



New Mexico DEPARTMENT OF
TRANSPORTATION
MOBILITY FOR EVERYONE

CARBON REDUCTION PROGRAM (CRP) GUIDE

For projects beginning in Federal Fiscal Year 2024+

Program Coordinator

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1. INTRODUCTION AND GOALS

The Carbon Reduction Program (CRP) provides reimbursement funding for projects designed to reduce transportation carbon dioxide (CO₂) emissions from on-road highway sources. The CRP was authorized under the 2021 Bipartisan Infrastructure Law (BIL) and is administered by the Multimodal Planning and Programs Bureau (MPPB) at the New Mexico Department of Transportation (NMDOT), beginning with the Federal Fiscal Year (FFY) 2024 CRP funds. This program guide details the process Tribal and Local Public Agencies (T/LPAs) and State agencies, including NMDOT, must follow to apply for CRP funds for eligible projects or activities (see Section 2 below for a detailed list of eligible projects).

All T/LPAs receiving Federal Aid Highway Program (FAHP) funding must fulfill specific requirements to successfully complete their project. T/LPAs wishing to pursue CRP funding must consult the NMDOT T/LPA Handbook for Federal Projects prior to applying for funds in order to fully understand the requirements. A current copy of the T/LPA Handbook can be found here: <https://www.dot.nm.gov/business-support/project-oversight-division/t-lpa-documents-and-information/>.

The CRP program supports the goals described in the New Mexico Governor's Executive Order (EO) 2019-003, which states that "the planet has as little as 12 years to take meaningful climate action in order to limit the increase in global average temperature to 1.5°C - the level necessary to forestall dramatic climatic changes that will further imperil our water supplies." It also lists carbon dioxide as one of the six greenhouse gases endangering public health and welfare, recognizing that this pollutant is emitted through the combustion of fossil fuels for electricity generation and for combustion-engine vehicles. EO 2019-003, the resulting 2021 New Mexico Climate Strategy, and the NMDOT's 2045 Long-Range Statewide Transportation Plan (LRSTP) recognize that the transportation sector is one of the largest sources of greenhouse gas emissions. NMDOT's 2045 LRSTP makes two specific recommendations for reducing greenhouse gas emissions by: (1) setting targets for implementing "California clean car standards" and (2) reducing per capita VMT to 15% below 2015 levels by 2027. CRP projects selected for funding will support these recommendations and goals laid out in the EO 2019-003, New Mexico Climate Strategy, and NMDOT's 2045 LRSTP.

Funds from CRP may be obligated for a wide array of projects that support the reduction of transportation CO₂ emissions. Projects must be identified in the Statewide Transportation Improvement Program (STIP)/Transportation Improvement Program (TIP) and be consistent with the Long-Range Statewide Transportation Plan and the Metropolitan Transportation Plan(s), if appropriate. CRP projects are treated like other FAHP projects and are subject to requirements under the National Environmental Policy Act (NEPA), the Uniform Relocation Assistance and Real Property Acquisition Act of 1970, Buy America, and other applicable Federal laws. A match of 14.56% is required and will be contributed by the applying entity.

This call is for eligible projects with funds available beginning in FFYs 2024 through 2026. Applicants should identify the desired years for their proposed projects and apply for preliminary engineering and right-of-way in a separate year from construction. As NMDOT reviews, scores, and programs projects, it may seek to adjust funding years to accommodate anticipated project timeline delays, balance programming with available funding, and/or support the highest-ranking applications. Proposed changes to funding years will be discussed with applicants prior to awarding funds.

2. ELIGIBLE PROJECT TYPES

To be eligible for CRP funds, a project must fall under one of the eligible project types listed in NMDOT's administration of the CRP program¹. Please note that the list of eligible project types reflects the program and administrative decisions of NMDOT and may not include all the eligible project types listed in the Federal Highway Administration (FHWA) CRP guidance.

Eligible Activities

- Projects to establish or operate a **traffic monitoring, management, and control facility or program**, including advanced truck stop electrification systems, as described in 23 U.S.C. 149(b)(4).
- **Public transportation projects** as eligible under 23 U.S.C. 142, including bus passenger loading areas and facilities (including shelters), fringe and transportation corridor parking facilities, electric vehicle charging stations or natural gas vehicle refueling stations to serve public mass transportation passengers, and capital projects for the construction of a bus rapid transit corridor or dedicated bus lanes as provided for in BIL Section 11130.
- **Transportation alternative projects**² as described in 23 U.S.C. 101(a)(29) as in effect prior to the enactment of the FAST Act. Sections in effect prior to the enactment of the FAST Act include the following eligible projects:
 - Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).
 - Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
 - Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other nonmotorized transportation users, for transportation uses.
 - Community improvement activities, including:
 - i. vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control (see State DOTs Leveraging Alternative Uses of the Highway Right-of-Way Guidance³); and
 - ii. archaeological activities relating to impacts from implementation of a transportation project eligible under title 23, U.S.C.
 - Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to:

¹ The U.S. Federal Highway Administration (FHWA) guidance for CRP under BIL is available here: https://www.fhwa.dot.gov/environment/sustainability/energy/policy/crp_guidance.pdf

² The March 30, 2022 Transportation Alternatives (TA) Set-Aside Implementation Guidance: https://www.fhwa.dot.gov/environment/transportation_alternatives/guidance/ta_guidance_2022.pdf

