

On-time Performance

- A policy enforcing performance penalties for early departures from any stop
- A policy enforcing performance penalties for departures more than ten minutes after scheduled times without reasonable cause

Service Availability

- An availability standard based on relieving congestion and providing public transportation on key commute corridors throughout the State, connecting population and employment centers during peak travel times
- A standard of at least one morning and evening run during weekday peak commute times
- A standard of coordinating reasonable connectivity with other transit services, including NM Rail Runner Express commuter rail service and local transit service (Atomic City Transit in Los Alamos, Santa Fe Trails in Santa Fe, North Central Regional Transit District in Española and Santa Fe, RoadRUNNER Transit in Las Cruces, South Central Regional Transit District in the Las Cruces area, and Sun Metro in El Paso, TX)

Service Policies

NMDOT Park & Ride utilizes the following service policies to maintain a high quality of service:

Distribution of Transit Amenities

Daily boardings by stop are reported annually. This information is used to determine investment priorities.

- All bus stops have a posted bus stop boarding sign
- Transfer points and multi-modal stops receive the highest degree of amenities (shelters, benches, lights, posted schedules)

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- High volume park-and-ride lots and bus stops receive benches, shelters, and lights
- Bike racks and bike storage lockers are provided at multi modal stops, park and ride lots, and where requested by customers
- All passengers receive notification of delays in service whenever possible through service alerts

Vehicle Assignment

- A standard of utilizing 57 passenger over-the-road motor coaches on all routes, and limiting the age of those coaches to no more than twelve years of age: 100 percent standard.

VI. State Program Requirements

Demographic Profile and Analysis

New Mexico is a minority majority state with over 64 percent minority population.

Table 6 presents, by county, the percent minority population, FTA funding source, and cumulative FTA transit funding, including direct funding, for the past three federal fiscal years. Figure 1 presents a map by percent minority population.

NMDOT analyzed the data presented in the table and determined that there are no disparate impacts in FTA transit funding. All counties receive FTA funding except for Catron, Colfax, De Baca, Guadalupe, Harding, Hidalgo, Quay, Sierra, and Torrance. These nine counties account for 3 percent of the State's population. All but one of these counties have minority populations under the State average. Five of these counties, Catron, De Baca, Guadalupe, Harding, and Hidalgo are large counties with populations under 5,000. All counties with urbanized areas receive FTA funds.

Statewide Transportation Planning Process

The Transit Bureau coordinates with New Mexico's seven RTPOs in order to analyze demographic data and identify minority populations within non-urbanized areas in the state. New Mexico rural counties have an overall 64 percent minority population with only two counties (Los Alamos and Catron) having below 30 percent minority population. NMDOT coordinates with the RTPOs to provide data to local service providers and agencies. CCRB ensures that MPOs have current Title VI plans.

