

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

GENERAL INSTRUCTIONS: Projects sponsors seeking Transportation Enhancement Program (TEP) 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 III – 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 – _____

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 involves research or publications, what activities have begun and what are their current 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 kick-off 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 kick-off meeting	2 months after TEP funding award letter		
Memorandum of Understanding Process	4 months after kick-off 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		
Contract 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		
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 kick-off meeting	2 months after TEP funding award letter		
Memorandum of Understanding Process	4 months after project kick-off 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 COSTS	TEP FUNDING	CASH MATCH	SOFT MATCH
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, Materials Testing, & Management				
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 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 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)

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 Chapter IV – Application Instructions in the *Transportation Enhancement Program Manual* for a checklist to 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.

APPENDIX B

Online References to Guidelines, Policies, and Manuals

- AASHTO Guide for Development of New Bicycle Facilities
- Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970
- Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation
- Outdoor Advertising Control (23 CFR 750 Subpart G)
- Rails with Trails Lessons Learned: Literature Review, Current Practices, Conclusions
- Maryland Stormwater Design Manual
- Manual on Uniform Traffic Control Devices
- International Building Code
- National Environmental Policy Act
- National Historic Preservation Act – Section 106
- Section 7 of the Endangered Species Act
- United States Department of Transportation Act – Section 4(f)
- Clean Water Act – Section 404
- Chesapeake Bay Critical Area Act
- Americans with Disabilities Act
- Americans with Disabilities Act Accessibility Guidelines
- Accessibility Policy & Guidelines for Pedestrian Facilities Along State Highways
- Hydrology and Hydraulics Design Manual
- Standard Specifications for Construction and Materials
- SHA Office of Construction; Construction Manual

GUIDANCE, POLICY, or MANUAL	ONLINE REFERENCE
American Association of State Highway and Transportation Officials' Guide for Development of New Bicycle Facilities	https://bookstore.transportation.org/item_detail.s.aspx?ID=104 – available for a fee
Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970	http://www.fhwa.dot.gov/realestate/act.htm
Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation	http://www.cr.nps.gov/hps/tps/tax/rhb/stand.htm
Outdoor Advertising Control (23 CFR 750 Subpart G)	http://www.fhwa.dot.gov/legregs/directives/cfr23toc.htm
Rails with Trails Lessons Learned: Literature Review, Current Practices, Conclusions	http://www.fhwa.dot.gov/environment/rectrails/rwt/toc.htm
Maryland Stormwater Design Manual	http://www.mde.state.md.us/Programs/WaterPr ograms/SedimentandStormwater/stormwater_de sign/index.asp
Manual on Uniform Traffic Control Devices	http://mutcd.fhwa.dot.gov/index.htm
International Building Code	http://www.iccsafe.org/e/category.html - available for a fee
National Environmental Policy Act	http://environment.fhwa.dot.gov/projdev/pd2i mplement.asp
National Historic Preservation Act – Section 106	http://www.achp.gov/work106.html
Section 7 of the Endangered Species Act	http://www.fws.gov/endangered/consultations/s7hndbk/s7hndbk.htm
United States Department of Transportation Act – Section 4(f)	http://environment.fhwa.dot.gov/projdev/pd5s ec4f.asp
Clean Water Act – Section 404	http://www.epa.gov/owow/wetlands/regs/sec4 04.html http://www.wetlands.com/regs/sec404fc.htm
Chesapeake Bay Critical Area Act	http://www.dnr.state.md.us/criticalarea/
Americans with Disabilities Act	http://www.usdoj.gov/crt/ada/

GUIDANCE, POLICY, or MANUAL	ONLINE REFERENCE
Americans with Disabilities Act Accessibility Guidelines	http://www.access-board.gov/adaag/html/adaag.htm
Accessibility Policy & Guidelines for Pedestrian Facilities Along State Highways	http://www.sha.state.md.us/businessWithSHA/bizStdsSpecs/ohd/ada/adafinal.pdf
Hydrology and Hydraulics Design Manual	http://www.gishydro.umd.edu/sha_soft.htm
Standard Specifications for Construction and Materials	http://www.sha.state.md.us/businesswithsha/bizStdsSpecs/desManualStdPub/publicationsonline/ohd/specifications.asp
SHA Office of Construction; Construction Manual	http://www.sha.state.md.us/businessWithSHA/bizStdsSpecs/oc/CONMANFNL.PDF