- i. address stormwater management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff;
 - ii. reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats.
- **Advanced transportation and congestion management technology projects**, as described in 23 U.S.C. 503(c)(4)(e), including: advanced traveler information systems; advanced transportation management technologies; advanced transportation and congestion management technologies infrastructure maintenance monitoring, and condition assessment; and transportation system performance data collection, analysis, and dissemination systems.
- Deployment of **infrastructure-based intelligent transportation systems** capital improvements and the installation of vehicle-to-infrastructure communications equipment.
- Projects to **replace street lighting and traffic control devices** with energy-efficient alternatives.
- Projects or strategies designed to support **congestion pricing**, shifting transportation demand to nonpeak hours or other transportation modes, increasing vehicle occupancy rates, or otherwise reducing demand for roads, including electronic toll collection, and travel demand management strategies and programs.
- Projects to reduce the environmental and community impacts of **freight movement**.
- Projects that support the deployment of **alternative fuel vehicles**, including: the acquisition, installation, or operation of publicly accessible electric vehicle charging infrastructure or hydrogen, natural gas, or propane vehicle fueling infrastructure; and the purchase or lease of zero-emission construction equipment and vehicles, including the acquisition, construction, or leasing of required supporting facilities.
- **Diesel engine retrofits** as described in 23 U.S.C. 149(b)(8).
- Projects to **improve traffic flow** that are eligible under the CMAQ program, and that do not involve construction of new capacity [as per § 11403; 23 U.S.C. 149(b)(5); and 175(c)(1)(L)]. Eligible CMAQ projects include construction of roundabouts, High Occupancy Vehicle (HOV) lanes, dedicated bus lanes, left-turn or other managed lanes.
- Projects that **reduce transportation emissions at port facilities**, including through the advancement of port electrification.
- The **additional project types listed below** are also eligible for funding. The NMDOT CRP Coordinator and FHWA-NM Division makes the final determination on eligibility, as to whether a project has fully demonstrated this reduction. Various tools are available to demonstrate emissions reductions; see the [Appendix](#) for additional detail on these tools. If the project sponsor wants to use another tool, please seek prior approval from the NMDOT CRP Coordinator. **Any demonstration of the project's reduction in transportation CO₂ emissions must be included in the application.** Additional project types requiring demonstration of transportation CO₂ emissions reductions:
 - **Sustainable pavements technologies** that reduce embodied carbon during the manufacture and/or construction of highway projects;

- **Renewable energy generation facilities and biological carbon sequestration practices**, such as solar arrays and wind turbines in the highway Right-Of-Way (ROW)²; and
- **Mode shift projects in the ROW** that maximize the existing right-of-way for accommodation of nonmotorized modes and transit options that increase safety, equity, accessibility, and connectivity. Projects that may be eligible include: projects that separate motor vehicles from pedestrians and bicyclists; matching vehicle speeds to the built environment; increasing visibility (e.g., lighting); advancing implementation of a Safe System³ approach, and improving safety for vulnerable road users. Micromobility and electric bike projects, including charging infrastructure may also be eligible.

3. PROGRAM INFORMATION

A. What is CRP?

Funding

NMDOT anticipates approximately \$9.3 million (not including obligation limits, debt services, or other limitations) in CRP funds to support projects that reduce transportation CO₂ emissions. The funds for this call do not include the funds directly allocated to the state’s Transportation Management Areas (Mid-Region and El Paso MPOs). Funds are further suballocated by population and Urban area (MPO), illustrated in the table below. NMDOT maintains discretion in programming CRP funds for projects it deems that best fulfill the goals of the program.

Federal Funding Suballocations- *All values are estimates and do not include obligation limitation or other funding limits.*

<i>Suballocation</i>	<i>Urban Area</i>	<i>Estimated Federal Amounts Available Per Year</i>
Pop over 200k (suballocated by Urban Area)	Mid-Region MPO	\$275,396
	El Paso MPO	\$114,093
Pop 50k to 200k (suballocated by Urban Area)	Farmington	\$197,074
	Las Cruces	\$477,742
	Los Lunas	\$236,857
	Santa Fe	\$331,685
Pop 5k to 49,999		\$1,678,437
Pop under 5k		\$1,859,890
Any Area (35%)		\$4,174,552
	Total	\$9,345,726

Funding Requirements

T/LPAs wanting to pursue CRP funding should first consult the NMDOT T/LPA Handbook to understand the specific requirements to successfully complete a project prior to applying. A current copy of the

² For information on these practices see the FHWA [State DOTs Leveraging Alternative Uses of the Highway Right-of-Way Guidance](#)

³ For FHWA resources and guidance on the Safe Systems approach visit: <https://highways.dot.gov/safety/zero-deaths>

NMDOT T/LPA Handbook can be found on the NMDOT Project Oversight Division's (POD) website at: dot.nm.gov/business-support/project-oversight-division/t-lpa-documents-and-information/.

CRP-funded projects are subject to requirements under the National Environmental Policy Act (42 U.S.C. 4321 et seq.), the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (42 U.S.C. 4601 et seq.), and other applicable Federal laws and shall be treated as projects on Federal-aid highways (23 U.S.C. 175(g)). As such, all proposed projects that include steel or iron must demonstrate the ability to comply with Buy America requirements; waivers will not be considered. See the NMDOT T/LPA Handbook for descriptions and NMDOT guidance on these requirements.

Agreements for T/LPA lead projects that involve infrastructure design and/or construction are overseen by NMDOT's Project Oversight Division (POD) and follow the NMDOT T/LPA agreement process in coordination with the appropriate NMDOT Regional Design Center. Infrastructure projects require separate agreements for a **design phase and a construction phase in separate Federal Fiscal Years (FFYs)**.

