

Application Cycle Guideline for Transit Programs

		1st Calendar Year	2nd Calendar Year
JAN	1st		If total amount of requested funds exceeds federal funds available, prioritization on a statewide level will be conducted. Statewide Budget Recommendation Meeting is held. SERPO's recommendations will be included in the RTIPR and submitted to NMDOT. NMDOT (Santa Fe) develops Program of Projects (POP) and submits to Federal Transit Authority (FTA). NMDOT (Santa Fe) sends funding award letters to Applicants (subgrantees), including recommended budget. Contracts for funding are issued.
	15th		
FEB	1st		
	15th		
MAR	1st		
	15th		
APR	1st	Beginning of Application Cycle	
	15th		
MAY	1st	NMDOT mails notice (via mass mailing) requesting "Letters of Intent" from potential applicants and also advertises in newspapers statewide.	
	15th		
JUN	1st	Applicants submit their "Letters of Intent" to NMDOT by <u>due date</u> . Upon receipt of the Letters of Intent, NMDOT will send application packets to Applicants.	
	15th		
JUL	1st	NMDOT schedules application training after application packets are mailed out.	
	15th	Following training, formal applications become due to NMDOT (Santa Fe) by the scheduled <u>due date</u> .	
AUG	1st	Transit application review begins.	
	15th	If necessary, deficiency letters are submitted to applicants with appropriate time limit for corrective action.	
SEP	1st	Letters of congratulations are submitted to Applicants whose applicants contained no deficiencies.	
	15th	NMDOT forwards completed applications to SERPO for scheduling of meeting for prioritization of projects.	
OCT	1st	Applications are reviewed at scheduled SERPO meeting. Applicants must give a short, oral presentation.	
	15th		
NOV	1st		
	15th		
DEC	1st	SERPO forwards its prioritizations to NMDOT (Santa Fe).	
	15th		