



RECREATIONAL TRAILS PROGRAM (RTP) - FFY2016 & FFY2017

Funding & Application Processes

TAP and RTP WORKSHOP – November 3rd, 2014

Slides updated from NMDOT 09/27/14 Presentation.





What is the RTP?

The Recreational Trails Program provides federal funding to eligible entities within New Mexico to develop and maintain recreational trails and trail-related facilities for both non-motorized and motorized uses. These Federal transportation funds benefit recreationists who enjoy hiking, bicycling, in-line skating, equestrianism, cross-country skiing, snowmobiling, off-road motorcycling, all-terrain vehicle riding, and off-road four-wheel driving.

-New Mexico Recreational Trails Program
Mission Statement



Federal Funding

- Statewide Federal funding estimates:

	FFY 2016	FFY 2017
Annual Basis	\$1,429,831	\$1,429,831
Unspent Funds	\$2,340,000	
Total:	\$5,200,000*	

Local Match requirement of 14.56%

*Total amount awarded in this application cycle is at the discretion of NMDOT

Required Sub-allocation of Funds

- 30% - Non-motorized Trails (Category 1 & 2)
- 30% - Motorized Trails (Category 4 & 5)
- 40% - Diversified Trails (Category 2, 3 & 5)

Note: 5% of annual appropriations may be spent on educational programs and 7% may be used by the NMDOT for administrative costs.



Project Categories

- Category 1** Non-motorized project for a single use: A project primarily intended to benefit only one mode of non-motorized recreational trail use, such as pedestrian only, or bicycling only. Projects serving various pedestrian uses (such as walking, hiking, wheelchair use, running, bird-watching, nature-interpretation, backpacking, etc.) constitute a single use for the purposes of this category. *(Note: wheelchair use by mobility-impaired people, whether operated manually or powered, constitutes pedestrian use, non-motorized use).* Projects serving various non-motorized, human-powered snow uses (such as skiing, snowshoeing, etc.) constitute a single use for this category.
- Category 2** Non-motorized diverse use project: A project primarily intended to benefit more than one mode of non-motorized recreational trail use such as: walking, bicycling, and skating; pedestrian and equestrian use; or pedestrian use in summer and cross-country ski use in winter. *(Note: Electrically powered bicycles, scooters, and personal mobility devices – such as the Segway – are considered motorized vehicles for the purposes of this program under 23 U.S.C. 206(g)(4). The exception is a motorized wheelchair.)*
- Category 3** Diverse use project including both motorized and non-motorized uses: A project intended to benefit both non-motorized recreational trail use and motorized recreational trail use. This category includes projects where motorized use is permitted, but is not the predominant beneficiary. This category includes projects where motorized and non-motorized uses are separated by season, such as equestrian use in summer and snowmobile use in winter.



Project Categories

- Category 4** Motorized single use project: A project primarily intended to benefit only one mode of motorized recreational use. A project may be classified in this category if the project also benefits some non-motorized uses (it is not necessary to exclude non-motorized uses), but the primary intent must be for the benefit of motorized use.
- Category 5** Motorized diverse use project: A project primarily intended to benefit more than one mode of motorized recreational use, such as: motorcycle and ATV use; or ATV use in summer and snowmobile use in winter. A project may be classified in this category if the project also benefits some non-motorized uses (it is not necessary to exclude non-motorized uses), but the primary intent must be for the benefit of motorized use.

Required Sub-allocation of Funds

- 30% - Non-motorized Trails (Category 1 & 2)
- 30% - Motorized Trails (Category 4 & 5)
- 40% - Diversified Trails (Category 2, 3 & 5)



Eligible Projects & Activities

- Maintenance & restoration of existing trails
- Development & maintenance of trail-side & trailhead facilities
- Construction of new trails
- Improvements to roads/bridges specifically designated for Recreational Trails
- Planning, design & certs (NMDOT reserves right to not fund this for State/Federal land agencies)
- Purchase and lease of maintenance equipment*
- Operation of Educational Programs

* Must meet Buy America Requirements

See p. 8 of RTP Guide for more information



Ineligible Projects & Activities

- Condemning Land
- Feasibility Studies
- Routine Law Enforcement
- Solely for the Purpose of Trail Planning
- Within Railroad ROW where railroad tracks are in place
- Improvements to Roads or Bridges accessible by regular motor vehicles
- Sidewalks
- Wilderness Areas
- Non-motorized to Motorized Use
- Circuit Race Tracks
- Construction of motorized trails on BLM or National Forest Land

See p. 10 of RTP Guide for more information



Who Can Apply?