Alternatively, some projects may be further along in the project development process and may be eligible for construction funding only. **Any project application for construction-ONLY funds must receive prior approval from the appropriate NMDOT Regional Design Center.** Often, these projects previously received Federal funds for the design phase of the project and, therefore, were designed to the required standards. Prior approval from the appropriate Regional Design Center ensures projects are compliant with NMDOT and federal standards and are ready to move to construction. Per the NMDOT T/LPA Handbook, additional funds will not be awarded to a T/LPA project after the 90% design phase milestone.

Detailed project schedules are required for all awarded projects before a project agreement is developed. The NMDOT T/LPA Handbook has more information on planning, design, certification, and construction requirements (see [Appendix](#)).

NMDOT-lead projects must follow all applicable Quality Assurance/Quality Control (QA/QC) timing requirements.

B. Who can Apply for Funding?

The following entities are considered eligible recipients or sub-recipients of CRP funds:

- local governments;
- transit agencies;
- public school districts;
- state agencies, including NMDOT;
- tribal governments;
- any other local or regional governmental entity.

The following entities are **not** considered eligible sub-recipients of CRP funds:

- Non-profits as direct grant recipients of the funds (non-profits are eligible to partner with any eligible entity on an eligible CRP project);
- High-risk entities, determined at NMDOT's discretion, even if they are otherwise eligible. High-risk entities are defined by financial risk or historical lack of capacity to manage Federally-funded projects.
- Any local public agency (LPA) that does not have a compliant Americans with Disabilities Act (ADA) Transition Plan or Title VI Policy on record with NMDOT's Construction and Civil Rights Bureau (CCRB) at the time of application submittal. All entities that receive federal funds must be in

compliance with Federal and NMDOT CCRB requirements for Title VI of the Civil Rights Act of 1964 and the ADA. Compliance consists of having a current and approved Title VI Plan on file with NMDOT CCRB and having an approved ADA Transition Plan (or exemption) on file with NMDOT CCRB. Tribal governments are exempt from these requirements. **LPAs must have appropriate documents and approval at time of the application submission, March 10, 2023.**

C. What is the Match Requirement?

CRP requires a non-federal match from the recipient of 14.56% of the *total project cost*. Tribal entities may use Tribal Transportation Program (TTP) funds for their local match for any project that provides access to or within Federal or tribal land.

Certain project types may be eligible for an increased federal share as specified in 23 U.S.C. 120(c). If you want to pursue a lower match rate via this provision, please work with the CRP Coordinator. These project types include:

- Certain safety projects such as traffic control signalization, maintaining minimum levels of retroreflectivity of highway signs or pavement markings, traffic circles/roundabouts, safety rest areas, pavement marking, shoulder and centerline rumble strips and stripes, commuter carpooling and vanpooling, rail-highway crossing closure, installation of traffic signs, traffic lights, guardrails, impact attenuators, concrete barrier end treatments, breakaway utility poles, or priority control systems for emergency vehicles or transit vehicles at signalized intersections.
- CMAQ projects as carried out under Section 149 with funds obligated in fiscal year 2008 or 2009, or both.

D. How will my Agency Receive Funds?

CRP is a cost-reimbursement program. If a T/LPA's application is selected for funding, the T/LPA will enter into an agreement with NMDOT. The entity is responsible for paying all costs up front and requesting reimbursement from NMDOT by submitting (at least) quarterly invoices and proof of payment. The entity submits reimbursement requests to NMDOT documenting 100% of the costs incurred and are reimbursed at the rate of 85.44%; the remaining 14.56% represents the match requirement. **All costs submitted for reimbursement are subject to Federal and State eligibility requirements.**

Any work completed before NMDOT issues a Notice to Proceed (NTP) is not eligible for reimbursement. For example, the T/LPA cannot be reimbursed for costs associated with completing an application or for engineering/design work completed before the Person in Responsible Charge receives an NTP. **Entities are also responsible for any costs exceeding the Federal award amount.**

E. How Long are Funds Available?

The official project term, the period during which eligible project costs and activities are reimbursable, is detailed in a **T/LPA Cooperative Project Agreement** (See the [Appendix](#) for links to a sample cooperative agreement boilerplates). T/LPA Cooperative Project Agreements generally anticipate one to two years for each phase of a project; if a project exceeds this timeframe, NMDOT will require an amendment to the existing agreement so long as the entity can demonstrate substantial progress has been made on the project. **The obligation of construction funds is contingent upon completion of the design phase of a project;** therefore, entities must complete the design phase within the designated timeframe for NMDOT to obligate construction funds in the federal fiscal year in which the funds are programmed. Design funds awarded and not spent cannot be rolled over to construction.

F. Equity and Public Involvement

Recipients of CRP funds are responsible for involving the public, including traditionally underserved and underrepresented populations in transportation planning processes, and complying with participation and consultation requirements in 23 CFR 450.210 and 23 CFR 450.316, as applicable. Recipients of CRP funds should engage with all impacted communities and community leaders to determine which forms of communication are most effective and use information to inform decisions throughout the project. Entities may already meet this requirement by complying with their established public outreach processes.

‘Promising Practices for Meaningful Public Involvement in Transportation Decision-Making’ is a new guide developed by FHWA to assist recipients of federal funds to serve their communities. The documents is available here: https://www.transportation.gov/sites/dot.gov/files/2022-10/Promising_Practices_for_Meaningful_Public_Involvement-in-Transportation_Decision-making.pdf.

G. Other Considerations

CRP funds are FAHP funds and must be expended in accordance with all applicable Federal, State, and local regulations. Projects must comply with all applicable Federal and State requirements from project design through implementation/construction, administration, and close-out.

