



TAP APPLICATION MANUAL

Transportation Alternatives Program [TAP]

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To get started, download the [TAP APPLICATION FORM](#).

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SUBMITTAL AND REVIEW PROCESS

PLEASE NOTE:

Further guidance on federal regulations can be found in the General Project Manual.

Getting Started

To request TAP funding for eligible projects, project sponsors must submit the Maryland Department of Transportation (MDOT) and the Metropolitan Planning Organization (MPO) Transportation Alternatives Program (TAP) Application to SHA for consideration. If your application is within the limits of the Baltimore Metropolitan Council (BMC), the Metropolitan Washington Council of Governments (MWCOG) or the Wilmington Area Planning Council (WILMAPCO) the associated MPO will also review the application for consideration and selection.

The application should state the most pertinent project information clearly and concisely. Applications must provide enough detail in the project description, budget, and schedule for reviewers to quickly establish eligibility and easily understand the project scope. SHA staff, MPO staff and associated Advisory Committees evaluate applications based on the eligibility and merits of individual projects. Eligible projects within BMC, MWCOG and WILMAPCO will then compete for available funding within the designated MPOs. All other eligible project applications, as well as projects not funded by MPO's but having MPO support, will compete for funding available for area wide state allocation.

The contents of the application will provide the scope of the project used to draft the Memorandum of Understanding. The application, including the description, budget, and schedule, will be used as a benchmark to compare and evaluate any subsequent changes. At the completion of a project, activities that are not in compliance with the scope will jeopardize funding reimbursement.

Download the official [TAP Application](#) here. If any difficulties occur while downloading the file, project sponsors are encouraged to contact [SHA's TAP Liaison](#).

This manual should be used to facilitate the completion of the application. It provides supplemental information and clarification needed to complete the application.

PREPARING TO APPLY

DOWNLOAD APPLICATION

[TAP Application Form](#)

Pre-Application Activities

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

Determine Project Eligibility

- It is important to make sure that the proposed project meets the criteria for one of the 9 eligible categories, as well as have a direct relationship to surface transportation to satisfy the basic requirements.
- If the proposed project does not clearly meet the criteria, it may not be eligible for funding.
- In these cases, applicants are encouraged to discuss their projects with [SHA's TAP Liaison](#) prior to preparing an application.

Select project name

- It will be the official project title, which must be used throughout the life of the project.
- It should be as short as possible, yet descriptive enough to properly identify the unique character of the project.

Determine the right-of-way status of the project site

- All TAP project activities must be on publicly owned right-of-way or right-of-way encumbered with a permanent easement to a public agency.
- Right-of-way negotiations and/or purchases can start before submitting an application; however, **once the TAP application for project funding is submitted, all right-of-way negotiations must follow the [Federal Uniform Assistance and Real Property Acquisition Policies Act](#).**
- SHA encourages the sponsoring agency to secure right-of-way prior to application submission because right-of-way acquisitions can lead to significant schedule delays.
- Projects categorized within the Historic Sites category must have a completed title search.

Identify and secure funding sources and commitments

- All project costs are the responsibility of the project sponsor; any approved expenses will be reimbursed with TAP funding.

Begin construction design plans, if applicable

- Project design must be a minimum of [30 percent](#) complete prior to submitting an application, and they must be included in the application package.
- All projects must be designed in compliance with [ADA and other applicable design guidelines](#).

Prepare a project budget

- The budget must be based on the 30 percent design plans, if applicable.
- All costs used in the budget should be current; do not use costs over 3 months old.
- Include appropriate contingency costs to account for inflation and rising material costs. Twenty to thirty percent is recommended for projects at this stage of development.
- An engineering estimate must be included in the application package, if applicable.

Review schedule of remaining project elements

- Approved projects must be prepared to advertise within 24 months of being awarded funding or may risk losing its funding.
- Projects that will take longer than 24 months to proceed with advertisement should not be submitted until they are more fully developed.

Attain community input and a consensus on a concept

- Evidence of public involvement should be included in the application package.

Obtain official letters of support

- Submit support letters from local, state, and/or federal elected officials with the application package.
- Do not have letters of support sent directly to SHA or state officials.
- A letter from the Chief Elected Official of the jurisdiction prioritizing potential TAP projects must be included in the application package.