Eligible Entities

- Local governments
- Tribal governments
- Transit agencies
- School districts
- State/Federal natural resource and public land agencies
- NMDOT, MPOs, & RTPOs
- See p. 7 of NM RTP Guide

Ineligible Entities

- Nonprofit agencies*
- * *can apply if partnered with an eligible entity*
- High Risk entities determined by NMDOT
- See p. 7 of NM RTP Guide

What's Required of Project Sponsor?

- Requires a local match of 14.56%
- Sponsoring agency will enter into Cooperative Project Agreement with NMDOT
 - Work completed before execution of agreement is not reimbursable
- Sponsoring agency will need to pay for all costs up front
- Sponsoring agency is required to pay for all costs that exceed the award amount
- Compliance with Federal and State regulations:
 - Environmental, ROW, ITS, utility and railroad clearances required
- Maintenance of facility



What's Required of Project Sponsor?

Americans with Disabilities Act (ADA) Requirements

Projects located on US Forest Service (USFS) lands must comply with the Forest Service Trails Accessibility Guidelines (FSTAG) and Accessibility Guidebook on Outdoor Recreation and Trails.

Projects located on State or Federal natural resource or public land agency (other than USFS) lands and Tribal/Local Public Agency projects that are NOT located within or connected to a Federal-aid highway right-of-way must comply with the Access Board's Final Guidelines for Outdoor Developed Areas, published on September 26, 2013, under the Architectural Barriers Act (ABA) of 1968.

Urban trails located within or connected to a Federal-aid highway right of way are required to meet standard ADA requirements as outlined in NMDOT design guidelines (NMDOT Design Centers provide this information and standard drawings are available at www.dot.state.nm.us/en/Standards.html).





Minimum Project Requirements

1. Sponsoring agency and proposed activity/project must meet eligibility requirements (see pages 8-10).
2. Sponsoring agency must provide a Resolution of Sponsorship indicating proof of local match, commitment to operating and maintaining the project for the useful life of the project, and availability of funds in agency budget to pay all project/program costs up front. See Appendix III for a sample resolution. State or Federal natural resource or public land agencies may substitute a letter of commitment from the agency director provided that the letter includes the same information outlined in the Resolution of Sponsorship.
3. If the project is not located entirely within the jurisdiction of the sponsoring agency, the sponsoring agency must submit a letter(s) of concurrence from the jurisdiction(s) that has(have) ownership over the affected right(s)-of-way.
4. Sponsoring agency must submit a basic map identifying the location of the project.
5. Prior to the NMDOT obligating design funds, sponsoring agencies must have a fully-executed Cooperative Project Agreement for design.
6. Prior to the NMDOT obligating construction funds, sponsoring agencies must have:
 - All certifications, including environmental, design, right-of-way, ITS, utility, and railroad.
 - A fully-executed Cooperative Project Agreement for construction.
7. All RTP projects must be consistent with the recommendations of the Statewide Comprehensive Outdoor Recreation Plan (SCORP) and/or other eligible local or agency planning documents. See page 15 for a list of potential documents.



Minimum Project Requirements

8. If within an MPO's planning area, RTP projects must be consistent with the MPO's Metropolitan Transportation Plan (MTP). State or Federal natural resource or public land agency projects located entirely within that agency's jurisdiction and not connected to a Federal-Aid transportation facility are exempt from this requirement.
9. Sponsoring agencies are required to include funding requests for both design and construction phases in their applications, *unless the sponsoring agency is a State or Federal natural resource or public land agency with documentation indicating all pertinent certifications are approved by the NMDOT and the FHWA-NM Division Office, and/or the T/LPA receives an exception from the applicable NMDOT Regional Design Center.* The design phase includes the entire certification and project design process and is considered complete when a project meets Plans, Specifications and Estimates (PS&E) requirements. Applications for projects that do not involve construction, such as maintenance projects that do not disturb new ground, purchase of equipment, and/or educational programs may be submitted for FFY16, FFY17, or both. These types of projects typically do not require design or certifications, although some certifications may still be required. NMDOT reserves the right to deny funding requests for planning, design, and certifications from State of Federal natural resource or public land agencies.
10. NMDOT will not reimburse sponsoring agencies for any costs incurred prior to receipt of a Notice to Proceed from NMDOT, which is sent after the execution of the Cooperative Project Agreement.
11. All projects must meet Federal and State requirements, including trail design and ADA requirements. Signs must be installed indicating that RTP funds were used to fund the project.