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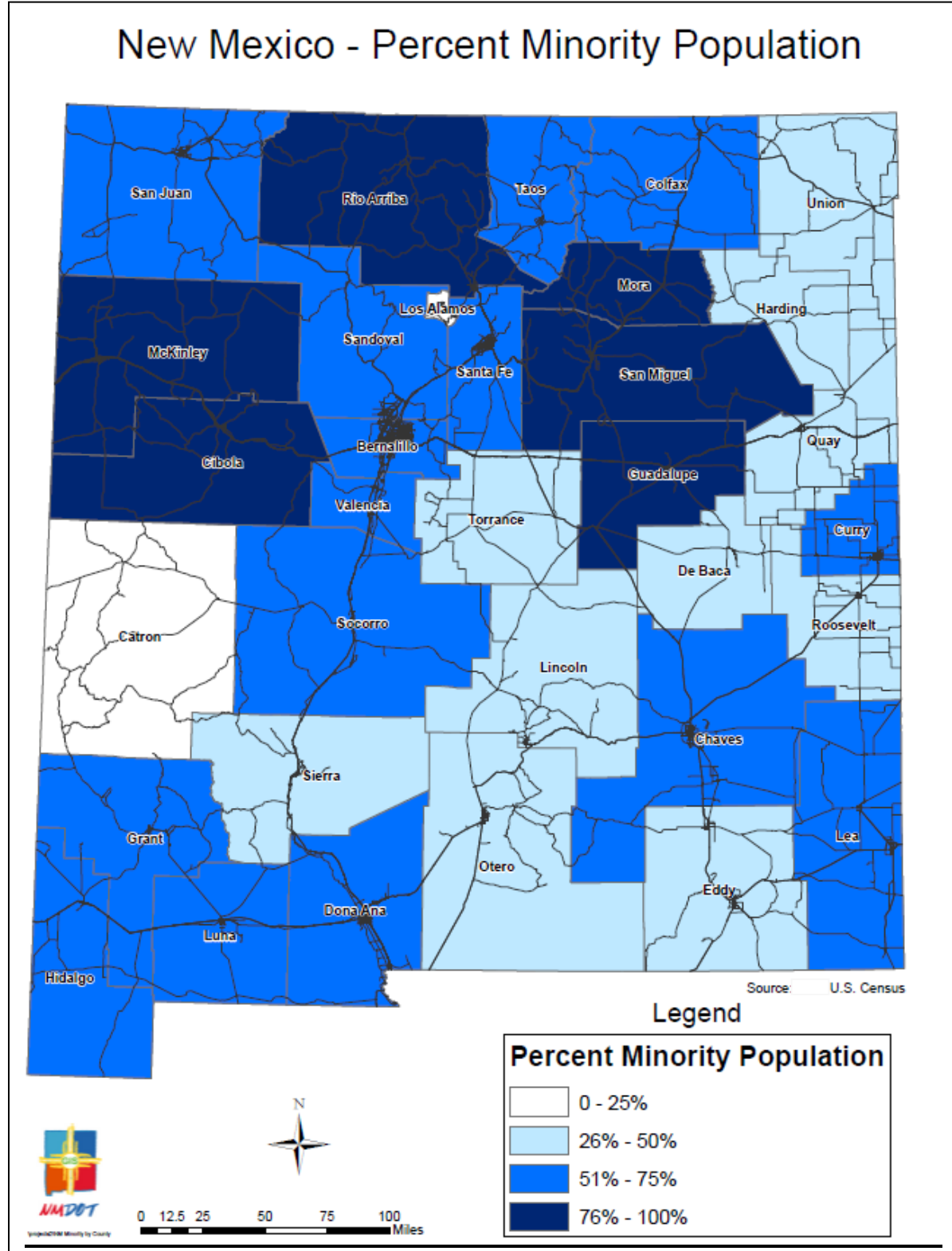
Table 6: Percent Minority Population, FTA Funding Source, and Cumulative FTA Funding by County

County	Population	% Minority	FTA Funding Source									FFY 2020-22 FTA Funding*
			5305	5307	5310	5311	5311(c)	5337	5339	5339(b)	5339(c)	
McKinley	71,780	92%			✓	✓	✓			✓		\$\$
Rio Arriba	40,179	87%	✓		✓	✓	✓			✓	✓	\$\$\$
Guadalupe	4,449	84%										
Mora	4,196	83%				✓				✓	✓	\$\$\$
San Miguel	27,150	82%				✓				✓	✓	\$\$\$
Cibola	27,184	82%				✓	✓			✓		\$\$
Doña Ana	221,508	74%	✓	✓	✓	✓				✓	✓	\$\$
Luna	25,532	73%				✓				✓		\$\$
Valencia	77,190	69%	✓	✓	✓	✓		✓		✓		\$\$\$
Lea	73,004	68%				✓				✓		\$\$
Socorro	16,311	67%			✓	✓				✓		\$
Taos	34,623	64%			✓	✓				✓	✓	\$\$\$
San Juan	120,993	64%	✓	✓		✓	✓			✓	✓	\$\$\$
Chaves	64,629	64%				✓				✓		\$\$
State of New Mexico	2,115,877	64%										
Bernalillo	674,393	63%	✓	✓	✓	✓			✓	✓	✓	\$\$\$
Hidalgo	4,074	62%										
Sandoval	151,369	59%	✓	✓	✓	✓			✓	✓		\$\$\$
Santa Fe	155,201	57%	✓	✓	✓				✓	✓		\$\$\$
Eddy	60,911	56%				✓				✓		\$\$
Curry	47,999	55%				✓				✓		\$\$
Grant	27,889	54%			✓	✓				✓		\$\$
Colfax	12,369	53%										
Otero	68,537	53%			✓	✓				✓		\$\$
Quay	8,656	52%										