Inform the Metropolitan Planning Organization (MPO) representative

- If the project activities are within a MPO area, the project must be supported by the MPO, except for projects within BMC, MWCOG, and WILMAPCO jurisdictions.

HELPFUL HINT:

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

HOW TO APPLY

Application Instructions

Application Section 1 - Applicant Information

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

The government agency sponsoring the project will be responsible for the funding, development, and completion of the project, as well as the continued maintenance and legal liability. This is a requirement to receive TAP funding.

Application Section 2 - General Project Information

Project sponsors must provide general project information including the title of the project, the location, the Metropolitan Planning Organization, and the category.

- The project title on the application will be the official project title
- Project limits should consist of street addresses, road names, highway markers, or references to nearby public facilities.
- Project sponsors can determine the [Maryland legislative district](#) here.

Application Section 3 - Transportation Alternatives Eligibility

Project sponsors must select one qualifying category for the proposed project and identify its relationship to surface transportation. For help to determine eligibility status, see the [TAP Program Manual](#).

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

Application Section 4 - Detailed Project Description

Project sponsors must provide a detailed description of all aspects of the project, identify customers to be served, identify how the subject project will enhance the statewide transportation system, discuss related projects, and respond to category specific questions. The detailed project description should describe all work necessary by addressing each item listed in the application that is relevant to the proposed project. The majority of items on the list, including the plan for continued maintenance, will apply to all types of projects. Qualifying categories and project specific questions are listed at the end of this section.

Following the detailed description, there are questions related to professional services, economic life, and maintenance needs of the project. Professional services may include any engineers, lawyers, historic preservation specialists, right-of-way appraisers, or other specialists necessary to design, develop, or review the proposed project.

The economic or useful life of the project refers to how long the project will operate or serve its intended function, as described in the detailed description. The TAP will not fund the maintenance of any facility. Continued project maintenance is the responsibility of the project sponsor, and the maintenance plan must be described in the application.

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

PLEASE NOTE:

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

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

HELPFUL HINT:

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

1) Provision of facilities for pedestrian and bicycles

- a) What will be the trail connections or destinations at either end of the facility? Note that if a connection is to an existing trail, that trail must be ADA compliant as well. (examples of connections include: rail station, public transportation stop, ferry landing, water taxi landing, schools, businesses, residential areas, and existing pedestrian and bicycle trails that are part of a connecting regional network)
- b) What is the predicted demand for the pedestrian and bicycle facility (modeling data is not required)?
- c) What will be the length and width of the facility? If the project will have varying widths, please specify (8' – 10' wide is the recommended minimum).
- d) What type of surface is proposed for this facility? If there will be multiple surface types, please specify.
- e) Describe the height and length of any boardwalk, bridges, retaining walls, or other proposed structures.
- f) What are the flooding levels, if applicable?
 - 1) Does the project include a trailhead? Describe any amenities that are being proposed for the trailhead such as parking, restrooms, or other facilities.
 - 2) How will the sizes of the parking and restroom facilities be proportionate to the number of users served by the trail, if applicable?
 - 3) What will be the operational details (i.e., staffing, operating hours, operation equipment, and commercial activities) of the trailhead facilities?
 - 4) What, if any, portions of the project site, building, or facility will be restricted to private or commercial use?
- g) How will the traveling public be informed about the pedestrian and bicycle facility?

2) Infrastructure-related projects and systems that will provide safe routes for non-drivers construction, planning, and design of infrastructure-related projects that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.

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

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

- a) Has the rail corridor been authorized for abandonment? Are abandonment proceedings pending?
- b) What easements or deed restrictions are in effect? Do they include reversionary rights? If so, to whom?
- c) Will there be an agreement to ensure the preservation and protection of the corridor?
- d) If a railroad corridor has been rail-banked, will there be an agreement that the corridor is subject to restoration or reconstruction for railroad purposes in the future?

- e) Is this redundant to application questions
- f) Describe any boardwalk, bridges, or other proposed or existing structures.
- g) What will be the trail connections at either end of the facility? Note that if a connection is to an existing trail, that trail must be ADA compliant as well. (examples of connections: rail station, public transportation stop, ferry landing, water taxi landing, schools, businesses, residential areas, and existing pedestrian and bicycle trails that are part of a connecting regional network)
- h) What will be the length and width of the facility? If the project will have varying widths, please specify by length and location.
- i) What type of surface is proposed for this facility? If there will be multiple surface types, please specify.
- j) How will the traveling public be informed about the project?

