

IV. TEP Application Process

How do project sponsors apply for TEP funding?

To request TEP funding for eligible projects, project sponsors must submit the Maryland Department of Transportation (MDOT) **Transportation Enhancement Program (TEP) Application** to SHA for consideration. The **completed** TEP Application will serve as the primary source of information used in the consideration for funding and should clearly convey the most pertinent information about the project. Applications **must** provide enough detail in the project description, budget, and schedule for all reviewers or readers to easily and clearly establish eligibility and to fully understand the project scope. SHA staff and the TEP Technical Committee evaluate applications based on the eligibility and merits of individual projects. Eligible projects then compete for available funding.

The contents of the application are very important because if a project is selected for funding, the application will provide the scope of the project. This scope, that includes the description, budget, and schedule, will be the benchmark against which any subsequent changes are measured and evaluated. At the completion of a project, activities that are not in compliance with the scope will jeopardize funding reimbursement.

The official TEP Application can be downloaded in Microsoft Word format from www.marylandroads.com in the Improving Our Communities → Transportation Enhancement Program section. If any difficulties occur while downloading the file, project sponsors are encouraged to contact SHA's TEP Assistant Liaison for an electronic or paper copy, which can also be found in Appendix A – Transportation Enhancement Program Application and Checklist. Contact information can be found in Appendix C – Transportation Enhancement Program Contact Information.

This section should be used to facilitate the completion of the application. It provides the applicant with supplemental information and clarification needed to complete the application. Each section of the application will be discussed in this chapter.

NOTE:
The annual **deadline** for TEP applications is **March 1st**.

ACTIVITIES REQUIRED PRIOR TO APPLICATION PREPARATION

Prior to submitting the TEP application, the following activities must be completed:

- ✓ **Select project name**
 - It will be the official project title, which must be used throughout the life of the project.
 - It should be as short as possible, yet descriptive enough to properly identify the unique character of the project.
- ✓ **Determine the right-of-way status of the project site**
 - All TEP project activities must be on publicly-owned right-of-way or right-of-way encumbered with a permanent easement to a public agency.
 - Right-of-way negotiations and/or purchases can start before submitting an application; however, **once the TEP application for project funding is submitted, all right-of-way negotiations must follow the Federal Uniform Assistance and Real Property Acquisition Policies Act** (See Appendix B – Online References to Guidelines, Policies, and Manuals).
 - SHA encourages the sponsoring agency to secure right-of-way prior to application submission because right-of-way acquisitions can lead to significant schedule delays.
 - Projects that are categorized within the Acquisition of Scenic Easements or Historic Sites category must have a completed title search.
- ✓ **Identify and secure funding sources and commitments**
 - All project costs are the responsibility of the project sponsor; any approved TEP funding will be reimbursed for actual expenses incurred during construction.
- ✓ **Begin construction design plans, if applicable**
 - Project design must be at least 30 percent completed prior to submitting an application, and they must be included in the application package.
 - All projects must be designed in compliance with ADA and other applicable design guidelines.
 - See the Design Requirements section of this manual, located in Chapter 5 – Transportation Enhancement Project Process to help determine some of the applicable design specifications.
- ✓ **Prepare a project budget**
 - The budget must be based on the 30 percent design plans, if applicable.
 - All costs used in the budget should be current; do not use costs over 3 months old.
 - Include appropriate contingency costs to account for inflation and rising material costs.
 - An engineering estimate must be included in the application package, if applicable.
- ✓ **Review schedule of remaining project elements**

NOTE:

When more than one project is submitted from a jurisdiction, the chief elected official **must prioritize** the projects.

- Approved projects must be prepared to advertise within 24 months of being awarded funding or may risk losing its funding.
- Projects that will take longer than 24 months to proceed with advertisement should not be submitted until they are more fully developed.
- Projects that can reasonably demonstrate the readiness to advertise within 12 months will be given preference.
- ✓ **Attain community input and a consensus on a concept**
 - Evidence of public involvement should be included in the application package.
- ✓ **Obtain official letters of support**
 - Letters from local, state, and/or federal elected officials must be included in the application package.
 - **Letters of support should NOT be sent directly to SHA or state officials.** These letters should be sent to the project sponsor, collected, and submitted to SHA as part of the application package.
 - A letter from the Chief Elected Official of the jurisdiction prioritizing potential TEP projects must be included in the application package.
- ✓ **Inform the Metropolitan Planning Organization (MPO) representative of the project**
 - If the project activities are within a MPO area, the project must be supported by the MPO. For contact information for each MPO in Maryland, see Appendix C – Transportation Enhancement Program Contact Information.

APPLICATION INSTRUCTIONS

Section 1 – Applicant Information

In this section of the application, the applicant must provide the requested contact information for the person who will be the primary project contact person. This person should be the most familiar with the project details and be able to answer questions or provide additional information for the project upon request. If the primary project contact person represents a non-profit or private agency, the contact information of the representative employee for the government agency co-sponsoring the project must also be provided. This person will be the secondary contact person and should be familiar with most project details.

The government agency sponsoring the project will be responsible for the funding, development, and completion of the project, as well as the

NOTE: Large projects that will be accomplished in separate segments that have independent utility must submit separate applications for each segment. However, the overall project must be described in the application.

Applications for each segment will be required to compete against other projects on an equal basis, even if the first segment is awarded funding.

continued maintenance and legal liability. This is a requirement to receive TEP funding.

If the project is located within a county whose planning process is governed by an MPO, the corresponding MPO should be selected.

