National Capital Region (MWCOG) Transportation Alternatives Application

Please complete both the MDOT portion of this application as well the National Capital Region Application for maximum potential to receive an award.

ALL applications for projects within the National Capital Region jurisdiction may be submitted via the submit button at the end of this application to:

Mrs. Jessica Shearer
Transportation Alternatives Program Liaison
Regional and Intermodal Planning Division
Maryland State Highway Administration
707 N. Calvert Street
Mail Stop C-502
Baltimore, MD 21202
410.545.5673 (phone)
410.209.5025 (fax)
jshearer@sha.state.md.us

MWCOG Contact:
John Swanson
Department of Transportation Planning
777 North Capitol Street, N.E., Suite 300
Washington, D.C. 20002
Phone: 202-962-3295
Fax: 202-962-3202
jswanson@mwcog.org
www.mwcog.org

Regional Application for the National Capital Region Transportation Alternatives Program

Project: _____

Jurisdiction: _____ **TAP Funding Request: $** _____

APPLICANT
Project Manager: _____

Phone: _____ **Email:** _____

Accessibility for All Users

1. Describe how the project addresses the TPB's goal of broadening regional mobility choices and improving the accessibility of transportation facilities for pedestrians, bicyclists, and other non-drivers.

2. Describe how the project makes the region's transportation facilities safer and less intimidating for pedestrians, bicyclists, and other non-drivers.

3. Describe how this project enhances transportation facilities for those with special needs, pursuant to Americans with Disabilities Act requirements.

Safe Routes to School

1. Does this project meet the federal eligibility requirements outlined for Safe Routes to School? ☐ Yes ☐ No

Regional Application for the National Capital Region Transportation Alternatives Program

Accessibility to Transit and Employment

1. As a regional policy, the TPB seeks to promote the development of transportation alternatives in Regional Activity Centers. Is any portion of the project located within a Regional Activity Center?

   ☐ Yes ☐ No Center: _____

2. Is the project located within 3/4 of a Metrorail (existing or under construction) or commuter rail station?

   ☐ Yes ☐ No Station: _____

3. Describe how the project creates linkages for users to transit and/or employment, as well as how the project fills a gap in the existing non-automobile transportation infrastructure.

Project Coordination

1. Describe project coordination with other agencies and jurisdictions.

2. Describe how the project fits within local adopted master plans and specific goals of other organizations and local government agencies. Describe how the project originates from planning work conducted in the jurisdiction. Note if the project is included in any official planning documents and how it supports the local land use plan.

3. Describe all public participation activities to date on the proposed project and what has been done to obtain public and community support.

MARYLAND DEPARTMENT OF TRANSPORTATION (MDOT)
TRANSPORTATION ALTERNATIVES PROGRAM (TAP) APPLICATION

GENERAL INSTRUCTIONS: Projects sponsors seeking Transportation Alternatives Program funding for eligible projects must complete this application for consideration. Please review the **TAP Application Manual, Chapter III - How to Apply** for explanations and other supplementary information that will assist in completing the application.

If applying for a planning project, please only complete the sections specified as required for planning projects (see section headings). Complete the full application for all other projects.

Technical Instructions: The size and format of text fields has been limited; please keep answers concise. To check a checkbox, click the box using the mouse.

Applicant Submission Date: _____

Section 1 - APPLICANT INFORMATION - (Required for Planning Projects)

Applicant: _____
Address: _____
City: _____ **State:** _____ **Zip:** _____
Contact Person: _____ **Title:** _____
Phone: _____ **E-mail:** _____

Project Sponsor/Governor Sponsor (if different from Applicant): _____
Address: _____
City: _____ **State:** _____ **Zip:** _____
Contact Person: _____ **Title:** _____
Phone: _____ **E-mail:** _____

Section 2 - GENERAL PROJECT INFORMATION - (Required for Planning Projects)

Project Title: _____
Project Location: _____
County: _____ **City:** _____
MD Legislative Districts: _____ **Project Length/Area:** _____
Project Limits: _____
Metropolitan Planning Organization (MPO): _____

Section 3 - TRANSPORTATION ALTERNATIVES ELIGIBILITY - (Required for Planning Projects)

Each project must meet the criteria of one of the following qualifying categories and relate to surface transportation. Check the category that best addresses the proposed project. For detailed requirements for each qualifying category, see the MDOT Transportation Alternatives Program Manual, Chapter II - Transportation Alternatives Program Eligibility.