What's Required of Project Sponsor?



- <http://dot.state.nm.us/content/dam/nmdot/Infrastucture/PINF/TLPA-HANDBOOK.PDF>

- Agencies are **strongly encouraged** to have the appropriate staff person attend NMDOT's Cradle to Grave Training, which trains agencies on the Tribal/Local Public Agency Handbook.

**Farmington
(Civic Center)**

November 5 & 6

9:00 A.M. to 5:00 P.M.

Please register by: November 3, 2014

For Registration Information contact:
MaryEloise Martinez
505-827-5273
or email Registration Forms to
Funding.Control@state.nm.us



FFY16/17 Program Summary



- Reimbursement program; sponsoring entities must be able to pay all costs up front
- Requires a local match of 14.56% of total project cost
- Statewide competitive process for approximately \$1.4 million annually
- With unspent funds remaining from previous years, the total for this application cycle is approximately \$5.2 million*
- Selected projects will be funded under two separate agreements as follows
 - FFY 2016: Design and Certifications**
 - FFY 2017: Construction

*Total amount awarded in this application cycle is at the discretion of NMDOT

**See page 6 of the RTP guide for exceptions



Application Process

- Project Feasibility Form (PFF) Process
 - RTPOs are required to follow this for all NMDOT/federal-aid funds
 - RTP applicants should work with RTPO and NMDOT staff before applying to discuss feasibility, funding levels, phasing, and more.
- If feasible, sponsoring agency can apply for RTP funds
- Application includes:
 - Project Identification Form (PIF)
 - RTP Application
 - Resolution of Sponsorship (indicating match, maintenance, budget)
 - Letter(s) of Support (if needed)
 - Basic map of project location

MPOs may use the PFF process or their own internal process

Requirements of Project Sponsor



- Indicated via Resolution (or State/Federal land agency letter):
 - Agree to local match (14.56% of total project cost)
 - Agree to pay for costs up front (the RTP is a reimbursement program)
 - Agree to pay for any costs exceeding award amount
 - Agree to project maintenance
- Sponsor very strongly encouraged to attend NMDOT's T/LPA project process training ("*Cradle to Grave*")
- Sponsoring agency will enter into a Cooperative Project Agreement with NMDOT
 - Work completed before execution of agreement is not reimbursable
- Compliance with Federal and State regulations:
 - ADA compliance and trail design standards (see pages 10-11 and page 34 of RTP Guide)—**Additional ADA information on next slide**
 - Environmental, ROW, ITS, utility, and railroad clearances required
 - Sponsoring agency will work with NMDOT Design Center and District

Americans with Disabilities Act (ADA) Requirements



- Projects located on US Forest Service (USFS) lands must comply with the [Forest Service Trails Accessibility Guidelines \(FSTAG\)](#) and [Accessibility Guidebook on Outdoor Recreation and Trails](#).
- Projects located on State or Federal natural resource or public land agency (other than USFS) lands and Tribal/Local Public Agency projects that are **NOT** located within or connected to a Federal-aid highway right-of-way must comply with the Access Board's [Final Guidelines for Outdoor Developed Areas](#), published on September 26, 2013, under the Architectural Barriers Act (ABA) of 1968.
- Urban trails located within or connected to a Federal-aid highway right of way are required to meet standard ADA requirements as outlined in NMDOT design guidelines (NMDOT Design Centers provide this information and standard drawings are available at www.dot.state.nm.us/en/Standards.html).