4) Construction of turnouts, overlooks, and viewing areas

- a) Describe how the design and site plans are compatible with the natural, historical, or cultural qualities of the area.
- b) How will the traveling public be informed about the project?

5) Inventory, control, and removal of outdoor advertising

- a) Where are the billboards or other advertising located?
- b) Who owns the billboards or other advertising?
- c) Who owns the property where the billboards are located?
- d) How will the removal of the advertising contribute to the view shed of the traveling public?
- e) Is the project in compliance with 23 Code of Federal Regulations 750 Subpart G – Outdoor Advertising Control? ([See Appendix B – Online References to Guidelines, Policies, and Manuals](#))
- f) Are the billboards or other advertising signs considered illegal and/or in conflict with local ordinances or mandates?
- g) Are controls in place to prohibit new signs from being erected after removal of existing signs?
- h) How will the proposed project add value or effectiveness over and above Maryland’s regular outdoor advertising related programs?

6) Preservation and rehabilitation and of historic transportation building, structures, or facilities, including historic railroad facilities and canals

- a) Is the structure or site listed on or eligible for the National or Maryland Register of Historic Places?
- b) What is the historical significance of the structure or facility to surface transportation?
- c) What is the current condition of the structure or facility?
- d) Is there a preservation easement in place? Who holds it?
- e) Describe in detail the construction activities that will be required for the structure or facility and the sequence of all preservation or rehabilitation activities?
- f) What will be the future use of the facility or structure?
- g) Were any engineers, architects, or contractors experienced in historic rehabilitation consulted during the project design?
- h) How will the traveling public be informed about the project?

7) Vegetation Management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species and provide erosion control

- a) What best practices will the project use for vegetation management?
- b) How will the project design address or improve safety?
- c) How will the traveling public be informed about the project?

8) Archeological planning and research

- a) What is the archeological integrity of the site? Is there any physical evidence showing significant historic or prehistoric activities?
- b) Is the site listed on or eligible for the Maryland or National Register of Historic Places?
- c) How did surface transportation affect activity at this location during the period of archaeological significance? How did activities at this location affect surface transportation?
- d) What, specifically, will be researched, interpreted, and/or documented?
- e) Will a professional historian or archeologist be involved with the project?
- f) How will the traveling public be informed about the archaeological significance of the site? Who else will be informed?

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

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

Additional Application Attachments

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

Application Section 5 - Project Effects

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

Application Section 6 - Project Design Status

Project sponsors must identify the status of all aspects of projects that would involve any construction, rehabilitation and mitigation. Projects that involve rehabilitation, construction, or environmental mitigation, the first question can be skipped, but all other information must be addressed. These projects will require professional engineering design.

The TAP project design process should be guided by the latest versions of

- [SHA’s Accessibility Guidelines for Pedestrian Facilities along State Highways](#)
- [AASHTO’s Guide for Development of New Bicycle Facilities](#)
- [The Secretary of Interior’s Standards and Guidelines for Archeology and Historic Preservation](#), which provides information on upgrading existing bicycle and pedestrian facilities, 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](#)

- [The ADA Accessibility Guidelines for Buildings and Facilities \(ADAAG\)](#)
- [SHA's Accessibility Policy & Guidelines for Pedestrian Facilities along State Highways](#)
- [SHA's Standards for Highways, Incidental Structures and Traffic Control Applications](#) by and for the Maryland State Highway Administration
- [MDOT's Standard Specifications for Construction and Materials](#)
- [USDOT's Rails-with-Trails: Lessons Learned Literature Review, Current Practices, Conclusions](#)
- [The Maryland Stormwater Design Manual](#)
- [The Manual on Uniform Traffic Control Devices](#)
- The International Code Council publications, including the [International Building Code](#)

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

If applicable, the application must include one full set of the most recent design plans with the application package. Design plans submitted with the application package must be at least 30 percent complete. Plans should be on a roll that is separate from the application and other attachments. Half scale plans are acceptable and only one is needed, not one per copy of the application. If a structure or bridge is part of the project, please provide two copies of the plans. Please do not incorporate into the application.

