

II. Transportation Enhancement Program (TEP) Eligibility

Project Sponsors

All potential TEP projects require a sponsor responsible for funding at least half of the project costs. The project sponsor also assumes the maintenance and legal liability for the duration of the project's useful life.

Project sponsors may include:

Who can sponsor a TEP project?

- State agencies,
- Municipal or county governments,
- Private organizations,
- Non-profit organizations,
- Community groups, and
- Private individuals.

Any project sponsored by a non-government agency, organization, or individual must have a government agency as a co-sponsor. In these cases, SHA holds the government agency accountable for all aspects of the project, even if the non-government agency will be executing the majority of the project sponsor's responsibilities.

All potential projects in the City of Baltimore must be submitted by the Baltimore City Department of Planning.

TEP Project Eligibility Criteria

To be eligible for TEP funding, a project must first meet two essential requirements.

What projects are eligible for TEP funding?

- It must **relate to surface transportation**, and
- It must meet the criteria for one of the **12 Qualifying TEP Categories** listed in the federal legislation.

Additionally, TEP projects in Maryland must meet the following criteria. Projects must:

- Benefit Marylanders and allow free, public use to a broad segment of the public, not just members of a specific club, community, or town.
- Maintain a reasonable duration of the intended public use, which will be determined by SHA.
- Be independent projects unrelated to planned or existing highway projects or routine highway improvements. Projects may not be requirements of or mitigation for a planned or existing highway project. TEP projects may be enhancements to larger federal-aid highway projects.
- Be located on publicly-owned right-of-way or on right-of-way encumbered with a permanent easement held by a state agency or the government agency sponsoring or co-sponsoring the project.
- Comply with the ADA, NEPA, and all other applicable state and federal regulations. For example, pedestrian and bicycle facilities must meet state and federal standards for width, grade, signing, and materials.

Relationship to Surface Transportation

What is **Surface Transportation**?

All TEP projects must have a relationship to surface transportation. Surface transportation means all elements of Maryland’s intermodal transportation system, including water and water-related features, like canals, lighthouses, etc. It does not include airports or anything aviation-related. Some factors that can help establish this relationship include the project’s proximity to an existing or planned roadway or a pedestrian/bicycle corridor; the project’s enhancement of the aesthetic, cultural, or historical aspects of the travel experience; or the project’s current or past transportation purpose. Generally, projects relate to surface transportation because of function, impact, and/or proximity, as described below.

- **Function** – The facility was, is, or will be a part of or closely related to Maryland’s intermodal transportation system. Examples: (1) a project restoring an historic railroad depot because the building has a past transportation function; (2) a new addition on an existing welcome center because the building/center has a current transportation function; and (3) the construction of a new pedestrian path that links a metro station with an existing pedestrian path because the path will have a future transportation use.
- **Impact** – The facility will positively affect users of Maryland’s intermodal transportation system. Examples include: (1) acquiring a scenic historic site along a highway will have an aesthetic impact

on travelers; (2) the creation of a wetland to aid in managing stormwater runoff will have an environmental impact; and (3) the construction of a tourist and welcome center that directs travelers to historic sites will have a cultural impact.

- **Proximity** – The facility is close to Maryland’s intermodal transportation system and can be enjoyed by its users. In some cases, proximity to a transportation facility alone is not sufficient to establish a relationship to surface transportation. For example, if an historic site or landscaping project were adjacent to a roadway, it would not automatically be considered eligible. However, visibility to a traveler in a way that substantially enhances the traveling experience could help establish its relationship to surface transportation. An environmental mitigation project to address water pollution due to highway runoff is an example of a project that relates to surface transportation solely because of its proximity.

NOTE: If a project combines various elements, only eligible TEP activities will be considered for funding.

Qualifying TEP Categories

A proposed TEP project must clearly fit within one of the 12 qualifying categories listed in the federal legislation. This section identifies each of the categories, provides a checklist of eligibility criteria for each category, and identifies the type of projects that may fall within the category. This section also provides examples of activities that the TEP would fund for each qualifying category. These examples are not inclusive of all eligible project types. Potential project sponsors should contact SHA about project types not mentioned.