Application Process

- Sponsoring agencies must first submit a PFF to Keith Wilson to ensure project and agency eligibility
- **November 21st Deadline**
- MPO sets up a review meeting with NMDOT, MPO and Agency to discuss proposed projects eligibility and feasibility

Project Feasibility Form



SANTA FE MPO RECREATIONAL TRAILS PROGRAM (RTP) PROJECT FEASIBILITY FORM (PFF)

For assistance, contact Keith Wilson, MPO Senior Planner, at 505-955-6706 or kpwilson@santafenm.gov

Please enter information into the grey boxes. Most boxes will expand automatically if additional space for answers is needed

GENERAL INFORMATION

Submittal Date:	Project Name:
<input type="text"/>	<input type="text"/>
Requesting Entity:	Governing Body Approval (Place X in appropriate box):
<input type="text"/>	YES: <input type="checkbox"/> NO: <input type="checkbox"/> PENDING: <input type="checkbox"/>
Contact Person:	Phone and Email:
<input type="text"/>	<input type="text"/>

PROJECT INFORMATION

Project Location (Route Number and/or Street Name if Applicable):

From (Provide Mile points if Applicable): To (Provide Mile points if Applicable):

****Please provide a Basic Map showing the Project Location****

Project Length:

Project Description: (Provide a brief description of the Proposed Project. See Page 8 of RTP Guide for Eligible Projects)

Does the Project require Acquisition of Right of Way? YES: ☐ NO: ☐ Don't Know: ☐

If Yes, do you have or are able to get a letter of support from the property owner(s): YES: ☐ NO: ☐

What Project Phases are included in request (Place X in appropriate box(es)):

PLANNING/DESIGN: ☐ CONSTRUCTION: ☐ CONSTRUCTION MANAGEMENT: ☐

EQUIPMENT PURCHASE/LEASE: ☐ EDUCATIONAL PROGRAM: ☐

OTHER (Please Explain):

PROJECT COSTS

What is the Estimated Total Cost of the Proposed Project?	\$ <input type="text"/>
Amount of RTP Funds you are expecting to Request?	\$ <input type="text"/>
Required Local Match Funds (14.56%)	\$ <input type="text"/>
Amount of non-RTP /non-Local Match Funds?	\$ <input type="text"/>

Please Send Completed Form and Attachments Electronically to Keith Wilson at kpwilson@santafenm.gov



Application Process

- By **January 23rd, 2015**, sponsoring agencies submit:
 - Project Identification Form (new)
 - TAP Application (supplement to PIF)
 - Resolution of Sponsorship (indicating proof of match, maintenance, and budget)
 - Letter(s) of Support regarding ROW (if not entirely contained in sponsoring entity's jurisdiction)



Scoring the Applications

B. SCORING MATRIX AND APPLICATION QUESTIONS

Scoring Factors	Maximum Points
Planning and Partnerships (must provide documentation, such as cover of plan and page(s) on which project is identified for plans and letters of commitment to demonstrate partnerships)	
a. Eligible plans (2 points each, maximum of 4)	8
b. Partnerships (2 points each, maximum of 4)	8
Factor 1: Compatibility and Safety of Users	3
Factor 2: Health and Quality of Life	3
Factor 3: Protection and Enhancement of the Environment	3
Factor 4: Accessibility and Mobility through Integration and Connectivity	3
Factor 5: Economic Vitality	3
Factor 6: Operation and Maintenance	3
Factor 7: Financial Management and Leveraging of Funds/Resources	3
Factor 8: Citizen Involvement	3
Possible Extra Points	
Evaluation plan measuring usage before and after the project	3
Enhanced recreational access for people with disabilities.	3
Incorporates qualified youth conservation or service corps.	3
Located on National Scenic trails, National Historic Trails (provided the project provides a recreational purpose), and trails designated as National Recreation Trails.	1
Total	50



Scoring the Applications

ELIGIBLE PLANNING DOCUMENTS

- Statewide Comprehensive Outdoor Recreation Plan (SCORP)
- Regional Transportation Plans (RTP)
- Bicycle and Pedestrian Plans
- Parks, Trails, and/or Open Space Plans
- Local Health Council Plans
- Economic Development Plans
- Comprehensive Plans
- Land Use Plans/Studies
- Corridor Studies
- Master Plans
- NM State Park Management Plans
- USFS Forest Management Plans
- NMDOH State Health Improvement Plans
- BLM Resource Management Plans
- Safe Routes to School (SRTS) Plans
- Sector Plans
- Road Safety Assessments
- Safety Plans
- NM MainStreet Plans

And other documents deemed eligible by the NMDOT.