Applicants are advised that compliance with Federal and State regulations requires a significant commitment of time and resources on the part of the applicant/Responsible Charge.

Applicants are encouraged to consider the following questions prior to applying for CRP funding:

- Does your agency have the necessary staff to administer the project and funding?
- Does your agency have the funding to pay all costs upfront before seeking reimbursement?
- Does your agency have the funding to pay the match requirement and support any costs that cannot be reimbursed?
- Has your project management staff attended any trainings relating to FAHP project oversight and administration? Applicants are strongly encouraged to watch recordings of or attend NMDOT’s T/LPA Handbook training. National Highway Institute (NHI) courses such as Federal-Aid Highways 101, Highway Program Funding, etc. are also highly recommended for potential applicants. Recordings of the T/LPA Handbook training can be found here: <https://www.dot.nm.gov/business-support/project-oversight-division/t-lpa-documents-and-information/>.

4. APPLICATION PROCESS

A. Deadlines

All applicants, including NMDOT, must coordinate with and submit their applications to the appropriate MPO/RTPO based on a project’s physical location and applying agency. A map and contact information for all the MPOs and RTPOs in New Mexico is provided in the [Appendix](#).

Below is a summary of the project application process for RTPOs. Smaller MPOs are highly encouraged to also use the following feasibility process.

1. NMDOT will open the call for applications.

2. MPOs and RTPOs will distribute this “NMDOT CRP Guide FFY2024+ Call for Projects” and provide an application schedule for their region.
3. Interested entities will request a Project Feasibility Form (PFF)* from their corresponding MPO/RTPO Planner (See the [Appendix](#) for reference). The PFF must be filled out and returned to the MPO/RTPO Planner before the PFF deadline set by the MPO/RTPO.
4. The MPO/RTPO Planner will schedule a PFF meeting with the T/LPA Project Sponsor, with invitations to the following parties: , the NMDOT District Technical Support Engineer (TSE), the NMDOT Planning Liaison, the NMDOT Construction Liaison Engineer (CLE), the NMDOT Environmental Bureau T/LPA Coordinator, the NMDOT Region Coordinator, and the NMDOT MPPB Program Coordinator. The T/LPA project sponsor is encouraged to bring all staff responsible for project administration.

If NMDOT determines that the project is feasible, the NMDOT District Representative and the PRC will document any issues identified and will both sign the PFF. **A signed copy of the PFF must be submitted as part of the project application. Any projects submitted without a signed PFF will not be considered for funding.** NMDOT-lead projects do not require a PFF meeting or signed form.

5. Eligible entities with a signed PFF will begin preparing their application as described in the section below titled, “[Application Packet](#)”.
6. Projects located in RTPO areas will be included on the RTPO’s Regional Transportation Improvement Program Recommendations (RTIPR) according to the RTPO’s adopted procedures. (Due to time constraints, draft RTIPRs are acceptable.)
7. Complete application packets will be submitted to the appropriate MPO/RTPO before the specific application deadline set by the MPO/RTPO.

**Please note that MPOs may conduct a different feasibility process than described and are not required to submit a signed Project Feasibility Form (PFF) with their application.*

On the next page is a summary of funding cycle deadlines (for projects beginning in FFY2024 or later) and activities from the opening of the call for projects through finalization of the 2024-2027 STIP.

CRP Funding Cycle Timeline for FFY2024+ (Critical deadlines are in bold)

<u>Month</u>	<u>Year</u>	<u>Activity</u>
November 10, 2022	2022	Call for projects issued
Nov-January	2022-2023	Project Feasibility Form (PFF) due to an RTPO/MPO* planner (RTPO/MPO planners will set their own deadlines for applications and required meetings) RTPO/MPO planner schedules a PFF meeting** with the parties listed on the page above and as described in the NMDOT T/LPA Handbook.
December-February	2022-2023	Applicant completes application and submits to the RTPO/MPO planner according to RTPO/MPO deadlines.
February-March	2023	RTPO/MPO planner vets applications for completeness
March 10	2023	Deadline for RTPO/MPO planners to upload complete applications to NMDOT's FTP site <u>Late or incomplete applications will not be accepted.</u>
March	2023	CRP Coordinator reviews applications for completeness and prepares packages for CRP Committee
March-April	2023	CRP Committee rates, ranks, and selects projects
April	2023	NMDOT sends award forms. Entities must sign and return forms to confirm acceptance of federal funding and commitment to the required local match.
April-June	2023	Projects added to MPO TIPs and STIP
April-September	2023	TIPs/STIP public review and approval
Oct 1	2023	Beginning of Federal Fiscal Year 2024, 1st quarter of the STIP year.

*Only some MPOs use the PFF process, if your MPO is **not** using the PFF process then the MPO planner will still need to screen project for feasibility, phasing, etc.

** Projects with PFF's signed by a NMDOT District Rep during the PFF meeting **must** be included in the RTPO's RTIPR.

B. Application Packet

Applicants must submit the following documents (as a single PDF) in the order listed below as part of the CRP application process:

1. **Table of Contents**
2. [Project Feasibility Form \(PFF\)](#) signed by a NMDOT District Representative and Responsible Charge (MPOs that conduct a different process for determining feasibility do not need to include a signed PFF)
3. [Project Prospectus Form \(PPF\)](#)
4. [Application](#)
5. **Buy America Acknowledgement** includes description of recent updates and changes to the Buy America program, as well as new requirements under the Build America, Buy America Act. This document is attached to the application and must be signed by the project proponent.
6. [Resolution of Sponsorship](#) indicating 1) proof of match, 2) budget to pay all project costs up front (funding is by reimbursement), and 3) acknowledgement of maintenance responsibility or alternatively, an official letter signed by the entity's chief executive or official with budget authority, indicating all the same, may be submitted in lieu of a resolution.
7. [Letter\(s\) of Support Regarding Right\(s\)-Of-Way](#) from all entities whose right-of-way/jurisdiction comes into contact with the project; this requirement only applies when a project is not located entirely within the jurisdiction of the applicant. The letter(s) must also address which entity will take on the *maintenance responsibility* of the proposed project.
8. **Basic Map** of proposed project
9. **Project Budget** as a completed table provided on the Application Form with a detailed breakdown of the project funding details. Submit a separate application and budget for each project or stand-alone segment for which you are willing to accept funding.
10. **Any additional documentation** in support of scoring factors. For planning documents, include only the cover sheet and relevant pages. Highlight or indicate any relevant information.