- 1) Provision of facilities for pedestrians and bicycles** – Eligible projects in this category include the construction or rehabilitation of pedestrian and bicycle facilities.
 - ✓ Facilities may include off-road trails; trailheads; bike parking; bike lane striping that is part of an off-road system; bike and pedestrian bridges; and underpasses.
 - ✓ Facilities must be a supporting link in the regional intermodal transportation system, not exclusively for recreational use.
 - ✓ Trail projects must provide connections to a regional system or link significant land uses; they cannot be internal paths in a neighborhood, park, campus, or zoo.
 - ✓ Amenities related to an eligible project may be eligible for funding. Amenities include safety lighting, bike lockers, small parking lots, safety fencing, and restrooms.
 - ✓ Trailheads should be constructed at the same time as a new trail system, but trailheads for existing regional pedestrian and bicycle trails are also eligible. All trailhead facilities must comply with SHA’s policy on trailheads, found in Appendix D – Maryland Transportation Enhancement Program Polices.
 - ✓ TEP funds cannot be used for marketing, staffing, maintenance, or operating costs.
 - ✓ Facilities must adhere to the American Association of State and Highway Transportation Officials (AASHTO) *Guide for Development of New Bicycle Facilities*, which provides

information on the development of new bicycle facilities, including planning considerations, design and construction guidelines, and operation and maintenance recommendations. See Appendix B – Online References to Guidelines, Policies, and Manuals.

Typical Activities Eligible for TEP Funding

- Construction of off-road trails with logical termini, like residential neighborhoods, park & ride lots, schools, businesses, parks, etc.
- Amenities that enhance the usability of off-road trails
- Addition of or improvements to bike lanes on existing roadways
- Major resurfacing of an existing pedestrian trail
- Construction of trailheads and related pedestrian and bicycle amenities
- Construction of bike and pedestrian bridges or underpasses
- Bike lane striping and bicycle lockers
- Replacing existing pedestrian signals with LED and audible countdown signals

Typical Activities Ineligible for TEP Funding

- Construction of a closed loop running track or bike trail
- Construction of new sidewalks or sidewalk repair or maintenance
- Installation of amenities for non-transportation use including gazebos, sculptures, playground equipment, flagpoles, streetlights, monuments, picnic facilities, etc.
- Construction of portions of an eligible trailhead building that will be used for commercial activities
- Construction of general parking or parking lots for a future use
- Marketing, staffing, maintenance, or operations costs of a trailhead facility

2) Provision of safety and educational activities for pedestrians and bicyclists – Eligible projects in this category include the development and implementation of safety-related activities or programs designed to promote pedestrian and bicycle safety.

- ✓ Programs must be designed to inform or encourage travelers about walking and bicycling by providing potential users with education and safety instruction through classes, maps, pamphlets, videotapes, signage, training aids, and/or other promotional media.
- ✓ TEP will only fund short-term projects, not continuing programs or activities.

Typical Activities Eligible for TEP Funding

- Development of brochures, signs, maps, or other promotional items that support pedestrian and bicycle safety efforts
- Pedestrian and bicycle safety training classes
- Leasing of facilities and facilitator's salaries for pedestrian and bicycle safety training classes
- Provision of pedestrian and bicycle safety instruction at schools, institutions, or other group settings

Typical Activities Ineligible for TEP Funding

- Cost of sending people to an established pedestrian and bicycle safety training class
- Salaries and facility leasing for training staff for an undefined period of time

- Development of promotional materials without accompanying educational or safety components

3) Acquisition of scenic easements and scenic or historic sites, including historic battlefields – Eligible projects in this category should acquire right-of-way that will preserve and protect scenic views and scenic or historic sites on, adjacent to, or in clear view of a publicly-owned roadway, preferably from a federally classified roadway.

- ✓ Acquisitions should preserve a site eligible for or listed on the National Register of Historic Places, although other significant transportation-related sites or structures will be considered.
- ✓ Acquisitions must preserve the natural environment and/or protect historic landmarks to enhance the travel experience.
- ✓ Sites acquired with the intent to develop or subdivide, and sites acquired for recreational use are not eligible.
- ✓ For Historic sites, documentation from the State Historic Preservation Office (SHPO), which is the Maryland Historical Trust (MHT), or other appropriate agency with evidence of the historic nature of the site must be provided with the TEP application. The SHPO’s contact information can be found in Appendix C – Transportation Enhancement Program Contact Information.
- ✓ Projects in this category that involve historic battlefields must develop, adapt, and utilize acceptable Management Plans, which will require review and approval from FHWA, Maryland Department of Natural Resources (MDNR), and MHT.