Section 2 – General Project Information

In this section of the application, project sponsors must provide general project information including the title of the project and location. The project title on the application will be the official project title and cannot be changed throughout the life of a project. Project limits should consist of street addresses, road names, highway markers, or references to nearby public facilities, whenever possible. If the project sponsor is not sure of the Maryland legislative district, the following website can be used to make a determination:

<http://www.mdarchives.state.md.us/msa/mdmanual/07leg/map/html/map.html>

Section 3 – Transportation Enhancement Eligibility

In this section of the application, project sponsors must select one qualifying category for the proposed project and identify its relationship to surface transportation. Chapter II – Transportation Enhancement Program Eligibility can help to determine the project's eligibility status. It is important to make sure that the proposed project meets the criteria for one of the 12 eligibility categories, as well as have a direct relationship to surface transportation to satisfy the basic requirements. If the proposed project does not clearly meet the criteria, it may not be eligible for funding. In these cases, applicants are encouraged to discuss their projects with SHA's TEP Liaison prior to preparing an application. For contact information, see Appendix C – Transportation Enhancement Program Contact Information.

After determining and choosing an eligibility category, the project's relationship to surface transportation must be described. Surface transportation includes all elements of Maryland's intermodal transportation system, except airport-related features. Generally, the proposed project will relate to surface transportation because of function, proximity, or impact, as discussed in Chapter II – Transportation Enhancement Program Eligibility. Proximity to a highway or transportation facility alone may not be sufficient to establish a relationship to surface transportation.

Section 4 – Detailed Project Description

In this section of the application, project sponsors must provide a detailed description of all aspects of the project. The detailed project description should describe **all work** necessary by addressing each item listed in the application that is relevant to the proposed project. The majority of items on the list will apply to all types of projects. There are also targeted questions that relate to each TEP eligibility category. The next section should be used to address each of the relevant qualifying category-specific questions. These questions are listed at the end of this section. Collectively, the information in this section will be used to determine the project's eligibility.

Following the detailed description, there are questions related to professional services, economic life, and maintenance needs of the project. Professional services may include any engineers, lawyers, historic preservation specialists, right-of-way appraisers, or other specialists necessary to design, develop, or review the proposed project. The economic or useful life of the project refers to how long the project will operate or serve its intended function, as described in the detailed description. As previously stated, the TEP will not fund the maintenance of any facility, which also applies to projects constructed, rehabilitated, or preserved with TEP funds. Continued project maintenance is the responsibility of the project sponsor, and the maintenance plan must be described in the application.

NOTE: This section is the core of each application, and the project sponsor should put a significant amount of effort into developing this section as completely and accurately as possible.

Project applications must include an 8 ½" x 11" project location map. The map should have a north arrow, scale, and title of the project. If possible, it should clearly show the project location, property lines, public facilities, state roads, and any other relevant information. The map **MUST** be placed directly after Section 4 of the application; it should not be part of or placed in an appendix. Please do not use satellite images for this purpose. They do not reproduce well.

Please Note: Below are the additional questions and information required for the project description for each category of projects. Project sponsors should locate the set of questions for their qualifying category, and address each item that applies to the proposed project. If an item does not apply or has been previously addressed, it may be skipped.

- 1) **Provision of facilities for pedestrian and bicycles**
 - a) What type of facility is being proposed?

- b) Will the facility be used principally for transportation, rather than recreational purposes?
- c) What will be the trail connections or destinations at either end of the facility? (examples include: rail station, public transportation stop, ferry landing, water taxi landing, schools, businesses, residential areas, and existing pedestrian and bicycle trails that are part of a connecting regional network)
- d) What is the predicted demand for the pedestrian and bicycle facility (modeling data is not required)?
- e) What will be the length and width of the facility? If the project will have varying widths, please specify (8' – 10' wide is the recommended minimum).
- f) What type of surface is proposed for this facility? If the project will have more than one surface type, please specify.
- g) Describe the proposed route of the trail in detail.
- h) Describe any boardwalk, bridges, retaining walls, or other proposed structures.
- i) Will the project include a trailhead?
- j) What amenities are being proposed for the trailhead?
- k) Describe any parking, restroom, or other facilities at the proposed trailhead. How will the sizes of the parking and restroom facilities be proportionate to the number of users served by the trail?
- l) What will be the operational details (i.e., staffing, operating hours, operation equipment, and commercial activities) of the trailhead facilities?
- m) What, if any, portions of the project site, building, or facility will be restricted to private or commercial use?
- n) How will the traveling public be informed about the pedestrian and bicycle facility?

2) Provision of safety and educational activities for pedestrians and bicyclist

- a) What type of safety and educational activity or program is proposed?
- b) What promotional and educational products will be developed?
- c) Who will administer the activities or program?
- d) What audience will be reached? What are their safety needs?
- e) How will the activities or program be marketed?
- f) How long will the project last?
- g) What long-term benefits are expected from the project?
- h) Will this project enhance, supplement, or coordinate with any existing programs or events?
- i) What evaluation methods will help determine if the activities are successful?
- j) Will the activity be done in conjunction with Maryland's Bicycle Program (For program information, see Appendix C – Transportation Enhancement Program Contacts)?

3) Acquisition of scenic easements and scenic or historic sites, including historic battlefields

- a) What is the scenic or historic authenticity and integrity of the site?
- b) Is the historic site on or eligible for the National or Maryland Register of Historic Places?

- c) What state road(s) has the site as a scenic or historic viewshed? Is the state road a designated scenic byway?
- d) How visible are the scenic or historic attributes from the roadway or other surface transportation facility?
- e) Is the site or scenic area facing development pressure? Is it in danger of being lost if it is not acquired? Explain how.
- f) How has surface transportation affected the location and use of the scenic or historic site? How has the scenic or historic site been affected surface transportation?
- g) What public agency will hold the easement? Will they take responsibility for enforcing the easement requirements or conditions?
- h) How will the value or quality of the scenic or historic sites be preserved and protected?
- i) What, if any, construction activities will be necessary to preserve the site?
- j) Will the project contribute to or serve as a catalyst for additional preservation, conservation, or recreation projects? How?
- k) What, if any, provisions will this project include for child lots?
- l) Is this project supported by the MHT? (For contact information, see Appendix C – Transportation Enhancement Program Contact Information)
- m) How will the traveling public be informed about the project?