_____

How does the project support the six transportation goals and the state wide goals of Maryland's Intermodal Transportation System? For more information- http://www.mdot.maryland.gov/Planning/Plans_Programs_Reports/Reports/MTP/2009MTP.pdf *(see page 8 of the 2009 Maryland Transportation Plan)*. **Briefly explain:**

Section 4 - DETAILED PROJECT DESCRIPTION - (For Planning Projects complete A - G only/Location Map)

Describe all work necessary for the project by filling in the requested information. The information presented here will be used to determine the project's eligibility or readiness for Transportation Alternatives Program funding, to evaluate its consistency with the program rules, and to make ranking decisions. These items pertain to most proposed projects, regardless of the eligibility category.

a) What is the purpose and goal of the project?

b) Provide description of the project scope

c) Past and Current uses of the project site

d) How does this project provide or support the community, including economic, tourism, recreational, historic, environmental, safety, scenic, and/or cultural ?

e) Specific activities proposed for TAP funding, if applicable

f) Description of how Americans with Disabilities Act requirements will be met

g) Does this project require professional consultant or contractor services?

If so, list the type of services required and the corresponding activities.

Please Note: Additional category-specific questions and/or information **must** be addressed below.
See **TAP Application Manual, Chapter III - How to Apply** for the questions that apply to projects in each qualifying category.

1)

2)

3)

4)

5)

6)

7)

8)

9)

What will be the useful life of the project?

What is the maintenance plan for the completed project? Include the agency responsible for the continued maintenance of the project and the anticipated maintenance and staffing needs over the economic or useful life of the project.

ATTACH PROJECT LOCATION MAP - (Required for Planning Projects)
If appropriate, please provide an 8 ½ x 11 map of the project area showing as many details of the project as possible. The map must have a north arrow, scale, and title of the project. It should clearly show the project location, property lines, public facilities, state roads, and any other relevant information. **Map must clearly identify the proposed project site with beginning and ending points.**

Section 5 - PROJECT IMPACTS

Identify the environmental impacts of the proposed project by completing the environmental review checklist below. Describe how the proposed project would impact any applicable environmental resources.

IMPACT			
Yes	No	ENVIRONMENTAL RESOURCE	DESCRIPTION OF IMPACT
☐	☐	Agricultural lands	
☐	☐	Recreational or Parklands	
☐	☐	Historic sites - archeological areas or standing structures	
☐	☐	Wetlands or Waters of the US	
☐	☐	Floodplains	
☐	☐	Forests	
☐	☐	Critical Areas/Coastal Zones	
☐	☐	Endangered Species	
☐	☐	Hazardous Waste Sites/ Hazardous Materials	
☐	☐	Inconsistency with Local Development Plans	
☐	☐	Community Cohesion/ Quality of Life/Displacements	
☐	☐	Air quality	
☐	☐	Noise	
☐	☐	Economic	
☐	☐	Other	

Would the proposed project impact any utilities? If so, please list the owners and describe the impacts.

Would drainage patterns be altered as a result of this project? ☐
If so, please describe.

How would the project benefits be measured?

Section 6 - PROJECT DESIGN STATUS

All proposed projects that require construction activities, research, or publications must complete this section. Projects that would not require design such as the Inventory, Control, and Removal of Outdoor Advertising, may skip this section.

Will the project result in a publication?

What activities have begun and what is the status?

If the project involves environmental mitigation or the construction, rehabilitation, or preservation of a structure, approximately what percentage of the design plans is complete? See the 30 Percent Design Plan Guidelines for Mitigation and Construction Projects tables in the TAP Application Manual - Appendix to help determine the status of the construction plans.

- ☐ 0 percent
- ☐ 15 percent
- ☐ 30 percent
- ☐ 60 percent
- ☐ 90 percent
- ☐ 100 percent

Was the design consultant obtained using the federal process?

Fill in the table to indicate the status of each type of design required for the project.

Yes	No	N/A	DESIGN TYPE	STATUS OF DESIGN
☐	☐	☐	Project development/ Preliminary design	
☐	☐	☐	Pedestrian trail design	
☐	☐	☐	Structural design	
☐	☐	☐	Foundation design	
☐	☐	☐	Landscape design	
☐	☐	☐	Mitigation design	
☐	☐	☐	Stormwater Mgmt design	
☐	☐	☐	Maintenance of traffic	
☐	☐	☐	Other	

Include one full scale set of the most recent design plans.

Section 7 - PROJECT RIGHT-OF-WAY AND ACCESS INFORMATION

Does the proposed project require the acquisition of any right-of-way?

List the owners and value of each parcel of right-of-way in the project area. If the right-of-way is not owned or encumbered with an easement by the public agency sponsoring or co-sponsoring the project, insert the status of any required right-of-way acquisition or easement obtainment in the appropriate column.

OWNER	PARCEL	VALUE	STATUS OF ACQUISITION/EASEMENT	TITLE SEARCH	APPRAISAL

If the right-of-way is owned by another public agency, has there been any coordination with the agency?

What is the overall status of acquiring required right-of-way or obtaining easements? Have there been any negotiations with property owners about purchase price?