Please Note:

- ✓ All property acquisitions must comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 once a TEP application is submitted. See Appendix B – Online References to Guidelines, Policies, and Manuals.
- ✓ All proposed projects must have a completed title search prior to application submission.
- ✓ Price negotiations must not be underway or completed prior to application submission.

Typical Activities Eligible for TEP Funding

- Acquisition of fee simple or permanent easements on properties that possess significant aesthetic, natural, cultural, and/or open space values to preserve a scenic viewshed from a state or federal roadway
- Acquisition of historic bridges, transportation terminals, or historic buildings to preserve historic cultural landscapes, battlefields, or scenic vistas
- Planning and transaction costs including appraisals, survey, and legal fees, as related to the acquisition of TEP-eligible scenic or historic sites

Typical Activities Ineligible for TEP Funding

- Acquisition of property not in clear view from a publicly-owned roadway
- Acquisition of property slated for recreational use

4) Scenic or historic highway programs, including the provision of tourist and welcome center facilities – Eligible projects in this category fall under two sub-categories.

First, projects that would protect and/or improve designated scenic byways, designated historic highways, or highways eligible for historic designation are eligible.

- ✓ Projects must protect, enhance, or promote the scenic, historic, cultural, and natural integrity of an existing highway or an adjacent area.
- ✓ Improvements may include scenic overlooks, restoration of historic features, or roadway enhancements.
- ✓ TEP funds cannot be used for any statewide program.
- ✓ Documentation from the SHPO or other appropriate agency with evidence of the historic nature of the site must be provided with the TEP application. For the SHPO's contact information, see Appendix C – Transportation Enhancement Program Contact Information.

Second, projects that would modify, rehabilitate, or build tourist and welcome centers with a clear link to scenic or historic routes or sites are eligible.

- ✓ All tourist or welcome centers must comply with SHA's policy for Visitors Center, found in Appendix D – Maryland Transportation Enhancement Program Policies.
- ✓ The tourist or welcome center does not have to be on a designated scenic or historic highway, but there must be a clear link to scenic or historical sites or highways. The intent of this qualifying category is NOT to simply repair and restore rest areas or visitor centers. The intent is to fund centers with a clear link to scenic or historic routes or sites that serve the traveling public. Facilities can direct travelers to historic or scenic sites; enhance or interpret historic or scenic sites; or provide activities for the protection and enhancement of historic or scenic sites, as long as a relationship to transportation also exists.
- ✓ The TEP will not fund expenses for areas used for private businesses or leased space within tourist and welcome centers. Any raised funds must be used primarily for maintenance and improvements to the facility.
- ✓ TEP funds cannot be used to purchase racks for general advertising, brochures for businesses, conference centers or any more than minimal office space.
- ✓ TEP funds cannot be used for marketing, staffing, maintenance or operating costs.
- ✓ All visitor and welcome centers must be intended to serve the traveling public.
- ✓ Documentation from the SHPO or other appropriate agency with evidence of the historic nature of the site must be provided with the application. For the SHPO's contact information, see Appendix C – Transportation Enhancement Program Contact Information.

Note: Trailheads would be categorized under the Provision of Pedestrian and Bicycle Facilities eligibility category.

Typical Activities Eligible for TEP Funding

- Installation of amenities on scenic and/or historic highways including interpretive plaques, aesthetic guardrails, and aesthetic bridge rails along scenic or historic highways

- Restoration of historic highway-related features including lighting, sidewalks, retaining walls, and historic markers
- Development of scenic turnouts or overlooks on scenic byways
- Construction of a new tourist and welcome facility related to scenic or historic sites, including interior fixtures, restrooms, and items that support or interpret a scenic or historic highway program like brochure racks, audio video equipment, maps, and kiosks
- Major rehabilitation or reconstruction of existing tourist and welcome centers with a link to historic or scenic sites or routes serving the traveling public

Typical Activities Ineligible for TEP Funding

- Staffing, operating, maintenance and marketing costs of a tourist and welcome center
- Construction or rehabilitation of commercial areas or items to support commercial activities in a tourist and welcome center
- Construction or rehabilitation of tourist and welcome centers without a clear link to scenic or historic sites or routes
- Construction or rehabilitation of tourist and welcome centers not primarily intended to serve the traveling public
- Interior fixtures or amenities to support advertising for businesses
- Construction or rehabilitation of areas of an eligible tourist or welcome center that would not serve the primary function of the center like excessive office space or conference centers
- Construction or rehabilitation of highway rest areas

5) Landscaping and other scenic beautification – Eligible projects in this category include construction projects that enhance the aesthetics or visual character of a site, corridor, or community along state or federal roadways.