NOTE: For battlefield acquisition projects, attach a copy of the required Management Plan (draft form is acceptable).

4) Scenic or historic highway programs, including the provision of tourist and welcome centers facilities

- Will the project involve a scenic or historic highway program?
 - a) Are the proposed highways or sites designated scenic or historic?
 - b) Will the program protect resources on a designated scenic or historic highway? How?
 - c) What is the historical significance of the highway? How will the scenic or historic qualities be preserved and protected?
 - d) Will the project enhance or promote greater awareness and appreciation of the state's scenic attributes or history? Describe the program's scope, purpose, and goals.
 - e) How will the scenic or historic highway program be compatible with the natural, historic, or cultural qualities of the route?
 - f) How will the scenic or historic highway program be marketed?
 - g) How will the traveling public be informed about the project or the scenic or historic highway program?

- Will the project involve tourist and welcome center facilities?
 - a) What state roadway will the facility be on or adjacent to?
 - b) Will the tourist and welcome center have a connection to a scenic or historic site or highway? Explain.
 - c) How will the tourist and welcome center enhance the traveling public's experience?

- d) Describe the proposed tourist and welcome center facility. Will it be a renovated structure or new construction?
- e) What, if any, construction activities will be required for the tourist and welcome center? Describe, in detail.
- f) Will portions of the tourist and welcome center be dedicated to private or commercial use?
- g) How many rooms will the facility have? Describe the function of each room.
- h) Describe the associated parking and restroom facilities. Will the size of the parking and restrooms be proportionate to the number of users served?
- i) Will there be any associated user fees? How much will the fees be and for what uses?
- j) How will the traveling public be informed about the project?

5) **Landscaping and other scenic beautification**

- **Landscaping only projects**
 - a. What types of vegetative materials, lighting, street furniture, etc. is being proposed? Specify the location of all improvements.
 - b. Describe how the design and site plans are compatible with the natural, historical, or cultural qualities of the area.
 - c. What best practices will the project use for vegetation management?
 - d. How will the project design address or improve safety?
 - e. Explain how the overall project will enhance the aesthetics of the project area.
 - f. How will the traveling public be informed about the project?
- **Landscaping projects that include public art (Please address the above questions and the following)**
 - a. Describe the public art portion of the project including dimensions, materials, finishes of the work, durability of materials against vandalism, predicted longevity of the materials, what is the predicted “wear and tear” of the public art relative to the location, existing conditions, and environmental conditions of the site.
 - b. What are the planned methods of construction and installation?
 - c. Describe any maintenance needs and a plan to meet them.
 - d. Provide a scale model, drawing, and or illustration of the work that will show the design concept as it would appear on the site when completed. Please use the following when supplying images in electronic format. Please note: alternate formatting may impede viewing of the images and hamper evaluation of the application.
 - 1. Use CD media
 - 2. Format as .JPG files for PC
 - 3. Pixel dimensions per image – 800x800 minimum, 1920x1920 maximum
 - 4. Image resolution - 72 dpi minimum, 300 dpi maximum
 - 5. File size – 500kb maximum
 - e. If an artist has been selected, provide materials noting qualifications, including resume, work experience, previous public art projects, site-specific artwork and public commissions, and work samples. These samples should demonstrate the

artist's name and contact information. Work samples should be submitted as follows. Please note: alternate formatting may impede viewing of the images and hamper evaluation of the application.

1. Use one CD media containing ten digital images of complete works of art
 2. File names for images should be labeled as follows: image number, last name of artist, and title of work. Example: "01jonesbdreams.jpg" would be the first images for Brad Jones art work titled Dreams.
 3. Format as .JPG files for PC
 4. Pixel dimensions per image – 800x800 minimum, 1920x1920 maximum
 5. Image resolution - 72 dpi minimum, 300 dpi maximum
 6. File size – 500kb maximum
 7. Include a detailed cue sheet listing each work on the CD with the title, medium, dimensions, installation date and location of each work.
- f. If an artist has not yet been selected, the application should include the selection methodology, criteria for selection, and a schedule.

6) Historic preservation

- a) Is the structure or site listed on or eligible for the National or Maryland Register of Historic Places?
- b) What is the historical significance of the structure or facility?
- c) Is there a preservation easement in place? Who holds it?
- d) How did surface transportation affect the location and use of the historic site or structure? How did the historic site or structure affect surface transportation?
- e) What is the condition of the existing facility, if any?
- f) How will the historic qualities of the structure or site be preserved or protected?
- g) Describe in detail, the logical sequence of proposed preservation activities.
- h) Were any engineers, preservation architects, or contractors experienced in historic preservation consulted during project development?
- i) Will the project address or contribute to economic development, tourism, downtown revitalization, neighborhood preservation, housing rehabilitation, and/or recreational area development?
- j) Will the proposed work comply with the *Secretary of Interior's Standards and Guidelines for Archeology and Historic Preservation*? (See Appendix B – Online References to Guidelines, Policies, and Manuals)
- k) What will be the future use of the historic site?
- l) How will the traveling public be informed about the project?

7) Rehabilitation and operation of historic transportation building, structures, or facilities, including historic railroad facilities and canals

- a) Is the structure or site listed on or eligible for the National or Maryland Register of Historic Places?
- b) What type of structure or facility will be rehabilitated?
- c) What is the historical significance of the structure or facility?
- d) What is the current condition of the structure or facility?
- e) Is there a preservation easement in place? Who holds it?

- f) What construction activities will be required for the structure or facility? Describe in detail.
- g) What will be the sequence of all rehabilitation activities?
- h) Will the proposed project comply with the *Secretary of Interior's Standards for Rehabilitation of Historic Properties*? (See Appendix B – Online References to Guidelines, Policies, and Manuals)
- i) What will be the future use of the facility or structure?
- j) Were any engineers, architects, or contractors experienced in historic rehabilitation consulted during the project design?
- k) How will the traveling public be informed about the project?