APPENDIX C

Transportation Enhancement Program Contact Information

- Transportation Enhancement Program Manager
- Transportation Enhancement Program Liaison
- Transportation Enhancement Program Community Design Liaison
- Transportation Enhancement Program NEPA Liaison
- Transportation Enhancement Program Right-of-Way Liaison
- State Historic Preservation Office
- Maryland Department of Transportation Bicycle Coordinator
- State Highway Administration Office of Communication
- State Highway Administration Office of Construction
- State Highway Administration Office of Traffic and Safety
- State Highway Administration Design Build Coordinator
- Baltimore City Department of Planning
- United States Fish and Wildlife Service
- Maryland Department of Natural Resources – Wildlife and Heritage Division
- Maryland Department of Natural Resources – Environmental Review Unit
- United States Army Corps of Engineers
- Chesapeake Bay Commission
- Metropolitan Planning Organizations
- State Highway Administration District Offices

Transportation Enhancement Program Manager

Mr. Dennis Yoder
Regional and Intermodal Planning Division
Maryland State Highway Administration
707 N. Calvert Street
Mail Stop C-502
Baltimore, MD 21202
410.545.5674 (phone) 410.209.5025 (fax)
dyoder@sha.state.md.us

Transportation Enhancement Program Liaison

Ms. Mary Keller
Regional and Intermodal Planning Division
Maryland State Highway Administration
707 N. Calvert Street
Mail Stop C-502
Baltimore, MD 21202
410.545.5674 (phone) 410.209.5025 (fax)
mkeller@sha.state.md.us

Transportation Enhancement Program Community Design Liaison

Mr. Victor Barreira
Office of Highway Development
Community Design
Maryland State Highway Administration
707 N. Calvert Street
Mail Stop C-102
Baltimore, MD 21202
410.545.8799 (phone) 410.209.5001 (fax)
vbarreira@sha.state.md.us

Transportation Enhancement Program NEPA Liaison

Ms. Meghan Powell
Regional and Intermodal Planning Division
Maryland State Highway Administration
707 N. Calvert Street
Mail Stop C-502
Baltimore, MD 21202
410.545.8042 (phone) 410.209.5025 (fax)
mpowell1@sha.state.md.us

Transportation Enhancement Program Right-of-Way Liaison

Mr. Geoff Graff
Office of Real Estate
Property Review and Compliance
Maryland State Highway Administration
211 E. Madison Street
Baltimore, MD 21202
Mail Stop M-302
410.545.0353 (phone) 410.209.5050 (fax)
ggraff@sha.state.md.us

State Historic Preservation Office

Mr. Rodney Little, State Historic Preservation Officer
Maryland Historical Trust
100 Community Place
Crownsville, MD 21032-2023
410.514.7600 (phone)
little@dhch.state.md.us

State Highway Administration Bicycle Pedestrian Coordinator

Mr. Harvey Muller
Regional and Intermodal Planning
Maryland State Highway Administration
707 N. Calvert Street
Mail Stop C-502
Baltimore, MD 21202
410.545.5656 (phone) 410.209.5025 (fax)
hmuller@sha.state.md.us

Maryland Department of Transportation Bicycle Coordinator

Mr. Michael Jackson
Bicycle and Pedestrian Access
Maryland Department of Transportation
410.865.1237 (phone) or 888.713.1414 (toll free)
mjackson3@mdot.state.md.us

State Highway Administration Office of Communication

Ms. Sandra Dobson
Maryland State Highway Administration
707 N. Calvert Street
Mail Stop C-410
Baltimore, MD 21202
410.545.0307 (phone) 410.209.5012 (fax)
sdobson1@sha.state.md.us

Ms. Valerie Burnette-Edgar
Maryland State Highway Administration
707 N. Calvert Street
Mail Stop C-410
Baltimore, MD 21202
410.545.5658 (phone) 410.209.5013 (fax)
vburnetteedgar@sha.state.md.us

State Highway Administration Office of Construction

Mr. Gary M. Counts, MBE Liaison
Office of Construction Contract Awards
211 E. Madison Street
Baltimore, MD 21202
Mail Stop M-LL1
410.545.0392 (phone) 410.209.5021 (fax)
gcounts@sha.state.md.us

State Highway Administration Office of Traffic and Safety

Mr. Tom Hicks, Director
Office of Traffic and Safety
Maryland State Highway Administration
7491 Connelly Drive, Building #1
Hanover, MD 21076
410.787.5815 (phone)
thicks@sha.state.md.us