- ✓ Projects may include vegetation management, scenic overlooks along roads, historic landscapes restoration, gateway signage, and other sustainable projects compatible with their surroundings.
- ✓ Gateway signing projects must be located either at a Maryland entrance or on an interstate route between Maryland counties. Signs for municipalities, neighborhood identification, way-finding, or the promotion of historic sites are not eligible.
- ✓ Gateway signage locations must be approved by SHA’s Office of Traffic and Safety prior to application submittal. For contact information, see Appendix C – Transportation Enhancement Program Contact Information.
- ✓ Landscaping improvements may include street furniture, minor lighting, specialized paving surfaces, and vegetative materials. Artistic items such as statues, murals, fountains, and flagpoles are not eligible for funding.
- ✓ Projects that fall within a historic district require a review by the SHPO and official, local historic preservation groups. For the SHPO’s contact information, see Appendix C – Transportation Enhancement Program Contact Information.

Note: All projects involving signage must comply with SHA’s policy for signage, found in Appendix D – Maryland Transportation Enhancement Program Policies

Typical Activities Eligible for TEP Funding

- Landscaping along a highway and at highway interchanges
- Construction of a scenic overlook
- Reintroduction of native or endangered plants or trees along a highway
- Landscape improvements like plantings, street furniture, specialized paving, or minor lighting
- Restoration of historic landscapes
- Removal of invasive species
- Installation of gateway signage at Maryland entrances or on state-classified primary routes between Maryland counties

Typical Activities Ineligible for TEP Funding

- Maintenance activities such as mowing, tree pruning or removal, erosion control, etc.
- Landscaping associated with an existing reforestation project
- Construction of noise barriers
- Annual plantings
- Installation of artistic items or gateway signage for municipalities, neighborhood identification, way-finding, or site promotion

- 6) Historic preservation** – Eligible projects in this category include the preservation of a historic transportation-related facility on or eligible for the National Register of Historic Places.
- ✓ Projects must improve or preserve a historic transportation site, by documentation, recording, restoration, rehabilitation, stabilization, or other means to protect the site. The site could have had a significant transportation-related function in the past, currently serves a transportation related function, or will serve as a transportation function after the project is completed.
 - ✓ Eligible sites and transportation-related objects include railroad depots, bridges, visitor centers, transportation museums, lighthouses, and railcars.
 - ✓ Acquisitions of historic artifact collections or exhibits are not eligible activities.
 - ✓ The project should enable a transportation related use of the historic property or result in a publication that documents the facility.
 - ✓ Documentation to preserve a historic transportation site can be accomplished by book, scholarly document, film, or CD/DVD production.
 - ✓ All relevant work must comply with the *Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation*. See Appendix B – Online References to Guidelines, Policies, and Manuals.
 - ✓ Documentation from the SHPO or other appropriate agency with evidence of the historic nature of the site must be provided with the TEP application. For the SHPO's contact information, see Appendix C – Transportation Enhancement Program Contact Information.
 - ✓ Proposed improvements must not jeopardize the site's status of eligibility as a historic site. All improvements are subject to approval by the SHPO.

Typical Activities Eligible for TEP Funding

- Construction associated with the historic preservation of a transportation-related historic site, district, structure, or object for public use
- Preservation of historic building facades
- Tasks associated with identification, restoration, documentation, interpretation, rehabilitation, or stabilization of a historic or archeological site, district, or structure
- Restoration of an historic lighthouse, boat, railcar, or other transportation-related object
- Creation of surface transportation history archive
- Document production to preserve a historic transportation site

Typical Activities Ineligible for TEP Funding

- Historic preservation of a structure that does not have a relationship to transportation like a barn, post office, museum, house, etc.
- Replication or duplication of an historic site, object, or structure
- Any work that would risk the historic status of a structure, site, or object

7) Rehabilitation and operation of historic transportation building, structures, or facilities, including historic railroad facilities and canals – Eligible projects in this category include the rehabilitation of historic transportation buildings, structures, or facilities that are part of the intermodal transportation system and are listed on or eligible for the National Register of Historic Places.