MPO/RTPO Planners are responsible for submitting complete application packages to NMDOT no later than close of business (COB) on March 10, 2023. Applications packets must be submitted as single PDF documents uploaded to NMDOT's FTP site. Emailed, faxed, or mailed submissions will not be accepted. Late or incomplete applications will also not be accepted.

C. How are Applications Selected?

The competitive process is intended to give entities an opportunity to demonstrate the merit of projects based on how projects relate to reducing transportation CO₂ emissions according to the goals and intent of the CRP program.

Application packages submitted to the NMDOT will be rated and ranked by the CRP Committee in a statewide competitive process. Scoring factors and point criteria are detailed below. Higher ranked projects are more likely to receive funding. Funding is limited by the total CRP allocations and population sub-allocations. At its discretion, the CRP Committee may adjust the prioritization of projects selected to program funds in a geographically equitable manner.

After projects are selected, NMDOT will send out award letters to the Person in Responsible Charge for the selected projects. Applicants whose projects were not selected will be notified as well. **Recipients in MPO area are responsible for coordinating the submission of their award into the MPO's TIP.** The CRP

Program Coordinator will coordinate with the NMDOT STIP Unit to ensure that selected projects are programmed into the STIP.

Scoring Factors

Applications will be evaluated according to screening and evaluation criteria. *Screening Criteria* will be used to determine eligibility of a proposed project. Projects that do not satisfy all the screening criteria will not be evaluated further. *Evaluation Criteria* will be used to score and assign priority ranking to projects based on their relative merits.

Ensure that the proposed project and applicant have met all Screening Criteria before submitting your application package. Responses to application questions and Evaluation Criteria should provide reviewers with a thorough overview of the project's scope and impact. The CRP Committee considers the scoring criteria in the broader context of transportation CO₂ emissions reduction and cost-effectiveness.

Screening

The CRP Coordinator will determine project eligibility based on the screening criteria outlined in this guide via the information provided in the application and other sources of information (e.g., ADA Policy and Title VI Policy compliance, review by NMDOT financial oversight staff). Projects which do not satisfy all the screening criteria will not be evaluated further and will not be sent to the CRP Committee.

All projects will be evaluated based on their eligibility for CRP funds per guidelines in 23 USC 175 and FHWA guidance. Projects eligible to receive CRP funding will receive further evaluation based on the criteria below. Any project not fulfilling all the screening criteria will not be considered by the CRP Committee.

Must be an Eligible Applicant

The project applicant shall be an eligible entity as specified in the section above titled, "[Who Can Apply for Funding?](#)" To be eligible to receive federal funding, certain entities must have appropriate and compliant Title VI Policies and ADA Transition Plans or Policies on file with NMDOT's Construction and Civil Rights Bureau.

Must have the Financial Capacity

- Recipients of funds must have the financial capacity to complete, operate, and maintain the project. T/LPAs are responsible for paying all costs up front and submitting invoices for reimbursement on a quarterly (or more frequent) basis. T/LPAs will be vetted by NMDOT finance specialists for financial fitness. As determined by the NMDOT Chief Financial Officer, only T/LPAs with sound financial systems and records may be awarded federal funding.
- Funds required from other sources (for non-federal match) must be reasonably expected to be available. Please include documentation of commitment to the non-federal match requirement as described in the [Appendix](#) under Sample Resolution of Sponsorship. NMDOT and other state agencies may submit letters indicating their ability to provide an eligible match.
- Programming timelines for completion of projects must be implemented within Federal delivery requirements.

Selection Criteria

NMDOT has established the following selection criteria to be used in evaluating projects after they have been screened by the CRP Coordinator as described in the section above titled, "[Screening](#)". The CRP

Committee will evaluate proposed projects to determine the degree to which they accomplish the stated goal or purpose of each criterion. Please provide clear and concise narrative responses to communicate how the proposed project addresses the following, providing supporting documents or studies as necessary:

1. Planning (3 points)

Demonstrate how the proposed project is included in, or consistent with, eligible local and regional planning documents as listed below. Attach copies of plan pages where this project appears or with which this project is consistent. **Include the cover and only pages with relevant information, highlighting passages relevant to this project with comments to justify relevance/support.**

- Long-Range Statewide Transportation Plan (LRSTP)
- Infrastructure and Capital Improvement Plan (ICIP)
- Metropolitan Transportation Plans (MTP)
- Regional Transportation Plans (RTP)
- Bicycle and Pedestrian Plans
- Economic Development Plans
- Comprehensive Plans
- Land-Use Plans/Studies
- Corridor Studies
- Master Plans
- Safe Routes to School (SRTS) Plans
- Road Safety Assessments/Audits (RSA)
- Transportation Safety Plans
- NM MainStreet Plans
- Other documents approved by the CRP Coordinator

2. Public Involvement (3 points)

Describe the public involvement process, or proposed process, used to develop this project, including the process for seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services.