NOTE: The acquisition of right-of-way must follow federal rules and procedures beginning from the date that the TAP application is submitted, and all negotiations with property owners must cease upon submission of this application.

Section 8 - PROJECT SCHEDULE - (Required for Planning Projects)

The following tables are provided as guides to developing a realistic project schedule. Use the first table as a guide for projects that would require construction, and use the second table for other kinds of non-construction projects. Insert realistic dates for each proposed project milestone in month-day-year format. Do not use seasons or number of months from a start date. SHA monitors projects based on these activities and dates.

For construction projects, insert estimated start and complete dates for each applicable milestone. If the proposed project would require a milestone not listed on the table, it may be inserted at the end of the table. See TAP Application Manual, Chapter III - How to Apply for more information regarding milestones.

TABLE 1 - Construction Projects

MILESTONE	ANTICIPATED TIME FRAME	EXPECTED START DATE	EXPECTED COMPLETION DATE
TAP funding award letter	4 months after Application Submittal		
Project kickoff meeting	2 months after TAP funding award letter		
Design	Varies by project, maybe on-going after application submission		
Memorandum of Understanding Process	4 months after kickoff meeting		
Environmental or NEPA Documentation	4 months to obtain environmental clearance		
Right-of-way acquisition	Varies by project		
Right-of-Way Certification	2-4 weeks after right-of-way acquisition		
Scour Analysis	4-5 weeks for SHA review		
TS&L & Foundation Design review	4-5 weeks for SHA review		
Structural plans and Final Design review	4-5 weeks for SHA review		
Final review (95% plans, specifications, & estimates)	4 weeks for SHA review		
Final review meeting	Anytime following SHA final review		
Obtaining permits	Varies by permit		
Request to Advertise & 100% Plans, Specifications, and Estimates (PS&E) submittal to SHA	5 weeks for review; additional time may be required if the submittal is incomplete		
Advertisement for construction	21 calendar days minimum; within 24 months of TAP funding award letter		
Bid Opening	3-4 weeks after advertisement date		
Concurrence in Award package submission to SHA	1 month after Bid Opening; 4-5 weeks for SHA review		
Notice to Proceed for construction	Varies by project, but a reasonable estimate is required		
Expected duration of construction	Varies by project, but a reasonable estimate is required		
Project Closeout	Varies by project, but a reasonable estimate is required		

TABLE 2 - Other Planning Projects

MILESTONE	ANTICIPATED TIME FRAME	EXPECTED START DATE	EXPECTED COMPLETION DATE
TAP funding award letter	4 months after Application Submittal		
Project kickoff meeting	2 months after TAP funding award letter		
Memorandum of Understanding Process	4 months after kickoff meeting		
Environmental or NEPA Documentation	4 months to obtain environmental clearance		
Procurement of Design Consultant and required activities	Varies by project, but a reasonable estimate is required		
Design Documents	Varies by project, but a reasonable estimate is required		
Identify Right-of-Way	Varies by project		
Project Closeout	Varies by project, but a reasonable estimate is required		

Section 9 - PROJECT COSTS - (Required for Planning Projects)

See the TAP Application Manual, Chapter III - How to Apply for Transportation Alternatives Program funding requirements.

Funding Summary:

A. Proposed project's Total Costs? **$** _____
B. TAP Funding request? **$** _____
C. Total Project Sponsor Cash Match? **$** _____
D. Total Project Sponsor Match? **$** _____

List all sources and amounts of the Local Match.

SOURCE	AMOUNT

Attach any financial commitment letters to the application and all engineering or other professional estimates.

Itemize ALL project activities and costs as they count towards the total project costs. The types of activities on the following schedule will vary and can be modified for specific projects, but the general format should be followed. Be sure to have as complete and accurate a cost estimate as possible for all phases of the work.

NOTE: More advanced projects with very detailed cost estimates should only list the major activities on this table, but should include the details in the Engineer's Estimate appendix.

TABLE 1 - Engineers Estimate - (Required for Planning Projects)

ACTIVITIES/ITEMS	TOTAL COSTS	TAP FUNDING	CASH MATCH	SOFT MATCH
NON-CONSTRUCTION ACTIVITIES				
Project Development Activities				
Right-of-Way				
Research				
Design Activities				
Environmental Studies				
Procurement of Design Consultant				
Permits				
Other Costs				
Subtotal Non-Construction Items				
CONSTRUCTION RELATED ACTIVITIES				
Mobilization				
Project Management				
Construction Activities (see the TAP Application Instructions for examples of construction related activities)				
ACTIVITIES/ITEMS	TOTAL COSTS	TAP FUNDING	CASH MATCH	SOFT MATCH

TABLE 1 - Engineers Estimate *(continued)*

Total Construction Related Costs				
Contingencies				
Project Inspections				
Materials Testing				
Project Management				
Construction Management				
Total Contingency, Inspection, Materials Testing, & Management				
TOTALS (PROJECT COSTS, TAP FUNDING AND MATCH)				

Section 10 - PROJECT SUPPORT - (Required for Planning Projects)

Describe all public participation to date on the proposed project and what has been done to obtain public and community/organizational support.