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County	Population	% Minority	FTA Funding Source									FFY 2020-22 FTA Funding*	
			5305	5307	5310	5311	5311(c)	5337	5339	5339(b)	5339(c)		
Roosevelt	19,019	51%				✓				✓			\$
Torrance	15,307	51%											
Union	4,107	49%				✓				✓			\$
De Baca	1,680	49%											
Harding	639	47%											
Lincoln	20,436	40%				✓	✓			✓			\$\$
Sierra	11,502	37%											
Los Alamos	19,330	29%	✓		✓	✓				✓		✓	\$\$\$
Catron	3,731	27%											
Source: US Census: American Community Survey, Data Set: 2022													
*\$ < \$1 million; \$\$ = \$1 million < X < \$10 million; \$\$\$ = > \$10 million. Includes funding as a direct recipient.													

Figure 1: New Mexico Percent Minority Population



VII. Program Administration

Procedures to Pass Financial Assistance to Subrecipients

The following information from the “New Mexico State Management Plan for the Administration of Federal Transit Grants,” describes the procedures for allocating Sections 5303, 5304, 5310, 5311, and 5339 funds.

Section 5303/5304

FTA Section 5303 funds are distributed by formula to each of the MPOs annually once the apportionment is made to NMDOT via the *Federal Register*. Section 5304 funds are used by the Transit Bureau and/or provided for discretionary use by subrecipients.

Section 5310

Applicants for Section 5310 funds must be:

- Private non-profit organizations
- Public bodies, including Indian tribes, that certify to the Governor that no non-profit corporations or associations are readily available in an area to provide the service
- Public bodies, including tribes, approved by the state to coordinate services for seniors and individuals with disabilities

The applicant must:

- Show an established need for the project
- Demonstrate the ability to work with seniors and/or individuals with disabilities
- Demonstrate collaboration with other transit systems
- Prove that matching funds are available for the approved capital purchase prior to vehicle delivery
- Have sound management, operational, and accounting capabilities
- Provide information to identify the service area, including the number of seniors and individuals with disabilities to be served by the program

The project must be included in the Coordinated Public Transit - Human Services Transportation Plan.

Section 5311

Eligible subrecipients of Section 5311 funding include state agencies, local public bodies and agencies thereof, private non-profit organizations, and operators of public transportation services. The definition of local governmental authority includes Indian tribes. Eligible non-profit organizations may also serve tribal transportation needs. Private for-profit operators of transit services participate in the program as third-party contractors for subrecipients or eligible subrecipients, rather than as subrecipients.

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The proposed system must provide transportation service to the general public. The system must be equipped and available to serve the needs of seniors, individuals with disabilities, and the transit-dependent public. The applicant is subject to the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

The applicant must ensure that adequate funds are available to match Section 5311 funds and to provide for ongoing operations.

Section 5311 applications must include the following:

- An operations profile that describes the service to be provided, organizational structure and staffing, vehicles and facilities, maintenance program, fleet replacement plan, accident and incident procedures, and passenger conduct policy
- Project coordination with other transit services in the service area
- Program justification, which explains in detail the need for this program, including the mission statement, goals and objectives for the program
- A list of any active lawsuits or complaints with regard to Civil Rights
- Budget information for previous and current year and the request for the application period

Section 5339

NMDOT uses the statewide distribution as capital assistance for Section 5311 subrecipients. NMDOT allocates the small-urbanized area apportionment using the same formula FTA uses to distribute Section 5307 funds to the small-urbanized areas. This method has been vetted and accepted by the direct recipients in each small-urbanized area.

Grant Application Process, Timeline, and Program of Projects Development

Once notification is received from FTA of New Mexico's forthcoming year's program apportionments, the State's grant application begins. The Bureau has established a timeline of tasks and responsibilities which it follows during the fiscal year to administer transit grants.

Sections 5310 and 5311

The following describes the Sections 5310 and 5311 application process.

The Notification of Solicitation for Letters of Intent to Apply for funds occurs approximately one year and four months prior to the federal fiscal year (FFY) in which the funds will be eligible to be expended. The Bureau emails the notification to current and past subrecipients, cities, counties, MPOs, RTPOs, tribal governments, agencies that serve individuals with disabilities, agencies that serve seniors, and entities that express an interest in the program. The notification includes an offer of assistance with the application process. The RTPOs forward the notification to their distribution lists.

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An applicant's letter of intent to apply for funding is usually due to the Transit Bureau within 30 days of the distribution of the notice.