3. Climate Change and Sustainability (6 points)

- a. Describe how this project advances the program goals of reducing on-road CO₂ (carbon dioxide) emissions.
- b. Describe how this project supports the creation of a more sustainable and resilient transportation network. For example, consistency with an asset management plan-aiding in the preservation or modernization of assets; addressing environmental impacts-mitigating risk of recurring damage or the cost of future repairs from extreme weather events, flooding, or other natural disaster; accommodating new and emerging technologies like electric vehicle charging stations; and or maximizing the existing right-of-way for the accommodation of non-motorized modes and transit options
- c. If the proposed activity requires the demonstration of the project's transportation CO₂ emissions reduction over the life of the project, include a description of the benefits and attach additional support or documentation.

4. Safety (3 points)

Does this project address a transportation safety hazard or safety issue? Describe how this project addresses the safety of all road users, including those who walk, bike, drive, ride transit, or travel by other modes. Attach any crash statistics for fatalities or serious injuries, safety studies, or other support.

5. Complete Streets & Accessibility (3 points)

Describe how this project, or elements of the project, ensure the adequate accommodation of all users of the transportation system, including pedestrians, bicyclists, public transportation users, children, older individuals, individuals with disabilities, motorists, and freight vehicles.

Depending on the project type and roadway context, complete streets elements include: sidewalks, bike lanes, special bus lanes, accessible public transportation stops, enhanced pedestrian crossings, median islands, pedestrian signals, curb extensions, roundabouts, and more.

6. Connectivity (3 points)

Describe how this project or project elements will enhance accessibility, mobility, and connectivity across and between modes, for people and freight.

7. Equity (3 points)

- a. Describe how this project or elements of the project proactively addresses racial equity, workforce development, economic development, and/or removes barriers to opportunity including automobile dependence in both rural and urban communities as a barrier to opportunity or to redress prior inequities and barriers to opportunity.
- b. Is the project located in a Disadvantaged Community (DAC), as defined by the US Department of Transportation? Please reference the [USDOT Transportation Disadvantaged Census Tracts interactive map](#) to identify. Provide the Census Tract Number, or numbers, of the project location and list the indicators identified in that tract.

8. Penalties (-X points)

Coherence and Quality (Penalty up to -6 points) Applications are expected to be clear, concise, complete, and well written. Up to 6 points will be deducted from applications that are poorly written, lack clarity, and for which the scope is not well defined.

Inactive Projects (Penalty of -1 point per project) Applicants that have inactive federally funded projects will be deducted one point for each inactive project. An inactive project is a Federal Aid project for which no expenditures have been charged against federal funds during the past 12 months. Evaluation of project inactivity will occur during the project application review process in March 2023.

Missing Attachments (Penalty of -1 point per missing component) Applications are expected to include all the components listed in the section above titled "[Application Packet](#)" and will be deducted one point for each missing component or may be dismissed completely if missing critical components.

D. Application Scoring Matrix

Selection Criteria	Possible Points
1. Planning	3
2. Public Involvement	3
3. Climate Change and Sustainability	6
4. Safety	3
5. Complete Streets and Accessibility	3
6. Connectivity	3
7. Equity	3
8. Penalties	-X
TOTAL	24

E. Best Practices and Feedback

The following is a list of general attributes of higher-scoring and lower-scoring applications. It is intended to aid entities in ensuring that their application is as strong as it can be.

Attributes of Higher-Scoring Applications:

- Project provides important connections to landmark places within the community.
- Project includes proven safety benefits for all users.
- Applicant presents a clear vision of what the completed project will look like and what the project means to the community.
- Project appears in numerous planning documents, and the supporting documentation was provided.
- Project advances the goal of the funding program to reduce transportation emissions.
- Applicant responds consistently throughout the questions and provides a clearly articulated and complete description of the project need, scope, and significance.
- Applicant demonstrates a thorough understanding of questions and was able to effectively explain how the project will contribute to the goals of each scoring factor.
- Applicant clearly describes project history and status, to illustrate the need of the current funding request.

Attributes of Lower-Scoring Applications:

- Project did not appear in planning documents, or supporting documentation was insufficient or not provided.
- Application did not include supporting documentation for many of the narrative questions on the application.
- Application demonstrated a minimal understanding of questions or did not effectively explain how the project contributed to the goals of each scoring factor.
- Application was not complete or did not address all the components of a scoring factor.
- Application lacked resolutions of support or letters from the entity's leadership in support of the project.

5. NMDOT'S APPROACH TO COORDINATION AND CONSULTATION

The Carbon Reduction Program requires coordination and/or consultation with regional and metropolitan planning organizations before a project is obligated. The FHWA Memo on Carbon Reduction program Implementation Guidance⁴, describes the requirements as follows:

Coordination in Urbanized Areas

Before obligating funds for eligible projects in an urbanized area that is not a transportation management area, a State must coordinate with any MPO that represents the urbanized area prior to determining which activities should be carried out under the project (23 U.S.C. 175(e)(4)). The State and MPO must also use their documented public involvement processes, including their process for seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services (23 U.S.C. 450.210(a)(1)(viii) and 450.316(a)(1)(vii)).

Consultation in Rural Areas

Before obligating funds for an eligible project in a rural area, a State must consult with any regional transportation planning organization or MPO that represents the rural area prior to determining which activities should be carried out under the project (23 U.S.C. 175(e)(5)). The State and MPO must also use their documented public involvement processes, including their process for seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services (23 U.S.C. 450.210(a)(1)(viii) and 450.316(a)(1)(vii)).