8) Preservation of abandoned railway corridors, including the conversion and use of the corridors for pedestrian or bicycle trails

- a) Has the rail corridor been authorized for abandonment? Are abandonment proceedings pending?
- b) What easements or deed restrictions are in effect? Do they include reversionary rights? If so, to whom?
- c) Will there be an agreement to ensure the preservation and protection of the corridor?
- d) If a railroad corridor has been rail-banked, will there be an agreement that the corridor is subject to restoration or reconstruction for railroad purposes in the future?
- e) Has an environmental analysis of the corridor been conducted?
- f) Will the facility be used principally for transportation, rather than recreational purposes?
- g) Describe any boardwalk, bridges, or other proposed structures.
- h) What will be the trail connections at either end of the facility? (examples include: rail station, public transportation stop, ferry landing, water taxi landing, schools, businesses, residential areas, and existing pedestrian and bicycle trails that are part of a connecting regional network)
- i) What will be the length and width of the facility? If the project will have varying widths, please specify.
- j) What type of surface is proposed for this facility? If the project will have more than one surface type, please specify.
- k) Describe the proposed route of the trail in detail.
- l) How will the traveling public be informed about the project?

9) Inventory, control, and removal of outdoor advertising

- a) Where are the billboards or other advertising located?
- b) Who owns the billboards or other advertising?
- c) Who owns the property?
- d) How will the removal of the advertising contribute to the viewshed of the traveling public?
- e) Is the project in compliance with 23 Code of Federal Regulations 750 Subpart G – Outdoor Advertising Control? (See Appendix B – Online References to Guidelines, Policies, and Manuals)

- f) Are the billboards or other advertising signs considered illegal and/or conflicts with local ordinances or mandates?
- g) Are controls in place to prohibit new signs from being erected after removal of existing signs?
- h) How will the proposed project add value or effectiveness over and above Maryland's regular programs?

10) Archeological planning and research

- a) What is the archeological integrity of the site? Is there any physical evidence showing significant historic or prehistoric activities?
- b) Is the site listed on or eligible for the Maryland or National Register of Historic Places?
- c) How did surface transportation affect activity at this location during the period of archaeological significance? How did activities at this location affect surface transportation?
- d) What, specifically, will be researched, interpreted, and/or documented?
- e) Will a professional historian or archeologist be involved with the project?
- f) How will the traveling public be informed about the archaeological significance of the site? Who else will be informed?
- g) Does the proposed project comply with the *Secretary of Interior's Standards and Guidelines for Archeological and Historic Preservation*? (See Appendix B – Online References to Guidelines, Policies, and Manuals)

11) Environmental mitigation to address water pollution due to highway runoff or to reduce vehicle-caused wildlife mortality while maintaining habitat connectivity

- Will the project involve environmental mitigation?
 - a) Describe the existing environmental mitigation site in detail. What highway or roadway is the site adjacent to?
 - b) What is the source of the water pollution? Is the water pollution caused by highway run-off?
 - c) What pollutants are in the water? Provide an analysis of the types and quantities of the pollutants.
 - d) Is there any planned construction in this highway or roadway corridor?
 - e) What type of mitigation project is being proposed?
 - f) What construction activities will be required for the mitigation project? Describe in detail.
 - g) What vegetation management strategies will be used?
 - h) Define how the water quality will benefit after the project construction is completed.
- Will the project reduce vehicle caused wildlife mortality?
 - a. Is there documentation of wildlife mortality caused by vehicle incidents?
 - b. What kinds of wildlife are at risk in the project area? Is the wildlife listed as a RTE species?
 - c. What type of facility is being proposed to reduce wildlife mortality while maintaining habitat connectivity?

- d. How will the proposed project reduce vehicle-caused wildlife mortality while maintaining habitat connectivity?

12) Establishment of transportation museum

- a) What construction activities will be required for the transportation museum project? Describe in detail.
- b) What type of services or exhibits will be provided? How will exhibits be acquired, maintained, and displayed or presented?
- c) Address each of the 7 criteria for transportation museums. Will the transportation museum:
 - ✓ Be a legally organized not-for-profit institution or part of a not-for-profit institution or government-entity?
 - ✓ Be essentially educational in nature?
 - ✓ Have a formally stated mission?
 - ✓ Have at least one full-time paid professional staff member who has museum knowledge and experience and is delegated authority and allocated financial resources sufficient to operate the museum?
 - ✓ Present regularly scheduled programs and exhibits that use and interpret objects for the public according to accepted standards?
 - ✓ Have a formal and appropriate program of documentation, care, and use of collections and/or tangible objects?
 - ✓ Have a formal and appropriate program of presentations and maintenance of exhibits?
- d) Are the sizes of the parking and restrooms proportionate to the number of users served?
- e) Are the exhibits predominately surface transportation oriented?
- f) What is the operational plan?
- g) How will the project be marketed?

Section 5 – Project Effects

In this section of the application, project sponsors must identify the project benefits, environmental impacts, and impacts to utilities. Each applicant must complete the environmental resource checklist/table and answer the questions that follow. In the table, project sponsors must identify and describe the extent of each potential impact, even if those impacts may be avoided during later stages of the project's development. Impacts to each environmental resource are defined by the agency that regulates the resource in Maryland. The agency that regulates each environmental resource can be found in Table X – Environmental Impacts in the National Environmental Policy Act in the Environmental Requirements section of Chapter V – Transportation Enhancement Program Process.

Section 6 – Project Design Status

In this section of the application, project sponsors must identify the status of all aspects of projects that would involve any construction, rehabilitation, mitigation, research, or publications. If the proposed project involves research or publications, the applicant is only responsible for answering the first question; he or she may skip the rest of the section. For projects that involve rehabilitation, construction, or environmental mitigation, the first question can be skipped, but all other information must be addressed. These projects will require professional engineering design.

