

APPENDIX A

Transportation Enhancement Program Application and Checklist

**MARYLAND DEPARTMENT OF TRANSPORTATION (MDOT)
TRANSPORTATION ENHANCEMENT PROGRAM (TEP) APPLICATION**

GENERAL INSTRUCTIONS: Projects sponsors seeking Transportation Enhancement Program funding for eligible projects must complete this application for consideration. While completing this application, refer to **Chapter IV – Transportation Enhancement Application Instructions in the MDOT *Transportation Enhancement Program Manual*** for explanations and other supplementary information that will assist in completing the application.

TECHNICAL INSTRUCTIONS: As information is inserted into each text field, the size and format of the text field will automatically adjust to the length of the new information. To check a checkbox, click the box using the mouse.

Applicant Submission Date: _____

Section 1 – APPLICANT INFORMATION

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

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

Section 2 – GENERAL PROJECT INFORMATION

Project Title: _____
Project Location:
County: _____ **City:** _____
MD Legislative Districts: _____ **Project Length/Area:** _____
Project Limits: _____
Metropolitan Planning Organization (MPO):
 National Capitol Region Transportation Planning Board
 Baltimore Regional Transportation Board
 Cumberland Metropolitan Planning Organization
 Hagerstown/Eastern Panhandle Metropolitan Planning Organization
 Salisbury Metropolitan Planning Organization
 Wilmington Metropolitan Area Planning Coordinating Council

Section 3 – TRANSPORTATION ENHANCEMENT ELIGIBILITY

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 Enhancement Program Manual*, Chapter II – Transportation Enhancement Program Eligibility.

- Provision of facilities for pedestrians and bicycles
- Provision of safety and educational activities for pedestrians and bicyclists
- Acquisition of scenic easements and scenic or historic sites, including historic battlefields
- Scenic or historic highway programs, including the provision of tourist and welcome centers facilities
- Landscaping and other scenic beautification
- Historic preservation
- Rehabilitation and operation of historic transportation buildings, structures, or facilities, including historic railroad facilities and canals
- Preservation of abandoned railway corridors, including the conversion and use of the corridors for pedestrian or bicycle trails
- Inventory, control, and removal of outdoor advertising
- Archeological planning and research
- Environmental mitigation to address water pollution due to highway runoff or to reduce vehicle-caused wildlife mortality while maintaining habitat connectivity
- Establishment of transportation museums

What is the project’s relationship to Maryland’s Intermodal Transportation System? Briefly explain:

- the function, or service, the project would provide for pedestrians and travelers;
- the proximity of the project to the existing intermodal transportation system; and/or
- the impact of the project on the existing intermodal transportation system or its users.

Section 4 – DETAILED PROJECT DESCRIPTION

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 Enhancement 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) Purpose and goals of the project – _____

- b) Background information of the project – _____

- c) Detailed description of the project scope – _____

- d) Identification of customers – _____
- e) Past, Current, and Intended uses of the project site – _____

- f) Project enhancements to the regional transportation system – _____

- g) Benefits that the project would provide to the community, including economic, tourism, recreational, historic, environmental, scenic, and/or cultural – _____

- h) Project activities already underway or completed (project design, right-of-way, and/or related construction) – _____

- i) Proposed project activities eligible for TEP funding – _____

j) Specific activities proposed for TEP funding, if applicable – _____

k) Description of how Americans with Disabilities Act requirements will be met – _____

l) Related programs, studies, or construction projects in the vicinity, planned or on-going – _____

m) Possible negative consequences if the right-of-way needs are not met – _____

n) Other necessary project information – _____

Please Note: Additional category-specific questions and/or information **must** be addressed below. See the Chapter IV – TEP Application Process in the *Transportation Enhancement Program Manual* for the questions that apply to projects in each qualifying category.

a) _____

b) _____

c) _____

d) _____

e) _____

f) _____

g) _____

h) _____

i) _____

j) _____

k) _____

l) _____

m) _____

n) _____

Does this project require professional consultant or contractor services? Yes No.

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

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 or INSERT PROJECT LOCATION MAP

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 EFFECTS

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

Would the proposed project have any environmental, historic, scenic, and/or economic benefits? If so, please explain. _____

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 like the Acquisition of Scenic Easements or the Inventory, Control, and Removal of Outdoor Advertising, may skip this section.

If the project will 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 Tables 2 and Table 3 in Chapter IV – TEP Application Process of the Transportation Enhancement Program Manual to help determine the status of the construction plans.

- | | |
|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> 0 percent | <input type="checkbox"/> 60 percent |
| <input type="checkbox"/> 15 percent | <input type="checkbox"/> 90 percent |
| <input type="checkbox"/> 30 percent | <input type="checkbox"/> 100 percent |

What agency is responsible for designing the project? _____

Was the design consultant obtained using the federal process?

- No Yes Unknown

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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Project development/ Preliminary design	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pedestrian trail design	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Structural design	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Foundation design	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Landscape design	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mitigation design	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stormwater Mgmt design	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintenance of traffic	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other	

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

Section 8 – PROJECT SCHEDULE

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, use the second table for right-of-way projects, and use the third 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 Chapter IV – Transportation Enhancement Application Instruction in the *Transportation Enhancement Program Manual* for more information regarding milestones.