- ✓ Rehabilitation and restoration can be accomplished by returning the property to a condition that makes a contemporary use possible, while preserving the significant historic features of the property
- ✓ Eligible structures include railroad depots, bus stations, lighthouses, tunnels, and bridges.
- ✓ Projects must comply with the *Secretary of the Interior's Standards for Rehabilitation of Historic Properties*. See Appendix B – Online References to Guidelines, Policies, and Manuals.
- ✓ All proposed rehabilitation must be consistent with the historic character of the site and restores the historic site to a condition that will permit or enhance public use.
- ✓ Only improvements intended to serve a transportation-related use are eligible for funding.
- ✓ All facilities must be non-profit; any funds raised must be used primarily for maintenance and improvement of the facility.
- ✓ TEP funds cannot be used for marketing, staffing, maintenance, or operating costs.
- ✓ Documentation from the SHPO or other appropriate agency with evidence of the historic nature of the site must be provided with the application. For the SHPO's contact information, see Appendix C – Transportation Enhancement Program Contact Information. All improvements are subject to approval by the SHPO.

Typical Activities Eligible for TEP Funding

- Construction associated with the restoration or rehabilitation of railway depots, bridges, trestles, railways, lighthouses, tunnels, canal viaducts, bus stations, ferry terminals, etc. that are listed on or eligible for the National Register of Historic Places and will be operable and serve a transportation-related use after construction

Typical Activities Ineligible for TEP Funding

- Construction associated with the restoration or rehabilitation of a transportation-related structure not listed on or eligible for the National Register of Historic Places
- Construction of improvements to a historic transportation related structure intended to serve a non-transportation use
- Any work that would risk the historic status of a structure, site, or object
- Staffing, maintenance, or operation costs of an eligible transportation facility

8) Preservation of abandoned railway corridors, including the conversion and use of the corridors for pedestrian or bicycle trails – Eligible projects in this category include the preservation of abandoned railway corridors for an off-road pedestrian or bicycle trail, or canal facility.

- ✓ Eligible railway corridors must be officially abandoned, have abandonment proceedings pending, or are available for purchase from the legal owner of the property.
- ✓ Trails must be transportation-oriented and not exclusively for recreational usage.
- ✓ Trails must provide connections to Maryland's intermodal transportation system or link significant land uses.
- ✓ Preference will be given to projects on publicly owned right-of-way.
- ✓ Bicycle facilities must adhere to the AASHTO *Guide for Development of New Bicycle Facilities*, which provides information on the development of new bicycle facilities, including planning considerations, design and construction guidelines, and operation and maintenance recommendations. See Appendix B – Online References to Guidelines, Policies, and Manuals.

Note: All pedestrian trail provisions associated with Category 1 – Provision of Facilities for Pedestrians and Bicycles – apply to pedestrian trails associated with this category.

Typical Activities Eligible for TEP Funding

- Construction of pedestrian or bicycle trail adjacent to abandoned railroad corridors
- Installation of pedestrian and bicycle amenities at intermodal nodes or trailheads

9) Inventory, control, and removal of outdoor advertising – Eligible projects in this category include the inventory, control, and removal of existing billboards, illegal signs, and other nonconforming outdoor advertising along roadways.

- ✓ Projects must be consistent with the Outdoor Advertising Control requirements found in 23 CFR 750 Subpart G and should contribute to the viewshed of the traveling public. See Appendix B – Online References to Guidelines, Policies, and Manuals.
- ✓ Preference will be given to projects that include the removal of billboards.
- ✓ Costs associated with the removal of billboards or other outdoor advertising must be based on an equitable estimate.
- ✓ Inventory control may include data collection; acquisition and maintenance of digital aerial photography; video logging; scanning and imaging of data; and developing and maintaining an inventory and control database of outdoor advertising.

Typical Activities Eligible for TEP Funding

- Activities associated with billboard inventory control measures
- Removal of billboards that are not in compliance with existing zoning ordinances
- Transaction costs associated with the removal of billboards

Typical Activities Ineligible for TEP Funding

- Removal of billboards on private property without property owner approval

10) Archeological planning and research – Eligible projects in this category must include archeological research, interpretation, and documentation of transportation-related sites for the benefit of transportation.

- ✓ Projects may involve transportation-related archeological site preservation and interpretation, or planning to improve identification, evaluation, treatment of sites, data recovery, or research on archeological sites.
- ✓ The analysis and synthesis of data derived from transportation-related archeology projects are eligible project activities, as well as using the project data to develop a guide for related future studies, data recovery, and synthetic research.
- ✓ All relevant work must 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) and must be reviewed by the SHPO. For contact information, see Appendix C – Transportation Enhancement Program Contact Information.
- ✓ Documentation from the SHPO or other appropriate agency with evidence of the historic nature of the site must be provided with the TEP application.
- ✓ Additional coordination with the SHPO may be required.

