

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