State Highway Administration Design Build Coordinator

Ms. Lisa Choplin
Office of Highway Development
Maryland State Highway Administration
707 N. Calvert Street
Baltimore, MD 21202
Mail Stop C-102
410.545.8824 (phone) 410.209.5001 (fax)
lchopin@sha.state.md.us

Baltimore City Office of Planning

Mr. Robert Quilter
410.396.4107 (phone)
Robert.Quilter@baltimorecity.gov

United States Fish and Wildlife Service

Mr. Devin Ray
U.S. Fish and Wildlife Service
Chesapeake Bay Field Office
177 Admiral Cochrane Drive
Annapolis, MD 21401

Maryland Department of Natural Resources – Wildlife and Heritage Division

Ms. Lori Byrne, Environmental Review Specialist
MD Department of Natural Resources
Tawes State Office Building, E-1
580 Taylor Avenue
Annapolis, MD 21401

Maryland Department of Natural Resources – Environmental Review Unit

Mr. Ray Dintaman, Jr., Director
Environmental Review Unit
Department of Natural Resources
Tawes State Office Building, B-3
580 Taylor Avenue
Annapolis, MD 21401

United States Army Corps of Engineers

Baltimore District
P.O. Box 1715
Baltimore, MD 21203

Maryland Department of the Environment

For permitting due to impacts to non-tidal wetlands:

Ms. Amanda Sigillito
Water Management Administration
Non-Tidal Wetlands and Waterways Division
1800 Washington Boulevard, Suite 430
Baltimore, Maryland 21230-1708
410.537.3766 (phone)

For permitting due to impacts to tidal wetlands:

Mr. Richard J. Ayella
Water Management Administration
Tidal Wetlands Division
1800 Washington Boulevard, Suite 430
Baltimore, Maryland 21230-1708
410.537.3837 (phone)

Chesapeake Bay Commission

For general project questions, site plans, subdivisions, variances, violation, etc.:

Ms. Regina Esslinger
Chief, Project Evaluation Division
1804 West Street, Suite 100
Annapolis, MD 21401
410.260.3479 (phone)
resslinger@dnr.state.md.us

For general questions on the critical area law and criteria, and questions regarding administrative functions of the Commission and procedural issues:

Mr. Ren Serey, Executive Director
410.260.3462
rserey@dnr.state.md.us

For Queen Anne's County, Centreville, Church Hill, Queen Anne, Queenstown, Worchester County, Snow Hill, Ocean City:

Ms. LeeAnne Chandler, Science Advisor
410.260.3477 (phone)
lchandler@dnr.state.md.us

For Calvert County, Charles County, Indian Head, Somerset County, Crisfield, Salisbury, Fruitland, Mardela Springs, Sharptown:

Ms. Kerri Gallo, Natural Resources Planner
410.260.3482 (phone)
kgallo@dnr.state.md.us

For Chesapeake Beach, North Beach, Cecil Count, Charlestown, Chesapeake City, Elkton, North East, Perryville, Port Deposit, MNCPPC:

Ms. Julie LaBranche, Natural Resources Planner
410.260.3475 (phone)
jlabranche@dnr.state.md.us

For Dorchester County, Cambridge, Secretary, St. Mary's County, Leonardtown, St. Mary's City, St. Mary's College, Greenwell St. Park:

Ms. Mary Owens
Chief, Program Implementation Division
410.260.3480 (phone)
mowens@dnr.state.md.us

For General Critical Area Commission Questions

410.260.3460 (phone)

Metropolitan Planning Organizations (MPO)

For Frederick County, Montgomery County, Prince George's County, City of College Park, City of Greenbelt, City of Rockville, and City of Tokoma Park:

Metropolitan Washing Council of Governments

777 North Capitol Street, NE, Suite 300
Washington, DC 20002
202.962.3200 (phone); 202.962.3201 (fax)
www.mwcog.org

For Anne Arundel County, Baltimore City, Baltimore County, Carroll County, Harford County, Howard County, and City and Annapolis:

Baltimore Metropolitan Council

2700 Lighthouse Point East, Suite 310
Baltimore, Maryland 21224-4774
410.732.0500 (phone); 410.732.8248 (fax)
www.baltometro.org

For Allegany County, City of Cumberland, City of Frostburg

Cumberland Metropolitan Planning Organization

301.777.5911

For Washington County and City of Hagerstown:

Hagerstown/Eastern Panhandle Metropolitan Planning Organization

Jill Baker
Washington County Dept. of Planning & Community Development
80 West Baltimore Street
Hagerstown, MD 21740
240.313.2430 (phone)
jbaker@washco-md.net
www.hepmpo.org

For Cecil County:

Wilmington Area Planning Council

850 Library Avenue, Suite 100
Newark, Delaware 19711
302.737.6205 (phone); 888.808.7088 (toll free); 302.737.9584 (fax)
www.wilmapco.org

State Highway Administration District Offices

District	Counties	Address	Phone
1	Dorchester Somerset Wicomico Worcester	P.O. Box 2679 660 West Road Salisbury, MD 21802	410-677-4000
2	Caroline Cecil Kent Queen Anne's Talbot	P.O. Box 299 615 Morgnec Road Chestertown, MD 21620	410-778-3061
3	Montgomery Prince George's	9300 Kenilworth Avenue Greenbelt, MD 20770	301-513-7300
4	Baltimore Harford	2323 W. Joppa Road Lutherville, MD 21093	410-321-2800
5	Anne Arundel Calvert Charles St. Mary's	138 Defense Highway Annapolis, MD 21401	410-841-1000
6	Allegany Garrett Washington	1251 Vocke Road LaVale, MD 21502	301-729-8400
7	Carroll Frederick Howard	5111 Buckeysville Pike Frederick, MD 21704	301-624-8100

APPENDIX D

Maryland's Transportation Enhancement Program Polices

- Trailhead Funding Policy
- Visitor's Center Funding Policy
- Gateway Funding Policy

TRANSPORTATION ENHANCEMENT PROGRAM TRAILHEAD FUNDING POLICY

Requests to improve existing, or construct new, trailhead facilities must meet the following qualifications to be considered for Transportation Enhancement Program (TEP) funding.

Location

- Trailhead facilities must be on or adjacent to an established trail system of regional significance or should be constructed at the same time as a new trail system of regional significance.
- The trailhead should be located where potential trail users can safely and conveniently enter the trail system to be served.
- A trailhead must be primarily for the benefit of bicycle and pedestrian users.

Facilities/Services Provided

Basic Services:

- At a minimum, a trailhead should provide a place for all trail users to enter a trail system. This could include space to park and unload bicycles or other trail equipment.
- Sufficient space should be provided to accommodate predicted demand.

Large Trailheads must provide basic services and may add the following:

- Restrooms and water for washing hands.
- Larger facilities could consider adding potable drinking water, sinks, and places to tent camp over night.
- If provided, the number of rest rooms should be in proportion to the size of the facility and the number of users to be served.
- The size and cost of the trailhead should be reasonable for the number of trail users to be served.
- Parking should be in proportion to the size of the trailhead and the number of users it will accommodate.
- User information may be made available through literature, maps, interpretive displays, or photographs.

More elaborate large trailheads may add the following:

- A small building to house additional services.
- A portion of the building may be leased for a fee to activities/business, such as a café, a gift shop, leased office space, or non-profit organization offices/use, that generates income, but construction or interior fixtures for any business will not be reimbursable.
- A portion of fees or money earned by any commercial enterprise must be used for operating and /or maintenance expenses of the facility. The intent, and the amount, to charge fees for displays must be included in the application.
- The manner and amount of staffing, if any, should be specified in the application.
- Planned operating hours must be reasonable and included in the application.

General Information

- Use of trailheads and their facilities must be free of charge.
- The trailhead must be entirely ADA compliant.
- The site and any structures must be owned by a governmental entity, or have a permanent easement held by a public agency.
- A maintenance plan must be included in the application.

Activities not TEP eligible

- Portions of a building intended for commercial operation
- Operation costs and staffing
- Operation equipment
- Maintenance
- Commercial activities and equipment (These activities may not be used as match.)
- Displays for promoting a business will not be reimbursed.

TRANSPORTATION ENHANCEMENT PROGRAM VISITOR CENTER FUNDING POLICY

Potential Visitor/Welcome Centers must meet the following qualifications to be considered for Transportation Enhancement Program (TEP) funding in Maryland. This applies to existing and new structures or facilities.

Location

- Visitor or Welcome Centers must be easily accessed from to Maryland, US, or Interstate routes.
- Visitor or Welcome Centers must be primarily for the benefit of the traveling public.
- Visitor/welcome centers at designated historic or scenic sites may be considered, but must be in close proximity to Maryland, US, or Interstate routes. The link to surface transportation must be clearly demonstrated. Determination of whether, or not, a site is historic is subject to verification by the State Historic Preservation Officer.