Typical Activities Eligible for TEP Funding

- Research, preservation planning, and interpretation of transportation related archeological research
- Preparation and cataloguing of artifacts related to transportation or transportation projects for exhibition
- Development of a project guide that documents the rationale, methods, and results of the current study to be used for future use

Typical Activities Ineligible for TEP Funding

- Archeological research or studies unrelated to surface transportation
- Archeological research, planning, or data recovery associated with or required by an existing or planned transportation project

11) Environmental mitigation to address water pollution due to highway runoff or to reduce vehicle-caused wildlife mortality while maintaining habitat connectivity – Eligible projects in this category must be environmental mitigation projects that minimize, correct, or collect stormwater runoff from roadways, as well as projects that reduce wildlife mortality caused by vehicle incidents on roadways without disconnecting wildlife habitat.

- ✓ Eligible mitigation activities include wetland creation, stream channel improvements, erosion control measures, drainage facility restoration, and permanent filtering systems such as the addition of vegetated ditches or detention basins.
- ✓ Projects must rectify current or prior impacts from transportation facilities.
- ✓ Projects cannot be a compulsory mitigation, avoidance, or minimization requirement of an existing or planned roadway project.
- ✓ Projects intended to reduce wildlife mortality resulting from vehicles must be at documented wildlife mortality sites or documented wildlife crossing sites near new roads.
- ✓ Projects could include the installation of fencing in wildlife crossing locations; the construction of wildlife overpasses, underpasses, or culverts; native vegetation plantings as sight buffers or grazing deterrents; or monitoring and data collection on habitat fragmentation and vehicle-related wildlife mortality.
- ✓ This category is not limited to rare, threatened, or endangered (RTE) species, but includes any wildlife mortality directly caused by vehicles. Funding preference will be given for species that are identified as RTE by the federal or state government.

Typical Activities Eligible for TEP Funding

- Restoration and creation of wetlands; improvements to stream channels; installation of erosion control measures; and other methods to address water pollution linked to highway runoff
- Creation of vegetative ditches, detention basins, or other filtering system for highway runoff
- Installation of or improvements to drainage facilities degraded by highway construction
- Installation and/or construction costs of fencing, overpasses, culverts, underpasses for wildlife passage
- Monitoring and data collection on habitat fragmentation and vehicle-caused wildlife mortality

Typical Activities Ineligible for TEP Funding

- Avoidance, minimization, or mitigation activities associated with an current or planned transportation improvement project
- Mitigation not associated with water pollution linked to highway runoff
- Installation and construction of wildlife passage along roadways with no documented evidence of wildlife crossing with high vehicular mortality rates

12) Establishment of transportation museums – Eligible projects in this category must establish or rehabilitate a transportation museum for the display of historical transportation artifacts and the description and interpretation of transportation history.

- ✓ Projects may include the construction of new transportation museums, additions to existing museums, or the conversion of railroad stations or historic properties to museums with transportation themes.
- ✓ The museum must fulfill the following criteria:
 - ✓ 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 transportation 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; and
- ✓ Have a formal and appropriate program of presentations and maintenance exhibits.
- ✓ TEP funds can be used the purchase of artifacts or exhibits related to transportation for a newly established museum
- ✓ TEP funds cannot be used for displays, segments of buildings, or objects not directly related to transportation, nor to rehabilitate or refurbish existing museums.
- ✓ Displays or exhibits must be primarily surface transportation oriented and comply with ADA guidelines.
- ✓ TEP funds cannot be used for marketing or operating costs.
- ✓ Any raised funds must be used primarily for maintenance and improvement of the facility.