TABLE 1 – Construction Projects

Milestone	Anticipated Time Frame	Expected Start Date	Expected Completion Date
TEP funding award letter	4 months after Application Submittal		
Project kickoff meeting	2 months after TEP 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 TEP funding award letter		
Bid Opening	3-4 weeks after advertisement date		

TABLE 1 – Construction Projects

Milestone	Anticipated Time Frame	Expected Start Date	Expected Completion 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 – Right-of-Way Projects

Milestone	Anticipated Time Frame	Date Started	Date Completed
TEP funding award letter	4 months after Application Submittal		
Project kickoff meeting	2 months after TEP funding award letter		
Memorandum of Understanding Process	4 months after kickoff meeting		
Environmental or NEPA Documentation	4 months to obtain environmental clearance		
Request obligation of federal funds	Varies by project, but a reasonable estimate is required		
Appraisal	Up to 4 months, varies by project		
Appraisal review	Up to 2 months, varies by project		
Negotiations	May begin after Environmental Clearance; time frame varies by project, but a reasonable estimate is required		
Maryland Board of Public Works approval (if state agency other than SHA)	Varies by project, but a reasonable estimate is required		
Agreement/Settlement	Varies by project, but a reasonable estimate is required		
SHA review of paperwork	1 week for SHA review		
Project Closeout	Varies by project, but a reasonable estimate is required		

TABLE 3 – Other Non-Construction Projects

Milestone	Anticipated Time Frame	Date Started	Date Completed
TEP funding award letter	4 months after Application Submittal		
Project kickoff meeting	2 months after TEP funding award letter		
Memorandum of Understanding Process	4 months after project kickoff meeting		
Environmental or NEPA Documentation	4 months to obtain environmental clearance		
Right-of-Way Acquisition	Varies by project		
Development of training, publication, or promotional materials	Varies by project, but a reasonable estimate is required		
Research publication or training	Varies by project, but a reasonable estimate is required		
Project Closeout	Varies by project, but a reasonable estimate is required		

Section 9 – PROJECT COSTS

See the Transportation Enhancement Program Manual, Chapter IV – Application Instructions for Transportation Enhancement Program funding requirements.

Funding Summary:

- A. Proposed project’s Total Costs? \$ _____
- B. TEP 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 letter to the application and all engineering or other professional estimates. Engineering Estimates should be included as an attachment.

Use the first table for all projects involving construction, and the second table for all other projects. 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 – CONSTRUCTION PROJECTS

ACTIVITIES/ITEMS	TOTAL	TEP	CASH	SOFT
NON-CONSTRUCTION ACTIVITIES				
Project Development Activities		---	---	
Right-of-Way Acquisitions		---	---	
Design Activities		---	---	
Environmental Studies		---	---	
Advertising & Contracts		---	---	
Equipment/Other Soft Costs		---	---	
Permits		---	---	
Subtotal Non-Construction Items		---	---	
CONSTRUCTION RELATED ACTIVITIES				
Mobilization				
Project Management				
Construction Activities (see the TEP Application Instructions for examples of construction related activities)				
Total Construction Related Costs				
Contingencies				
Project Inspections				
Materials Testing				
Construction Management				
Total Contingency, Inspection,				
TOTALS (PROJECT COSTS, TEP FUNDING AND MATCH)				

TABLE 2 – NON-CONSTRUCTION PROJECTS			
ACTIVITIES/ITEMS	TOTAL COSTS	TEP FUNDING	MATCH
Project Development Activities			
Research			
Product Development/ Publication			
Equipment			
Training			
Right-of-Way Acquisitions (for Acquisition of Scenic Easements and Scenic or Historic Sites Category)			
Other Costs			
Subtotal Project Costs			
Contingencies			
Project Management			
Subtotal Contingency & Management			
TOTALS (PROJECT COSTS, TEP FUNDING AND MATCH)			

Section 10 – PROJECT SUPPORT

Describe all public participation to date on 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 representatives 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? _____

Attach letters of support from elected officials and the MPO transportation representatives or any support or commitment letters from financial partners, local government officials, community groups, regional organizations, and/or state agencies. A letter from the Chief Elected Official prioritizing potential TEP projects in their jurisdiction is required.

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)
- Management Plan (historic battlefield projects only; draft form is acceptable)

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 Enhancement Program application packages should be submitted between January 1 and March 1 of each calendar year. Please refer to the following checklist to help ensure that your application package is complete.

Submit an unbound copy of the completed application package, as well as 15 bound copies to:

Mr. Dennis Yoder
Enhancement Program Manager
Regional and Intermodal Planning Division
Maryland State Highway Administration
Mail Stop C-502
Baltimore, MD 21202

Please address any questions regarding the application submittal process to:

Ms. Mary Keller
410.545.5653 (phone)
410.209.5025 (fax)
mkeller@sha.state.md.us

APPLICATION CHECKLIST

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

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