NMDOT's approach for these requirements are as follows:

For statewide, competitive calls for projects, all applicants for the CRP funds must submit their application through the appropriate MPO or RTP. Each MPO/RTP may develop their own review and/or vetting process of the applications before submittal to NMDOT. This approach ensures MPOs and RTPs are aware of the projects, the project components, and project goals.

For projects not selected through the above process, projects identified in a MPO area will be amended into the appropriate MPO TIP. For projects outside of MPO areas, RTP planners, member organizations, and members of the public may submit comment during the public review period of the NMDOT STIP.

6. APPENDICES

A. Tools to Demonstrate Transportation CO₂ Emissions Reduction

For projects or activities that may be eligible under the CRP, but require the demonstration of reductions in carbon dioxide emissions over the project's lifecycle, may use the tools listed below. The NMDOT Program Coordinator and FHWA-NM must evaluate and approve the methodology and conclusions of the analysis. Applicants must include their demonstration in the application packet.

⁴ [FHWA Memo Carbon Reduction Program Implementation Guidance](#)

Tool	Analysis Scale	Description
CMAQ Emissions Calculator Toolkit	Project-specific	<ul style="list-style-type: none"> Series of Excel-based tools developed by FHWA to evaluate CMAQ projects. https://www.fhwa.dot.gov/environment/air_quality/cmaq/toolkit/
EERPAT (Energy and Emissions Reduction Policy Analysis Tool)	System-level (State or metropolitan)	<ul style="list-style-type: none"> Comprehensive modeling system to evaluate strategies for reducing GHG emissions Addresses strategy interactions Somewhat complex & unfamiliar to many agencies https://github.com/RSGInc/FHWA_EERPATv4
Travel Demand Model	System-level (metropolitan or State)	<ul style="list-style-type: none"> MPO or DOT developed models to evaluate system performance Must be coupled with an emissions model such as MOVES
LCA PAVE	Pavement analysis	<ul style="list-style-type: none"> Excel-based tool developed by FHWA to evaluate pavement materials and designs Requires detailed project information and environmental Product declaration https://rosap.ntl.bts.gov/view/dot/62678
Others		<ul style="list-style-type: none"> The Infrastructure Carbon Estimator is a spreadsheet tool that estimates the lifecycle energy and greenhouse gas emissions from the construction and maintenance of transportation facilities. Additional tools may also be available. Please contact the CRP Coordinator for prior approval.
Peer reviewed literature/ white Papers		<ul style="list-style-type: none"> Peer reviewed literature and industry white papers that demonstrate carbon dioxide reductions of the proposed project or activity may be accepted

B. Forms

To apply for CRP funds, eligible entities must complete the NMDOT Project Prospectus Form (PPF) and then the CRP Application Form. Projects located in an RTPO area must also include a Project Feasibility Form (PFF) signed by the appropriate NMDOT District representative. NMDOT-lead projects are not required to have a PFF meeting, but are encouraged to coordinate with the respective MPO/RTPO.

Editable, electronic versions of these forms are available from the NMDOT website, as indicated below. Once applications are complete, please submit materials to your MPO/RTPO planner as a single PDF document.

The **Project Feasibility Form (PFF)**, **Project Prospectus Form (PPF)**, **Buy America Acknowledgement** and the **CRP Application Form** are available for download from the 'Active Transportation and Recreational Programs' website located here:

<https://www.dot.nm.gov/planning-research-multimodal-and-safety/planning-division/multimodal-planning-and-programs-bureau/active-transportation-and-recreational-programs/>

C. NMDOT Resources

The Tribal/Local Public Agency (T/LPA) Handbook, the Right-of-Way (ROW) Handbook and the T/LPA Cooperative Agreement Template, are available for download from the 'T/LPA Documents and Information' website located here: <https://www.dot.nm.gov/business-support/project-oversight-division/t-lpa-documents-and-information/>

Agreements for **infrastructure** projects that have separate phases for design and construction, are handled by NMDOT's Project Oversight Division (POD). Additional resource materials and contact information for POD are available at the website located here: <https://www.dot.nm.gov/business-support/project-oversight-division/>

D. Federal Guidance

FHWA Carbon Reduction Program: <https://www.fhwa.dot.gov/bipartisan-infrastructure-law/crp.cfm>

BIL CRP Fact Sheet: https://www.fhwa.dot.gov/bipartisan-infrastructure-law/fact_sheets.cfm

E. New Mexico MainStreet Program

If your proposed CRP project is in a community with any of the three following designations, you are required to coordinate with the NM MainStreet Program on project development.