Typical Activities Eligible for TEP Funding

- Construction or rehabilitation associated with a new transportation museum or an addition to an existing museum including the acquisition of artifacts necessary for the operation of the facility
- Construction associated with the conversion of a railroad station or historic property to a transportation museum including the acquisition of artifacts necessary for the operation of the facility
- Construction of parking lots needed for the operation of the transportation museum
- Capital improvements associated with existing transportation museums
- Purchase of artifacts or exhibits for the museum being created or rehabilitated

Typical Activities Ineligible for TEP Funding

- Restoration or acquisition of any object not directly related to transportation, including segments of buildings not used for the transportation museum
- Rehabilitation or refurbishment of existing museums that do not have a transportation function
- Purchase of artifacts or exhibits for an existing museum
- The marketing, operating, or maintenance costs of an eligible transportation museum

Activities Ineligible for Funding

The following activities are **NOT** eligible for TEP funding, regardless of the qualifying category:

Routine, non-major **maintenance** of trails, buildings, bridges, or other structures of eligible TEP projects, as well as any **maintenance equipment** are NOT eligible for funding.

- **Capital Improvements**, including sidewalk retrofits, roadway construction, roadway lighting, roadway paving, undergrounding of utilities, and drainage or sewer improvements;
- **Streetscape Projects**;
- Directional, way finding, and neighborhood identification **Signage** not directly related to an approved project to promote historic or cultural areas;
- **Parks or recreation areas or facilities**;
- **Loop Trails**, within a park or around a facility, especially one without a connection to a regional pedestrian/bicycle facility network;
- **Parking Garages**;
- **Parking Lots** that are not an integral part of an eligible TEP project (i.e., a trailhead or access point), or which includes parking in excess of that which would be reasonably provided for the project;
- Improvements to or acquisition of **Commercial Properties** or properties intended for **Commercial Use**;
- **Noise Barriers**;
- **Artwork or artistic enhancements**, including monuments, sculptures, statues, and murals;
- **Historical Reproductions**;
- **Mitigation** that is a requirement of an existing transportation project;
- **Archeology** that is a requirement of an existing transportation project;
- Activities on **Private Property or Property Unencumbered with an Easement Held by a Government Agency** that may otherwise be eligible for TEP funding; and
- **Operating Costs** of eligible TEP projects.

Project Sponsor Responsibilities

Project sponsors are responsible for the timely completion of each phase of a TEP project. Each phase is discussed within this manual, and the project sponsor's responsibilities will be outlined in a Memorandum of Understanding (MOU) between the sponsoring agency and SHA. Generally, the project sponsor's responsibilities include, but are not limited to:

- ✓ Preparing and submitting a complete application package to SHA
- ✓ Keeping written documentation of all actual project costs and making them available upon request
- ✓ Providing project management
- ✓ Ensuring funding is available to complete the project
- ✓ Obtaining public support
- ✓ Acquiring right-of-way
- ✓ Completing engineering design
- ✓ Promoting or marketing the project
- ✓ Obtaining environmental surveys, including wetland delineations, hazardous materials survey, and archeological surveys
- ✓ Completing and submitting all necessary NEPA documentation to SHA
- ✓ Coordinating with the SHPO on all projects involving facilities on or eligible for the National Register of Historic Places
- ✓ Obtaining necessary permits
- ✓ Advertising for construction or other services
- ✓ Constructing, developing, and/or implementing the project
- ✓ Producing a publication of research findings, if appropriate
- ✓ Sending monthly progress reports (MPR) to SHA
- ✓ Accepting the responsibility for cost increases
- ✓ Accepting the responsibility for maintenance of the project before, during, and after construction
- ✓ Timely submission of request for reimbursement

Project Sponsors are encouraged to call the **TEP Liaison** at SHA before submitting an application for TEP funding for assistance in determining eligibility, answering preliminary questions, and additional guidance related to specific projects.

SHA Assistance for Project Sponsors

SHA will assist project sponsors in meeting the TEP requirements throughout the life of a project. Some of SHA's responsibilities include:

- ✓ Holding a kick-off meeting to orient sponsors to the program
- ✓ Preparing an MOU
- ✓ Reviewing letters to environmental agencies
- ✓ Submitting NEPA documentation for FHWA approval
- ✓ Reviewing structural plans and specifications

- ✓ Reviewing construction plan, specifications, and estimates (PS&E)
- ✓ Seeking federal funding approval
- ✓ Providing approval to advertise
- ✓ Reviewing complete bid packages
- ✓ Providing Concurrence in Award (CIA)
- ✓ General monitoring of construction work and record keeping
- ✓ Providing inspections and materials testing, for a fee
- ✓ Processing requests for reimbursement

Public Events

All project-related promotional materials including press releases, public event materials, and informational signage, must include funding credit for MDOT and FHWA. Additionally, project sponsors must notify SHA at least six weeks prior to scheduling any public event. Failure to do so may jeopardize future funding consideration.