Describe local government support and commitments for the proposed project.

Describe how the project fits within local adopted master plans and specific goals of other organizations and local government agencies. Also note if the project listed is in any official planning documents.

Are all appropriate MPO representative and local, state, and federal elected officials aware of the proposed project?

Do they support the project?

Is the proposed project in the MPO's Transportation Improvement Program?

Is there any known opposition to the proposed project?

Will the project help support or is it supported by other community projects?

A letter of support from the Chief Elected Official prioritizing potential TAP projects in their jurisdiction is required. Excluding projects within the Baltimore Metropolitan Council, Wilmington Area Planning Council, and Metropolitan Washington Council of Governments areas, letters of support from MPO transportation representative are also required. In addition, letters of support or commitment from financial partners, local government officials, community groups, regional organizations, and/or state agencies are recommended.

NOTE: Letters should be addressed to the project sponsor, not to SHA.

Attach evidence of public involvement, such as informational brochures, public meeting minutes, or newspaper articles.

Section 11 - ATTACHMENTS/APPENDICES

Please provide any necessary supplemental information in separate appendices. The following attachments are required for all proposed projects:

- Project location maps and/or photographs
- Financial commitments
- Letters of support, including letter from the Chief Elected Official of the jurisdiction
- Evidence of public/community involvement
- Drainage area mapping (mitigation projects only)
- Concept drawing (planning projects only)

Other acceptable appendices include:

- Project plan sheets (on a separate roll)
- Engineer's estimate
- Property ownership information
- Structural evaluations and/or reports
- Environmental evaluations and/or reports
- Historical documentation, evaluations, and/or reports
- Project renderings

Section 12 - APPLICATION SUBMISSION

Transportation Alternatives Program application packages should be submitted between March 1 and May 15. Please refer to the following checklist to help ensure that your application package is complete.

Submit 1 electronic version of complete application package and 1 unbound copy of the completed application package, as well as 4 half size sets of plans to:

Ms. Jessica Shearer
Transportation Alternatives Program Liaison
Regional and Intermodal Planning Division
Maryland State Highway Administration
707 N. Calvert Street
Mail Stop C-502
Baltimore, MD 21202
410.545.5653 (phone)
410.209.5025 (fax)
JShearer@sha.state.md.us

NOTE: SHA email is limited to 8MB. If your application, attachments, and plans total to greater than 8MB, you may submit attachments and plans on a CD with the hard copy submittal.

Any questions regarding the application submittal process may also be directed to Jessica.

APPLICATION CHECKLIST

The following checklist should be used to ensure that your application package is complete.

Yes	No	N/A	
☐	☐	☐	The project is sponsored or co-sponsored by a public agency
☐	☐	☐	The project is eligible for TAP funding (review the TAP Manual or the TAP Application Instructions for detailed eligibility guidelines of each TAP category)
☐	☐	☐	There is a clear relationship to surface transportation
☐	☐	☐	Affected historic sites are listed on or eligible for the National Register of Historic Places
☐	☐	☐	The SHPO was informed of all projects involving historical sites
☐	☐	☐	Project location mapping, project boundary mapping, and/or photographs are included
☐	☐	☐	Effects on environmental resources and utilities were identified
☐	☐	☐	All project elements are represented in the project cost list
☐	☐	☐	Cost estimates are complete and accurate for all project elements
☐	☐	☐	The dates for each project milestone are realistic
☐	☐	☐	The advertisement date is no more than 24 months after the TAP award date
☐	☐	☐	At least 30% design plans, for construction projects, are included
☐	☐	☐	All sources for matching funds and amounts are listed
☐	☐	☐	Ownership of all right-of-way and, if property is to be acquired, the value of the property is identified
☐	☐	☐	Letter of support for the project are included
☐	☐	☐	Documentation of public/community involvement is included
☐	☐	☐	Long-term maintenance plan is established and included
☐	☐	☐	Project conforms to the ADA
☐	☐	☐	Potential project problems were taken into account i.e., asbestos abatement, hazardous wastes, right-of-way acquisition issues.

APPLICATION SUBMISSION

When you have answered all of the applicable questions within this application form please click the Submit button below route this form via e-mail to Jessica Shearer. ****Please note that your application will not be considered complete unless you attach ALL required supplemental materials listed in Section 11 to your email submission to Jessica Shearer.**

Submit This Application Form
(I will attach all required supplemental materials to this e-mail)