Design plans vary greatly depending on the scope of the project. The [30 Percent Design Plan Guidelines for Mitigation Projects](#) and [30 Percent Design Plan Guidelines for Construction Projects](#) in the Appendix provide a general idea of the information that SHA will look for when evaluating mitigation and construction design plans that are at least 30 percent complete.

Application Section 7 - Project Right-of-Way Status

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

All project activities must be on publicly-owned right-of-way or on right-of-way encumbered with a permanent easement held by a government agency. Applicants must fill out the table by listing the owner(s) and value of each parcel of right-of-way in the entire project area.

If the Right-of-way is not owned by the sponsoring government agency, the last column entitled “Status of Acquisition/Easement,” must include a discussion of any negotiations to date, including any monetary offers or requests; any commitments; or any problems, hesitations, or requests for exclusions that were encountered.

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

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

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

Application Section 8 - Project Schedule

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

See the [TAP Projects Milestones Tables](#) for a list of the typical milestones for projects using TAP funds. If a project milestone, specific to the proposed project is missing, rows can be added. Provide realistic and feasible projected start and finish dates for each applicable project milestone listed in the tables using the month-day-year format.

Project construction is required to be advertised within 24 months of being awarded funding. Projects that will take longer should not be submitted until they are more fully developed. The complexity of each individual project will influence the schedule. Some milestones can be done concurrently, and others must be done in succession. Use the information in the following tables as guides in determining realistic dates for the project schedule.

Application Section 9 - Project Costs

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

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

The table provided is to assist applicants in itemizing project activities and their associated costs. Applicants must classify the costs of each category of construction by indicating what portion of the costs would be funded by TAP, which portion would be considered soft match, and which portion will be considered cash match. Please note that for all construction projects, only the costs of construction activities may be considered cash match. Do not enter amounts in the cells with dashed lines. The table separates non-construction costs from construction costs. Construction related activities should be divided into construction categories. Sub-categories may be added, if necessary. Examples of categories include:

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

The table needs to include any applicable contingency, inspection, materials testing, and/or construction management costs. Contingencies should be included for unforeseen costs because additional funding may not be available to cover inadequate cost estimates. Projects at the thirty-percent stage typically use a factor of twenty to thirty percent.

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

PROJECT SPONSORS:

must develop local funding commitments before submitting the application

HELPFUL HINTS:

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

TIPS FOR AN ACCURATE COST ESTIMATE:

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

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

Application Section 10 - Project Support

Project sponsors must identify community, local, state, regional, private, and non-profit agencies that support the project. Before submitting the application, project sponsors should acquire community input and support from local/state agencies, elected officials, and the MPO representative, if applicable.

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

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

Attachments/Appendices

In this section of the application, project sponsors may include any supplemental information that supports the project's scope and development. Additional attachments that would supplement and enhance the project description, design, schedule, budget, or support are encouraged. Each type of attachment, with the exception of the plan sheets, should be placed in separate appendices and should fit on 8 ½" x 11" paper.

Plan sheets should be separate from the application; only one copy is required, please do not incorporate plan sheets into the application.

Application Tips

- The application is the primary source of information used in the consideration for funding the project as well as managing the project
- The [Maryland TAP Application form](#) must be used to submit your project.
- Applications must be complete and accurate. Review the Application Checklist before submitting your application to ensure completion.
- BE Clear; BE Specific; BE Concise

SUBMITTING AN APPLICATION

How to Submit

The project sponsor must submit the completed, original TAP application and any attachments, to SHA by March 15th of each calendar year, as well as one hard copy of plans and one electronic copy of the plans.

**Please submit project applications and any questions regarding the TAP application process to:

Mrs. Jessica Silwick
Transportation Alternatives Program Liaison
Regional and Intermodal Planning Division
Maryland State Highway Administration
707 N. Calvert Street
Mail Stop C-502
Baltimore, MD 21202
410.545.5673 (phone)
410.209.5025 (fax)
jsilwick@sha.state.md.us

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

MPO Contacts

For Baltimore Metropolitan Council (BMC), Metropolitan Washington Council of Governments (MWCOG) or Wilmington Area Planning Council (WILMAPCO) priorities and application criteria related questions please contact the following representatives:

Heather Dunigan
Principal Planner
WILMAPCO
850 Library Ave., Suite 100
Newark, DE 19711
302/737-6205 ext. 1-18
hdunigan@wilmapco.org