Facilities/Services Provided

- Services provided may include direction to scenic or historic sites, or information that enhances the travelers' safety and visit to the specific area or Maryland.
- Visitor/welcome centers must provide free information to the traveling public.
- Information may be presented through literature, maps, interpretive displays, videos, dioramas, photographs, or live interpretation. These exhibits can be permanent or rotating. The types of displays planned should be included in the application.
- The facility must be entirely ADA compliant.
- The size of the facility should not be larger or smaller than reasonable for the traveling public to be served.
- Fifty percent or more of the floor space must be for free visitor use, the remainder may be used for offices and building services.
- Visitor/welcome centers must provide telephones and rest rooms, for public use, in proportion to the size of the facility.
- Parking must be in proportion to the size of the building. In the case of buildings without parking spaces or facilities, arrangements for free visitor parking must be made and the details included in the application.

Fees

- Entry should be free of charge.
- Visitor/welcome centers that have historical, artistic, ecological, geological, or sociological displays may charge for entry to the display area, but the fees must be used for operating and /or maintenance expenses associated with the facility. (This intent must be detailed in the application.)

General Information

- Buildings must be owned by a governmental entity, or have a permanent easement held by a public agency. Funding of non-governmentally owned buildings will be subject to FHWA review for eligibility.
- If a privately owned building is considered, it must be free of financial encumbrances.
- Planned operating hours must be reasonable and included in the application.
- A portion of the building may be leased for a fee to activities/business, such as a café, a gift shop, leased office space, or non-profit organization offices/use, that generates income, but construction or interior fixtures for any business enterprise will not be reimbursable with TEP funds.
- A portion of fees or money earned by any commercial enterprise must be used for operating and /or maintenance expenses of the facility. The intent, and the amount, to charge fees for displays must be included in the application.
- Facilities associated with a historic site, or scenic route, may use funds raised to protect and enhance that historic site, or scenic route.
- The manner and amount of staffing should be specified in the application.
- Visitor centers may also provide space for civic groups to meet, or for community special events.
- The use of energy efficient design, materials, and construction is encouraged, as is the use of native landscaping.
- Building design in keeping with the site and an historic emphasis are encouraged.

Potential Visitor Center Emphasis

- History and interpretation of a historic highway or site
- Starting point for tour groups to a historic area
- Display of artifacts that will enhance the traveling public's appreciation and understanding of the location or area, such as the Coal Heritage Tour or the development of the National Road.

Activities not TEP eligible

- Portions of a building intended for commercial operation
- Operation costs and staffing
- Operation equipment
- Maintenance
- Commercial activities and equipment (These activities may not be used as match.)
- Displays for business will not be reimbursed.

Transportation Enhancement Program Gateway Funding Policy

Gateway signing funded by the TEP may be:

- Wood, concrete, brick or other long lasting materials that conform to SHA standards.
- Monumental
- Landscaped
- Lighted

Gateway signing funded by the TEP must:

- Be located on a State road at the entrance to Maryland.
- Signs may be approved on state-classified primary routes between Maryland counties (i.e. Welcome to Allegany County, Maryland). These signs must be for Welcome to Maryland, or welcome to a county only.
- Be located on public property
- Include the word “Maryland” on the sign.
- Be reviewed and approved by SHA’s Office of Traffic and Safety for sign face details, supports, electrical details for lighting or retro-reflectivity, sign bases, landscaping, irrigation, and other pertinent design elements.

General provisions

- Gateway project requests must be for individual locations and must have an estimated total project cost of \$100,000 to be considered. This minimum was established to preclude numerous smaller projects may cost the sponsor and the state significant resources to administer, and take much longer to complete than anticipated as a result of having to follow federal and state procedures.
- Requests must include a maintenance plan from the project sponsor. SHA will not maintain Gateway signing.
- Locations must be approved by SHA’s Office of Traffic and Safety prior to requesting funding.
- Signs for municipalities, neighborhood identification, directional, way finding, commercial, promotion of historical or cultural sites or areas, and other non-transportation related uses will not be considered for TEP funding.
- Selection of signs related to roadway dedications are covered under The Maryland Department of Transportation policy *Name Dedication of Transportation Facilities (Revised August 2005)*.
- Please do not request signs for municipalities, neighborhood identification, directional, way finding, commercial, promotion of historical or cultural sites or areas, and other non-transportation related uses