Scoring the Applications

The scoring system is as follows:

- **3 points:** The application demonstrates a thorough understanding of how this factor applies, and provides clear and compelling documentation on how the project meets and exceeds the factor.
- **2 points:** The application demonstrates a basic understanding of this factor, and provides minimal documentation on how the project meets the factor.
- **1 point:** The application demonstrates very little understanding of this factor, and does not provide any documentation on how the project meets the factor.
- **0 points:** Does not meet factor.

Extra Points

Extra points (using the scoring system above) **may** be given to project proposals that include and/or meet one or more of the following:

- evaluation plan measuring usage before and after the project;
- provide enhanced recreational access for people with disabilities; and/or
- incorporate qualified youth conservation or service corps.

Projects located on a designated National Scenic trails, National Historic Trails or National Recreation Trails receive 1 point.



Scoring the Applications

- Applications will be rated and ranked
Recreational Trail Advisory Board



Estimated Timelines

- Oct 22, 2014: MPO issue Call for Projects
- Nov 3, 2014: MPO to Hold RTP Workshop?
- Nov 21, 2014: **Deadline to submit PFF to ensure project eligibility and feasibility**
- Jan 23, 2015: **Deadline to submit Applications to MPO.**
- Feb. 1, 2015: **Deadline for MPO to submit Application to NMDOT TAP Coordinator**
- Mar 2015: Recreational Trails Advisory Board (RTAB) rates, ranks, and recommends projects for funding; see RTP Guide for scoring criteria
- Apr 2015: RTP award letters sent; projects added to TIP/RTIP
- Apr/May 2015: Required “orientation webinar” for all TAP Recipients
- Oct 1, 2015: FFY2016 TAP funds become available
- Mar 15, 2016: Deadline to submit Certifications and final designs for FFY2016 construction projects to NMDOT
- Mar 15, 2017: Deadline to submit Certifications and final designs for FFY2016 construction projects to NMDOT



RTP Timeline (FFY16/17)

- Sept. & Oct. 2014: MPOs/RTPOs issue calls for project
- Nov. 2014: PFFs due to RTPO planners
- Nov. & Dec. 2014: RTPO planner schedules PFF meetings
- Feb. 1, 2015: MPO/RTPO or State/Federal agency submits complete RTP applications to NMDOT RTP Coordinator
- March 2015: Recreational Trails Advisory Board (RTAB) rates, ranks, and recommends projects for funding; see RTP Guide for scoring criteria
- April 2015: RTP award letters sent; projects added to TIP/RTIP
- April/May 2015: Orientation webinar for award recipients
- Aug. 2015: STIP approved by FHWA
- March 15, 2016: FFY16 construction funds must be obligated
- March 15, 2017: FFY17 construction funds must be obligated

Resources



PAGES

- ★ About the MPO
- ★ MPO Staff
- ★ MPO COMMITTEES
 - ★ Transportation Policy Board
 - ★ Technical Coordinating Committee
 - ★ Agendas and Minutes
- ★ MPO DOCUMENTS
 - ★ Joint Powers Agreement & Bylaws
 - ★ MPO Resolutions
 - ★ Transportation Improvement Program (TIP)
 - ★ Transportation Alternatives Program
 - ★ **Recreational Trails Program**
 - ★ Unified Planning Work Program (UPWP)
 - ★ Public Participation Plan
 - ★ Title VI Plan
 - ★ Roadway Functional Classification
 - ★ Traffic Count Maps
 - ★ Bikeways & Trails Map
 - ★ Regional ITS Architecture
 - ★ SANTA FE CORRIDOR STUDIES
 - ★ Interstate 25 Corridor Study
 - ★ St. Francis Drive Corridor Study
 - ★ St. Francis Drive Corridor Study – Phase A Report
 - ★ NM599 Interchange Corridor Study
 - ★ Richards Avenue Extension – White Paper
- ★ METROPOLITAN TRANSPORTATION PLAN
 - ★ Metropolitan Transportation Plan 2010-2035
 - ★ Metropolitan Transportation ...

Recreational Trails Program

The New Mexico (NM) Recreational Trails Program (RTP) is a federal reimbursement program funded through the Moving Ahead for Progress in the 21st Century Act (MAP-21) enacted July 1, 2012, as codified in 23 U.S.C. 206.