After receiving letters of intent to apply, the Bureau opens a formal application opportunity with instruction guide in its *BlackCat* Grant Management System. The application opportunity includes a deadline by which the completed applications must be submitted. The Bureau responds to all requests for assistance with the application process.

The Bureau reviews each application for eligibility, content, and completeness and may contact the applicant for additional information until the application has met all of the criteria for completeness. If the application is incomplete or contains incorrect responses, a deadline is set for the applicant to furnish that information. If the information is not forwarded by that date, the applicant may be found ineligible and may not be able to compete for that year's funds.

All eligible applications are forwarded to the appropriate RTPO for evaluation/presentation of the application. Each RTPO prioritizes the applications.

Section 5339

Section 5339 statewide funds are used to supplement capital for the Section 5311 program and follows New Mexico's grant application process as it relates to Section 5311. The Section 5339 small-urbanized area apportionment is allocated to small urbanized areas using the Section 5307 distribution.

NMDOT applies for discretionary funding under this program on behalf of rural providers. In the recent past, applications have included project requests under the Bus and Bus Facilities Program and the Low or No Emission vehicle Program.

Regional and Statewide Prioritization of Transit Applications

The RTPOs provide public participation as well as an advisory regional prioritization of transit grant applications. If the amount of requested funds is greater than the federal funds available, the Transit Bureau develops a statewide prioritization. (See Exhibit 3.) The Bureau meets with subrecipients to present the awards.

Regional Prioritization Process

The RTPO receives a copy of every Section 5310, 5311/5339 application in its jurisdiction. The RTPO planner assigned to this task distributes the applications to three transit evaluation committee members who evaluate and prioritize every application from a planning and regional priority perspective.

Each RTPO conducts a public meeting at which the applicant is required to attend in order to clarify questions of the committee and briefly present the application to the public. The committee is encouraged to attend the public meeting to pose questions regarding the application; however, a prioritization score can be submitted prior to the meeting based on the written application.

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The final Regional Prioritization from each RTPO is transmitted to the Bureau.