The TEP project design process should be guided by the *Bridge Replacement and Rehabilitation Program Guidelines for Local Governments*. A copy of these guidelines is available at each county's Department of Public Works. Additional policies and publications that provide design guidance include:

- AASHTO's *Guide for Development of New Bicycle Facilities*,
- The *Secretary of Interior's Standards and Guidelines for Archeology and Historic Preservation*,
- The *ADA Accessibility Guidelines for Buildings and Facilities (ADAAG)*,
- SHA's *Accessibility Policy & Guidelines for Pedestrian Facilities along State Highways*,
- SHA's *Standards for Highways, Incidental Structures and Traffic Control Applications by and for the Maryland State Highway Administration*,
- MDOT's *Standard Specifications for Construction and Materials*,
- USDOT's *Rails-with-Trails: Lessons Learned Literature Review, Current Practices, Conclusions*,
- The *Maryland Stormwater Design Manual*,
- The *Manual on Uniform Traffic Control Devices*, and
- The International Code Council publications, including the *International Building Code*.

Note: References to these design guidelines can be found in Appendix B – Online References to Guidelines, Policies, and Manuals.

If applicable, the application must include one full set of the most recent design plans with the application package. **Design plans submitted with the application package must be at least 30 percent complete.** Plans should be on a roll that is separate from the application and other attachments.

Design plans vary greatly depending on the scope of the project. The following tables are meant to provide a general idea of the information that SHA will look for when evaluating mitigation (see Table X) and construction (see Table X) design plans that are at least 30 percent completed. It is not intended to be restrictive. Please contact SHA's TEP Community Design Liaison for answers related to specific projects (see Appendix C – Transportation Enhancement Program Contact Information).

Table 2 – 30 Percent Design Plan Guidelines for Mitigation Projects

STREAM PROJECTS	
<ul style="list-style-type: none"> ▪ Title Sheet <ul style="list-style-type: none"> ▫ Location Map ▫ Stream Use and Closure Dates ▫ Legend ▫ Scale ▪ Grading Plan <ul style="list-style-type: none"> ▫ Existing and proposed topography ▫ Construction Access ▫ Preliminary sequence of construction ▫ Baseline of construction ▫ Land cover (treeline, floodplain limit, existing features) ▫ In-stream Structure locations ▫ Bank Stabilization 	<ul style="list-style-type: none"> ▪ Detail Sheet(s) <ul style="list-style-type: none"> ▫ Typical section <ul style="list-style-type: none"> – Typical riffle – Typical pool – Bankful width/depth – Floodprone area – Grading limits ▫ Profile ▪ Planting Plan <ul style="list-style-type: none"> ▫ Planting Zones ▪ Plant List
WETLAND PROJECTS	
<ul style="list-style-type: none"> ▪ Title Sheet <ul style="list-style-type: none"> ▫ Location Map ▫ Legend ▫ Scale ▪ Grading Plan <ul style="list-style-type: none"> ▫ Existing and proposed topography ▫ Wetland limits by type ▫ Groundwater well/piezometer location 	<ul style="list-style-type: none"> ▫ Construction Access ▫ Preliminary sequence of construction ▫ Baseline of construction ▫ Land cover (treeline, floodplain limit, existing features) ▪ Planting Plan <ul style="list-style-type: none"> ▫ Planting Zones ▫ Plant List

Table 3 – 30 Percent Design Plan Guidelines for Construction Projects

TRAIL PROJECTS

Table 3 – 30 Percent Design Plan Guidelines for Construction Projects

<ul style="list-style-type: none"> ▪ Title Sheet <ul style="list-style-type: none"> ▫ Location map ▫ Legend ▫ Scale ▪ Typical Sections <ul style="list-style-type: none"> ▫ Station limits per section ▫ Grade and cross slope ▫ Type, class, and thickness of pavement and base ▫ Cut and fill slopes ▪ Plan Sheets <ul style="list-style-type: none"> ▫ North arrow ▫ All necessary dimensions and stations Existing features, including topography and underground utilities ▫ Limit of work ▫ Proposed topography 	<ul style="list-style-type: none"> ▫ Size and location of all major improvements, including trail alignments, trailheads, etc. ▫ If known, location of proposed amenities including fences, railing, barriers, lighting, landscaping, sidewalks, entrances, etc. ▫ Proposed edge of pavement ▫ Limit of toe of fill ▫ Limit of top of cut ▫ Existing and proposed right-of-way ▫ Match lines ▪ Existing and Proposed Vertical and Horizontal Alignments ▪ Any needed demolition identified
BUILDING PROJECTS	
<ul style="list-style-type: none"> ▪ Title Sheet <ul style="list-style-type: none"> ▫ Location Map ▫ Legend ▫ Scale ▪ Floor Plans <ul style="list-style-type: none"> ▫ Property lines ▫ All necessary dimensions ▫ Existing and proposed topography ▫ Existing features ▫ Proposed improvements, include the function of each room ▫ If known, location of proposed amenities including landscaping, sidewalks, benches, etc. ▫ Existing and preliminary utility locations including plumbing, HVAC, electrical, and sewer ▫ ADA accommodations ▫ Parking facilities ▫ Edge of pavement ▫ Drainage facilities ▫ Signage locations ▪ Any needed demolition identified 	
BRIDGE PROJECTS	
<ul style="list-style-type: none"> ▪ Title Sheet <ul style="list-style-type: none"> ▫ Location map ▫ Legend ▫ Scale ▪ Typical Sections <ul style="list-style-type: none"> ▫ Station limits ▫ Grade and cross slope ▫ Type, class, and thickness of pavement and base 	<ul style="list-style-type: none"> ▪ Plan Sheets <ul style="list-style-type: none"> ▫ North arrow ▫ All necessary dimensions and stations ▫ Existing features, including topography and underground utilities ▫ Type and length of bridge ▫ Bridge thickness ▫ Elevation ▫ Toe of fill and slop of fill ▫ Limit of work

Table 3 – 30 Percent Design Plan Guidelines for Construction Projects

▫ Abutments	▫ Match lines
▫ Existing and proposed underclearance	▪ Any needed demolition identified

Section 7 – Project Right-of-Way Status

In this section of the application, project sponsors must identify the property owners and the status of any required right-of-way acquisitions. The term right-of-way encompasses not only the property on which the project will be constructed, but also any property needed for temporary use and other property rights required to complete the project. It would include land used for water drainage, land entered upon to adjust terrain slopes, land for stormwater management outfalls, land needed for construction staging, etc.