Sarah Crawford
Department of Transportation Planning
MWCOG
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(202) 962-3202 (fax)
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APPENDIX

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30 Percent Design Plan Guidelines for Mitigation Projects

STREAM PROJECTS

- Title Sheet
- Location Map
- Stream Use and Closure Dates
- Legend
- Scale
- Grading Plan
- Existing and proposed topography
- Construction Access
- Preliminary sequence of construction
- Baseline of construction
- Land cover (treeline, floodplain limit, existing features)
- Bank Stabilization
- Detail Sheet(s)
- Typical section
 - Typical riffle
 - Typical pool
 - Bankful width/depth
 - Flood prone area
 - Grading limits
- Profile
- Planting Plan
- Planting Zones
- Plant List
- Property needed identified
- In-stream Structure locations

WETLAND PROJECTS

- Title Sheet
- Location Map
- Legend
- Scale
- Grading Plan
- Existing and proposed topography
- Wetland limits by type
- Groundwater well/piezometer location
- Construction Access
- Preliminary sequence of construction
- Baseline of construction
- Land cover (treeline, floodplain limit, existing features)
- Planting Plan
- Planting Zones
- Plant List
- Property needed identified

30 Percent Design Plan Guidelines for Construction Projects

TRAIL PROJECTS

- Title Sheet with location map, legend for existing and proposed items including shading, scale (largest 100':1"), north arrow
- Design plan sheets
 - Survey line w/bench marks/datum used to locate existing facilities and topography for the project's design.
 - A feasible horizontal and vertical alignment of proposed primary trail, spurs trails and destination/connector trails
 - Geometric values and stationing, on a table and on/near the alignment
 - Existing topography,
 - o Roadway traffic direction arrow
 - o Identify existing facilities, buildings,
 - o Floodplain, streams, ditches, storm drain systems, etc
- Utilities location/designation (horizontal location)
- Existing and proposed R/W lines
- Construction access location identified
- Limits of toe/top of fill/cut
- Typical Sections (with existing and proposed surfaces) with applicable station limits.
- Grade and cross slope
- Preliminary pavement section
- Cut and fill slopes
- Limit of work
- Propose Storm Water Management location and devices.
- Cross section sheets at a minimum 200ft. intervals.
- Detail plan sheets
 - Details drawing of elements proposed such as non-SHA Book of Standards for C&G. inlets, fencing, gates, ADA compliance design elements, short retaining walls, lighting structures (bridges, box culverts, and retaining walls), buildings, etc.
 - Projects that propose boardwalks (elevated walkways), bridges, and retaining walls will include information noted on applicable status lists.
- All necessary dimensions and stations to identify and locate existing features, including topography and underground utilities
- Size and location of all major improvements, including trail alignments, trailheads, etc.
- If known, location of proposed amenities, such as fences, railing, barriers, lighting, landscaping, sidewalks, entrances, etc.
- Proposed edge of pavement
- Existing and proposed right-of-way
- Match lines
- Any needed demolition identified
- Property needed identified
- Major quantity estimate with specific lines items for known elements such as light fixtures, traffic barrier, structures, building, utility relocations, etc.

30 Percent Design Plan Guidelines for Construction Projects - CONTINUED

| BUILDING PROJECTS | |
|--|--|
| <ul style="list-style-type: none"> • Title Sheet • Location Map • Legend • Scale • Floor Plans • Property lines • All necessary dimensions • Existing and proposed topography and adjoining structures • Existing and proposed features • Proposed improvements, include the function of each room • If known, location of proposed amenities | <ul style="list-style-type: none"> • Existing and preliminary utility locations including plumbing, HVAC, electrical, and sewer • ADA accommodations • Property needed identified • Parking facilities • Edge of pavement • Drainage facilities • Signage locations • Any needed demolition identified • Limits of grading • Any needed demolition identified • Major quantities estimate |
| BRIDGE PROJECTS | |
| <ul style="list-style-type: none"> • Title Sheet • Location map • Legend • Scale • Typical Sections • Station limits • Grade and cross slope • Type, class, and thickness of pavement and base • Abutments • Existing and proposed under clearance • Property needed identified • Plan Sheets | <ul style="list-style-type: none"> • North arrow • All necessary dimensions and stations • Existing features, including topography and underground utilities • Type, size, and line of structure • Soil boring locations and logs included in plans • Bridge thickness • Elevation • Toe of fill and slop of fill • Limit of work • Match lines • Any needed demolition identified |