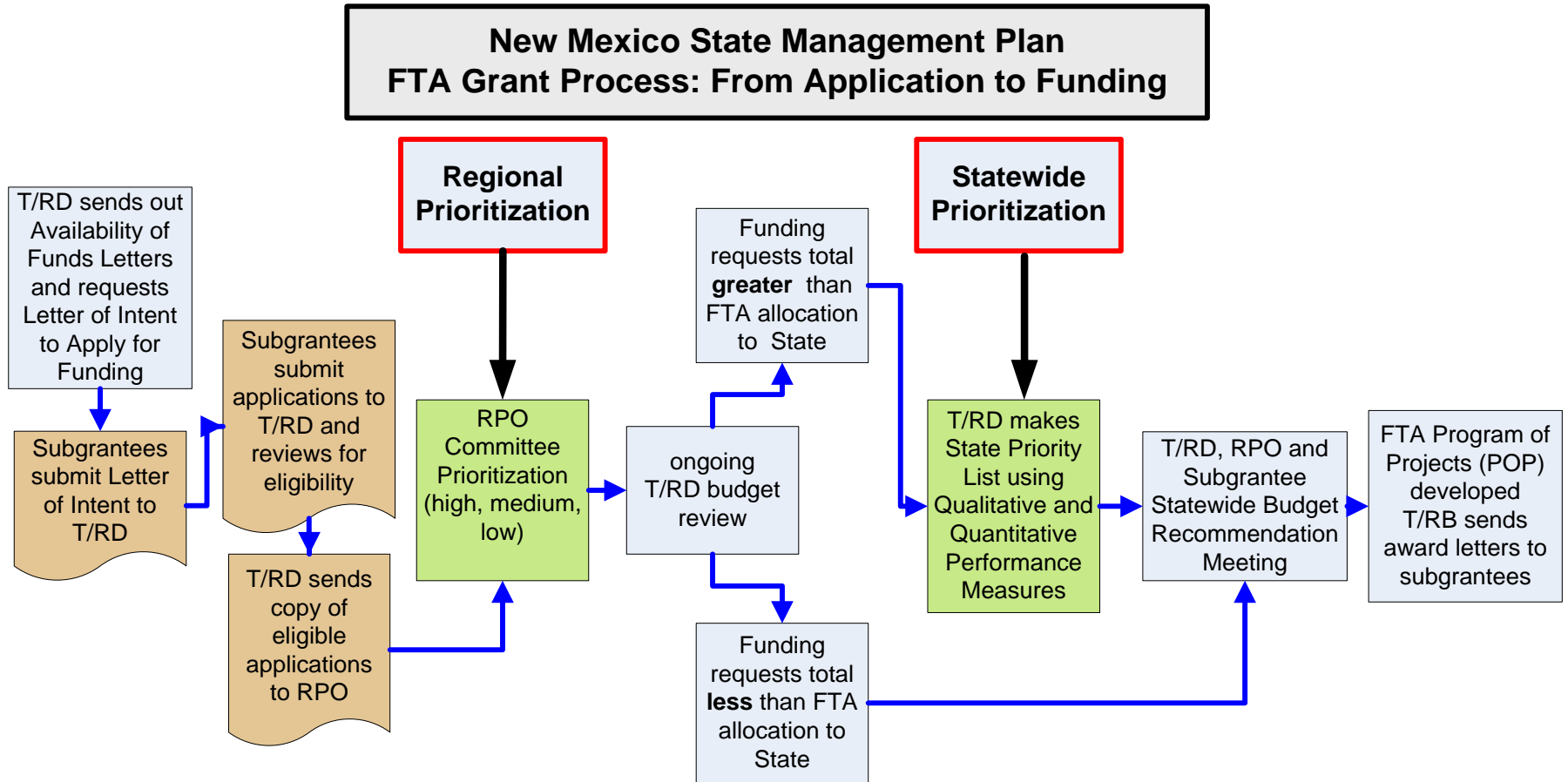
Statewide Prioritization Process

If the amount of requested funds is not greater than the federal funds available, the regional prioritization categories of high/medium/low will be utilized as the statewide prioritization. To confirm the regional prioritization, the Transit Bureau assesses the budget requests and utilizes quantitative performance measures and qualitative measures as needed. The Transit Bureau hosts a Statewide Transit Application Budget Recommendation meeting at which regional and statewide prioritization recommended awards are shared with interested parties.

The general process and standards that the Bureau follows are:

1. Due to consistency and reliability of a steady funding source for transit programs to succeed, current transit service providers are given priority for funding over new applicants.
2. For new service, current applicants are given priority over new applicants.
3. Applicants that utilize/request more operating assistance than administrative assistance are given priority over those applicants that have an imbalance of administrative funds in their proposed program.
4. Quantitative and standard performance measures of current transit providers are assessed and placed into a funding distribution index. Budget recommendations are made on past performance and proposals for improvement.

Exhibit 3: Transit Bureau FTA Grant Funding Process



T/RD – transit Bureau

RTPO - Regional Planning Organization

FTA - Federal Transit Administration

New Mexico Department of Transportation Title VI Plan

Procedures to Provide Technical Assistance to Subrecipients

The Transit Bureau provides extensive technical assistance to its subrecipients. As New Mexico is a majority, minority state, these efforts benefit subrecipients that serve predominantly minority populations.

The Bureau is available to assist subrecipients by phone or email and visit subrecipients to provide technical assistance.

The Bureau develops model policies and templates to assist subrecipients manage their programs and comply with FTA requirements, including a Title VI plan template; procurement policy; ADA complementary paratransit plan; drug and alcohol testing policy; NMDOT New Hire Driver Training Program; NMDOT Driver Operations Handbook; NMDOT Transit Operating Procedures for Safety and Security (TOPSS); and NMDOT Safety, Security, and Emergency Preparedness Plan (SSEPP).

NMDOT offers an extensive driver training program for subrecipients that includes defensive driving, passenger assistance and sensitivity; wheelchair securement; crisis management and security; and conflict management and de-escalation.

The Bureau, through the New Mexico Transit Association (NMTA), sponsors quarterly trainings, sponsors the annual NMTA conference, and distributes quarterly newsletters.

The Bureau conducts annual drug and alcohol testing program technical assistance site visits and biennial/triennial technical assistance site visits that address transit operations, driver training, financial management, procurement, Title VI, Americans with Disabilities Act, maintenance, marketing, safety, security, and State and FTA requirements.

The Bureau provides Section 5304 funds for transit planning studies. The Bureau develops public transit – human services transportation coordination plans for each region to ensure the appropriate level of service is provided in accordance with the demographic needs.