All project activities must be on publicly-owned right-of-way or on right-of-way encumbered with a **permanent** easement held by a government agency. Applicants must fill out the table by listing the owner(s) and value of each parcel of right-of-way in the entire project area. For all right-of-way not owned by the sponsoring government agency, the last column entitled “Status of Acquisition/Easement,” must include a discussion of any negotiations to date, including any monetary offers or requests; any commitments; or any problems, hesitations, or requests for exclusions that were encountered.

If the right-of-way is owned by the sponsoring agency, the remainder of the section may be skipped. If not, answers must be provided for the remaining questions involving the proposed project’s right-of-way status. Projects that are categorized within the Acquisition of Scenic Easements or Historic Sites category must have completed a title search.

Any written commitments from government entities that will hold right-of-way easement must be submitted with the application.

The acquisition of right-of-way must follow federal rules and procedures, namely the Federal Uniform Assistance and Real Property Acquisition Policies Act, beginning the day that the TEP application is submitted for funding consideration. Because the TEP does not fund right-of-way acquisitions, except under the Scenic Acquisitions Category, project sponsors may elect to continue right-of-way negotiations without completing the environmental process following application submittal. If this is done, FHWA will not support any legal challenges to the acquisition and the project will never be able to receive any federal funds for the right-of-way acquisition. Project sponsors can also choose to wait for federal approval to negotiate.

For projects that qualify for the Acquisition of Scenic Easements and Scenic or Historic Sites, including Historic Battlefield category, the TEP will fund right-of-way acquisitions. Therefore, all negotiations with property owners for these projects **must** be put on hold after the application is submitted until the project is either accepted or rejected for funding. If accepted, negotiation activities may resume after the project sponsor receives federal approval to negotiate and NEPA clearance.

Section 8 – Project Schedule

In this section of the application, the project sponsor must develop a realistic project schedule that contains the milestones, or major activities or components, of the project. It is essential that the project schedule be reasonable and realistic. The project sponsor will be held accountable for the project schedule as submitted in the application, and major changes or delays in the project schedule may jeopardize funding.

The application shows three tables to be used as project schedule templates – one for construction projects, one for right-of-way projects, and one for other non-construction projects. The tables list the typical milestone for projects using TEP funds. If a project milestone, specific to the proposed project is missing, there are rows at the bottom of each table to accommodate additional milestones. Provide projected start and finish dates for each applicable project milestone listed in the tables using the month-day-year format.

The first table should be used for construction projects. Projects should be advertised for construction within 24 months of being awarded funding. Projects that will take longer should not be submitted until they are more fully developed. The complexity of each individual project will influence the schedule. The second table should be used for right-of-way projects, and the third table should be used for other non-construction projects. Some milestones can be done concurrently, and others must be done in succession. Use the following tables as guides in determining realistic dates for the project schedule.

TABLE 4 – TEP CONSTRUCTION PROJECTS MILESTONES

Milestone	Anticipated Time Frame	Concurrent Activities	Prerequisite Activities
TEP funding award letter	4 months after application submittal	<ul style="list-style-type: none"> ■ Design 	<ul style="list-style-type: none"> ■ Application submittal

TABLE 4 – TEP CONSTRUCTION PROJECTS MILESTONES

Milestone	Anticipated Time Frame	Concurrent Activities	Prerequisite Activities
Project kickoff meeting	2 months after TEP funding award letter	<ul style="list-style-type: none"> ▪ Design 	<ul style="list-style-type: none"> ▪ TEP funding award letter
Design	Varies by project, should be on-going after application submission	<ul style="list-style-type: none"> ▪ TEP funding award letter ▪ Project initiation meeting ▪ MOU process ▪ Right-of-way acquisition ▪ Environmental documentation ▪ Bridge/structure review 	n/a
MOU process	4 months after kickoff meeting to execute MOU	<ul style="list-style-type: none"> ▪ Design ▪ Environmental documentation 	<ul style="list-style-type: none"> ▪ Project kickoff meeting
Environmental or NEPA documentation	4 months to obtain environmental clearance	<ul style="list-style-type: none"> ▪ Design ▪ MOU process 	<ul style="list-style-type: none"> ▪ TEP funding award letter
Right-of-way acquisition	Varies by project	<ul style="list-style-type: none"> ▪ Design ▪ MOU process 	n/a
Right-of-way certification	2-3 weeks after right-of-way acquisition	<ul style="list-style-type: none"> ▪ Design 	<ul style="list-style-type: none"> ▪ Right-of-way acquisition
Scour Analysis (required for structures within the 100-yr floodplain)	4-5 weeks for SHA review	<ul style="list-style-type: none"> ▪ Design ▪ MOU process 	<ul style="list-style-type: none"> ▪ Project kickoff meeting
TS&L & Foundation Design review	4-5 weeks for SHA review	<ul style="list-style-type: none"> ▪ Design ▪ MOU process 	<ul style="list-style-type: none"> ▪ Scour analysis
Structural Plans review	4-5 weeks for SHA review	<ul style="list-style-type: none"> ▪ Design ▪ MOU process 	<ul style="list-style-type: none"> ▪ Foundation Design review
Final Review (95% plans, specifications, & estimates)	4 weeks for SHA review	<ul style="list-style-type: none"> ▪ Design ▪ Structural Plans review 	<ul style="list-style-type: none"> ▪ Environmental clearance
Final Review meeting	Anytime following SHA Final Review	n/a	<ul style="list-style-type: none"> ▪ Final Review
Obtaining permits	Varies by project	<ul style="list-style-type: none"> ▪ Design 	n/a
Request to Advertise & 100% Plans, Specifications, and Estimates (PS&E) submittal to SHA	5 weeks for SHA review; additional time may be required for incomplete submittals	n/a	<ul style="list-style-type: none"> ▪ Executed MOU ▪ Right-of-way acquisition ▪ Design ▪ Permits ▪ Structural Plans review ▪ Final Review meeting
Advertisement for construction	21 days minimum; within 24 months of TEP funding award letter	n/a	<ul style="list-style-type: none"> ▪ SHA approval to advertise