The RTP provides funding authority to the states to develop and maintain recreational trails and trail related facilities for both non-motorized and motorized recreational trail uses. Examples of trail uses include hiking, bicycling, in-line skating, equestrian use, cross-country skiing, snowmobiling, off-road motorcycling, all-terrain vehicle riding, four-wheel driving, or using other off-road motorized vehicles.

The goals of the NM RTP are to:

1. Improve the health and quality of life for New Mexicans by increasing trail-related recreational opportunities within and around communities.
2. Provide funding through a transparent, accessible program to communities and government agencies for the development of recreational trails and related educational programs for a variety of users.
3. Fund projects that result in "on-the-ground" benefits to users.
4. Meet the federal requirements regarding expenditure of 30% of funds on non-motorized trails, 30% on motorized trails and 40% on diversified trails.

FFY2015 SPECIAL CALL FOR EDUCATION, LIMITED MAINTENANCE AND EQUIPMENT ACQUISITION PROJECTS

The New Mexico Department of Transportation (NMDOT) is currently seeking to spend prior RTP funds totaling approximately \$251,000, scheduled to lapse at the end of Federal Fiscal Year (FFY) 2015. Sponsoring agencies must be able to meet all deadlines and requirements of the NMDOT in order for the funds to be obligated by September 30, 2015. **The Deadline to submit Letters of Proposal to NMDOT is close-of-business on October 31, 2014.** Download the NMDOT Call for Projects Letter at the following link for more details: [NMDOT CALL FOR PROJECTS LETTER](#)

FFY2016 and FFY2017 Call for Projects

The Santa Fe MPO is soliciting applications for projects to be considered for Federal Fiscal Year (FFY) 2016 and 2017 Recreational Trails Program (RTP) Funding within the MPO Planning Area (See the Planning Area Map linked below). All project applications that are located within the MPO Planning Area must be submitted to the Santa Fe MPO. The Oct 22 Staff Memorandum and supporting documents and forms for this process are available for download below.

Documents to Download:

- Oct 22 Staff Memorandum – Call for Projects [pdf file]
- Santa Fe MPO Planning Area Map [pdf file]
- NMDOT Recreational Trails Program Project Selection Guide [pdf file]
- Santa Fe MPO RTP Project Feasibility Form (PFF) [word doc]
- RTP Application Form [word doc]
- RTP Project Identification Form (PIF) [word doc]
- RTP Sample Resolution of Sponsorship [word doc]

HOT TOPICS

MPO HOT TOPICS

- ★ FIND US ON FACEBOOK
- ★ FOLLOW US ON TWITTER
- ★ MPO NEWSLETTER – September 2014
- ★ PEDESTRIAN MASTER PLAN
- ★ PUBLIC TRANSIT MASTER PLAN
- ★ RECREATIONAL TRAILS PROGRAM – CALL FOR PROJECTS
- ★ TRANSPORTATION ALTERNATIVES PROGRAM – CALL FOR PROJECTS
- ★ TRANSPORTATION IMPROVEMENT PROGRAM FFY2014-2017 AMENDMENT 5 – Approved

NEW MEXICO MPO LINKS

- ★ Association of Metropolitan Planning Organizations
- ★ El Paso MPO
- ★ Farmington MPO
- ★ Mesilla Valley MPO
- ★ Mid Region COG MPO
- ★ NMDOT Planning Division

NMDOT STUDIES/PROJECTS

- ★ I-25/Canoncito Interchange Study
- ★ I-25/NM14 (Cerrillos Rd) Interchange Study

SFMPA MEMBER LINKS

- ★ City of Santa Fe
- ★ New Mexico DOT
- ★ Santa Fe County
- ★ Tesuque Pueblo

- <http://santafemopo.org/documents/tip/recreational-trails-program/>



Contacts for Questions

- Keith Wilson
MPO Senior Planner
kpwilson@santafenm.gov
(505) 955-6706
 - Contact Keith for application questions
- Aaron J. Detter
NMDOT RTP Coordinator
aaron.detter@state.nm.us
(505) 827-5117
 - Contact Aaron for general RTP questions



RTP-funded trail at Hyde Memorial State Park