1. NM MainStreet Communities
2. State-Authorized Arts and Cultural Districts
3. Frontier Communities

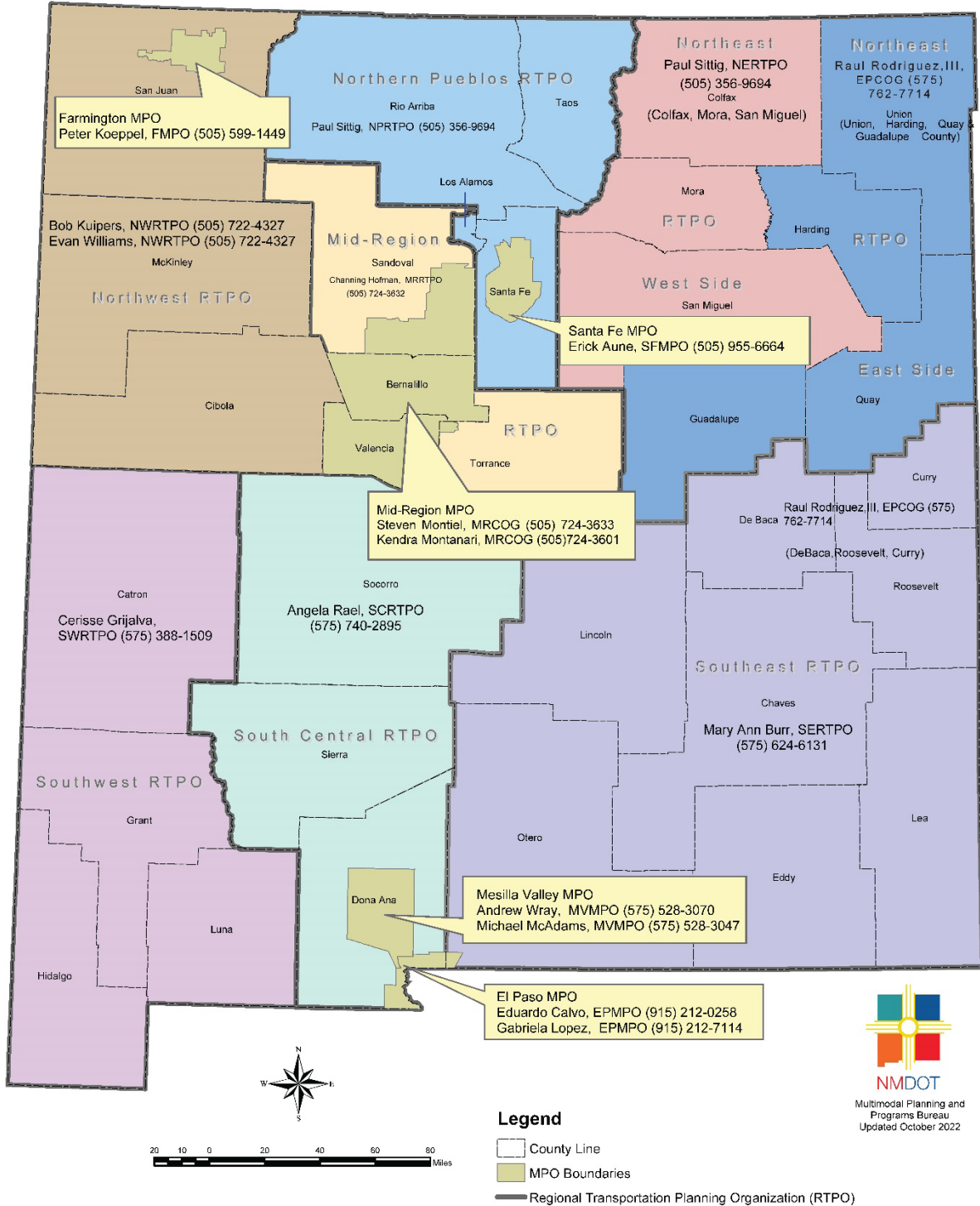
Please review the Program Directory linked here: <https://www.nmmainstreet.org/program-directory/> to see whether your project is within one of these communities. If so, please contact Daniel J. Gutierrez, Director of NM MainStreet at: Daniel.Gutierrez2@state.nm.us or 505-827-0151. Additional MainStreet information can be found online here: <https://www.nmmainstreet.org/>

F. Sample Resolution of Sponsorship

Applicants should contact the CRP Coordinator for a sample Resolution of Sponsorship. If an entity opts to submit an official letter (from and signed by the appropriate official) in lieu of the Resolution of Sponsorship, the letter must include the same information as the sample Resolution of Sponsorship.

G. MPO and RTPO Contact Information

**2022 Statewide Planning Areas
Metropolitan and Regional Transportation Planning Organizations**



H. NMDOT District Offices and Regional Design Centers

District 1:

2912 E. Pine St.
Deming, NM 88030
Main: (575) 544-6530

District 2:

4505 W. Second St.
Roswell, NM 88201
Mailing Address:
P.O. Box 1457
Roswell, NM 88202
Main: (575) 637-7200

District 3:

7500 Pan American Blvd.
Albuquerque, NM 87199
Mailing Address:
P.O. Box 91750
Albuquerque, NM 87199
Main: (505) 798-6600

District 4:

South Highway 85
Las Vegas, NM 87701
Mailing Address:
P.O. Box 10
Las Vegas, NM 87701
Main: (505) 454-3600

District 5:

7315 Cerrillos Rd.
Santa Fe, NM 87502
Mailing Address:
P.O. Box 4127
Santa Fe, NM 87502
Main: (505) 476-4100

District 6:

1919 Piñon Dr.
Milan, NM 87021
Mailing Address:
P.O. Box 2160
Milan, NM 87021
Main: (505) 285-3200

North Regional Design Center (D4 & D5):

1120 Cerrillos Rd.
Room 225
Santa Fe, NM 87504
T/LPA Coordinator:
Sharon Cruz,
(505) 221-8220
SharonR.Cruz@dot.nm.gov

Central Regional Design Center (D3 & D6):

7500 Pan American Freeway NE
Albuquerque, NM 87109
T/LPA Coordinator:
Juan (Miguel) Archuleta
(505) 252-1707
Juan.Archuleta@dot.nm.gov

South Regional Design Center (D1 & D2):

750 N. Solano Dr.
Las Cruces, NM 88001
T/LPA Coordinator:
Judith Gallardo
(575) 323-4242
Judith.Gallardo@dot.nm.gov

Please be aware that all NMDOT state employee email addresses have changed:

From: ...@state.nm.us
To: ...@dot.nm.gov