TABLE 4 – TEP CONSTRUCTION PROJECTS MILESTONES

Milestone	Anticipated Time Frame	Concurrent Activities	Prerequisite Activities
Bid opening	3-4 weeks after 1 st day of advertisement	n/a	▪ Advertisement for construction
Concurrence in Award (CIA) package submission to SHA	1 month after bid opening; 4-5 weeks for SHA review	n/a	▪ Bid opening
Notice to Proceed (NTP) for construction	Varies by project, but a reasonable estimate is required	n/a	▪ CIA
Expected duration of construction	Varies by project, but a reasonable estimate is required	n/a	▪ NTP for construction
Project closeout	Varies by project, but a reasonable estimate is required	n/a	▪ Construction
Ribbon cutting	Varies by project, but must provide SHA notice 30 days in advance	n/a	▪ Project closeout

TABLE 5 – TEP RIGHT-OF-WAY PROJECTS MILESTONES

Milestone	Anticipated Time Frame	Concurrent Activities	Prerequisite Activities
TEP funding award letter	4 months after application submittal	n/a	▪ Title search ▪ Application submittal
Project kickoff meeting	2 months after TEP funding award letter	n/a	▪ TEP funding award letter
MOU process	4 months after kickoff meeting to execute MOU	▪ Environmental documentation	▪ Project kickoff Meeting
Environmental or NEPA documentation	4 months to obtain environmental clearance	▪ MOU process	▪ TEP funding award letter
Request obligation of federal funds	Varies by project, but a reasonable estimate is required	▪ Environmental documentation	▪ Project kickoff Meeting ▪ Executed MOU
Appraisal	Up to 4 months, varies by project	▪ Environmental documentation	▪ TEP funding award letter ▪ Obligation of federal funds
Appraisal review	Up to 2 months, varies by project	▪ Environmental documentation	▪ Appraisal
Negotiations	Varies by project, but a reasonable estimate is required	n/a	▪ Environmental clearance ▪ Obligation of federal funds ▪ Appraisal review
Maryland Board of Public Works (BPW) approval if other state agency	Varies by project, but a reasonable estimate is required	n/a	▪ Negotiations

TABLE 5 – TEP RIGHT-OF-WAY PROJECTS MILESTONES

Milestone	Anticipated Time Frame	Concurrent Activities	Prerequisite Activities
Settlement	Varies by project, but a reasonable estimate is required	n/a	▪ Negotiations
SHA review of paperwork	1 week for SHA review	n/a	▪ Settlement
Project closeout	Varies by project, but a reasonable estimate is required	n/a	▪ SHA review

TABLE 6 – TEP NON-CONSTRUCTION PROJECTS MILESTONES

Milestone	Anticipated Time Frame	Concurrent Activities	Prerequisite Activities
TEP funding award letter	4 months after application submittal	▪ Development	▪ Application submittal
Project kickoff meeting	2 months after TEP funding award letter	▪ Development	▪ TEP funding award letter
MOU process	4 months after kickoff meeting to execute MOU	▪ Development ▪ Environmental documentation	▪ Project kickoff meeting
Request obligation of federal funds	Varies by project, but a reasonable estimate is required	▪ Environmental documentation ▪ MOU process	▪ Project kickoff Meeting
Environmental or NEPA documentation	4 months to obtain environmental clearance	▪ MOU process	▪ TEP funding award letter
Development of training or publication	Varies by project, but a reasonable estimate is required	▪ MOU process ▪ Environmental documentation	n/a
Research, publication, or training	Varies by project, but a reasonable estimate is required	▪ MOU process ▪ Environmental documentation	▪ Development
Project closeout	Varies by project, but a reasonable estimate is required	n/a	▪ Publication or training ▪ Executed MOU ▪ Environmental Clearance

Project Sponsors must develop local funding commitments before submitting the application

Many of these milestones are discussed in more detail in Chapter V – Transportation Enhancement Program Process of this manual.

Section 9 – Project Costs

In this section of the application, project sponsors must identify the amount of TEP funding requested and the sources of the match for the proposed project. Project sponsors must provide a total match of

at least 50% of a project's total estimated costs, which must include a cash match of at least 20% of the construction or other TEP-eligible costs. See Chapter III – Funding Fundamentals for a more detailed explanation of funding requirements. After a project is awarded funding, major changes in the project costs may affect funding reimbursement. Ideally, estimated costs should reflect future value. Therefore, project sponsors should ensure that all costs provided in the application are as realistic, comprehensive, and accurate as possible.

At the beginning of this section, applicants must provide a summary of the proposed project's total project expenses. Then, they must identify the sources of the match with the corresponding funding amounts. Funding from any agency that is a part of the USDOT or MDOT may not be included in the match. Letters of financial commitment are required, and they should be attached to the application in an appendix.

Tips for an Accurate Cost Estimate:

- adjust cost estimates for inflation
- include the costs of certified professionals
- develop realistic project completion dates to avoid paying contractors for unscheduled labor
- account for contingencies, such as the rise in the cost of raw materials

The tables provided are to assist applicants in itemizing project activities and their associated costs using the tables provided. The first table should be used for all projects involving construction. Applicants must classify the costs of each category of construction by indicating what portion of the costs would be funded by TEP, which portion would be considered soft match, and which portion will be considered cash match. Please note that **for all construction projects**, only the costs of construction activities may be considered cash match. The table separates non-construction costs from construction costs. Construction related activities should be divided into construction categories. Sub-categories may be added, if necessary. Examples of categories include:

- Soil disturbances (clearing, grubbing, excavation, etc.)
- Foundations
- Construction stakeout
- Maintenance of traffic and traffic management
- Utilities relocation
- Erosion and sediment control
- Structures
- Fencing
- Landscaping
- Paving
- Plumbing
- Electrical
- HVAC
- Flooring
- Hardware
- Painting
- Traffic control
- Street furniture

The table needs to include any applicable contingency, inspection, materials testing, and/or construction management costs. Contingencies should be included for unforeseen costs because additional funding may not be available to cover inadequate cost estimates.

NOTE: The costs of doing business can NOT be included in the project costs. This includes office space, heating, paper, mailings, telephone, internet, etc.

Project sponsors should calculate the subtotals for each section of the table, and then calculate the total project costs by adding the three sections together. When possible, project sponsors should include more details for each category of construction by indicating the type of materials being used. **Professional engineering estimates will provide a more accurate budget and should be attached in an appendix.**

The second table should be used for all proposed projects that would not involve construction. Applicants must classify the costs of each activity by indicating what portion of each activity's costs would be funded by TEP and which portion will be considered match. Please see Chapter II – Transportation Enhancement Program Eligibility to help determine the activities that can be funded by the TEP.

Section 10 – Project Support

In this section of the application, project sponsors must identify community, local, state, regional, private, and non-profit agencies that support the project. Before submitting the application, project sponsors should acquire community input and support from local/state agencies, elected officials, and the MPO representative, if applicable. All questions in this section of the application must be answered for every project.

Letters of support from elected officials and the MPO transportation representatives are required. Support letters from local government officials, community groups, regional organizations, and/or state agencies are encouraged and will be accepted as part of the application package. Evidence of public involvement, such as informational brochures, public meeting minutes, or newspaper articles are not required, but support the application.

Please include support letters with the application. Do not have them sent directly to SHA or MDOT. All senders of support letters will be copied on letters notifying the project sponsor if a project is approved for funding or not.

Section 11 – Attachments/Appendices

In this section of the application, project sponsors may include any supplemental information that supports the project's scope and development. The required attachments were identified in the previous sections. Additional attachments that would supplement and enhance the project description, design, schedule, budget, or support are encouraged. Acceptable attachments are not limited to those listed in the application. Each type of attachment, with the exception of the plan sheets, should be placed in separate appendices and should fit on 8 1/2" x 11" paper.

Plan sheets should be separate from the application; only one copy is required.

APPLICATION CHECKLIST

The following checklist is provided to assist in ensuring that the application package is complete.

- ✓ The project is sponsored or co-sponsored by a public agency
- ✓ The project is eligible for TEP funding (review Chapter II – Transportation Enhancement Program Eligibility for detailed eligibility guidelines of each TEP category)
- ✓ There is a clear relationship to surface transportation
- ✓ All 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 as outlined in schedule format provided
- ✓ The advertisement date that the project sponsor is committed to is no longer than 24 months after the TEP award date
- ✓ At least 30% design plans, for construction projects, are included
- ✓ All amounts and sources for matching funds are listed
- ✓ Ownership of all right-of-way and, if it needs to be acquired, the value of the property is identified
- ✓ Letters 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 significant project issues were taken into account i.e., asbestos abatement, hazardous wastes, right-of-way acquisition issues.

**COMMON TEP
APPLICATION
MISTAKES**

- unrealistic schedules
- inadequate cost estimates
- insufficient design
- insufficient project description

Note: A similar checklist is included in Appendix A – Transportation Enhancement Program Application and Checklist that can be used by the project sponsor to ensure that the application is complete.

In preparing the TEP application, keep the following ideas/tips in mind:

- The application is the primary source of information used in the consideration for funding the project.
- The application will be used as the source document for managing the project.
- The Maryland Transportation Enhancement Program Application form must be used to submit your project. The form is available at <http://www.sha.state.md.us/ImprovingOurCommunity/OPPE/tep.asp>.
- Applications must be complete and accurate.
- Applications must provide enough detail in the project description, budget, and schedule for all reviewers or readers to clearly understand the project.
- The Applicant Submission Date with the month and year of submittal must be on the application.
- Attachments should be on 8 1/2" x 11" paper, with the exception of design plans.
- Applications will become exhibits in the MOU.

SUBMITTING AN APPLICATION

The project sponsor must submit the completed, original TEP application and any attachments, unbound, to SHA by March 1 of each calendar year, as well as 15 bound copies of the package.

Please submit project applications to**:

Mr. Keith R. Kucharek
Transportation Enhancement Program Manager
Regional and Intermodal Planning Division
Maryland State Highway Administration
707 N. Calvert Street
Mail Stop C-502
Baltimore, MD 21202

Please address any question regarding the TEP and its application process to:

Ms. Mary Keller
Transportation Enhancement Program Liaison
Regional and Intermodal Planning Division
Maryland State Highway Administration
707 N. Calvert Street
Mail Stop C-502
Baltimore, MD 21202
410.545.5675 (phone)
410.209.5025 (fax)
mkeller@sha.state.md.us (e-mail)

**All potential projects in Baltimore City must be submitted to the Baltimore City Department of Transportation, according to its procedures and requirements. Baltimore City will forward selected projects to SHA. For contact information, see Appendix C – Transportation Enhancement Program Contact Information.