Tap Construction Projects Milestones

| MILESTONE | ANTICIPATED TIME FRAME | CONCURRENT ACTIVITIES | PREREQUISITE ACTIVITIES |
|---|--|---|---|
| TAP funding award letter | 4 months after application submittal | <ul style="list-style-type: none"> Design | <ul style="list-style-type: none"> Application submittal |
| Project kickoff meeting | 2 months after TAP funding award letter | <ul style="list-style-type: none"> Design | <ul style="list-style-type: none"> TEPTAP funding award letter |
| Design | Varies by project, should be on-going after application submission | <ul style="list-style-type: none"> TEP/TAP funding award letter Project initiation meeting MOU process Right-of-way acquisition Environmental documentation Bridge/structure review | n/a |
| MOU process | 4 months after kickoff meeting to execute MOU | <ul style="list-style-type: none"> Design Environmental documentation | <ul style="list-style-type: none"> Project kickoff meeting |
| Environmental or NEPA documentation | 4 months to obtain environmental clearance | <ul style="list-style-type: none"> Design MOU process | <ul style="list-style-type: none"> TEPTAP funding award letter |
| Right-of-way acquisition | Varies by project | <ul style="list-style-type: none"> Design MOU process | n/a |
| Right-of-way certification | 2-3 weeks after right of way acquisition | <ul style="list-style-type: none"> Design | <ul style="list-style-type: none"> Right-of-way acquisition |
| Scour Analysis (required for structures within the 100-yr floodplain) | 4-6 weeks for SHA review | <ul style="list-style-type: none"> Design MOU process | <ul style="list-style-type: none"> Project kickoff meeting |
| TS&L & Foundation Design review | 4-6 weeks for SHA review | <ul style="list-style-type: none"> Design MOU process | <ul style="list-style-type: none"> Scour analysis |
| Structural Plans review | 4-6 weeks for SHA review | <ul style="list-style-type: none"> Design MOU process | <ul style="list-style-type: none"> Foundation Design review |
| Final Review (95% plans, specifications, & estimates) | 4-6 weeks for SHA/ Stakeholder review | <ul style="list-style-type: none"> Design Structural Plans review | <ul style="list-style-type: none"> Environmental clearance |
| Final Review meeting | Anytime following SHA/ Stakeholder review of 95% plans | n/a | <ul style="list-style-type: none"> Final Review |
| Obtaining permits | Varies by project | <ul style="list-style-type: none"> Design | n/a |

Tap Construction Projects Milestones - CONTINUED

| MILESTONE | ANTICIPATED TIME FRAME | CONCURRENT ACTIVITIES | PREREQUISITE ACTIVITIES |
|--|---|------------------------------|--|
| Request to Advertise & 100% Plans, Specifications, and Estimates (PS&E) submittal to SHA | 5 weeks for SHA review; additional time may be required for incomplete submittals, or during particularly busy time frames. | n/a | <ul style="list-style-type: none"> • Executed MOU • Right-of-way acquisition • Design • Permits • Structural Plans review • Final Review meeting |
| Advertisement for construction | 21 days minimum; within 24 months of TAP funding award letter | n/a | <ul style="list-style-type: none"> • SHA approval to advertise |
| Bid opening | 3-4 weeks after 1st day of advertisement | n/a | <ul style="list-style-type: none"> • Advertisement for construction |
| Concurrence in Award (CIA) package submission to SHA | 1 month after bid opening; 4-5 weeks for SHA review | n/a | <ul style="list-style-type: none"> • Bid opening |
| Notice to Proceed (NTP) for construction | Varies by project, but a reasonable estimate is required | n/a | <ul style="list-style-type: none"> • CIA |
| Expected duration of construction | Varies by project, but a reasonable estimate is required | n/a | <ul style="list-style-type: none"> • NTP for construction |
| Project closeout | Varies by project, but a reasonable estimate is required | n/a | <ul style="list-style-type: none"> • Construction |
| Ribbon cutting | Varies by project, but must provide SHA notice 30 days in advance | n/a | <ul style="list-style-type: none"> • Project closeout |

TAP Planning Projects Milestones

| MILESTONE | ANTICIPATED TIME FRAME | CONCURRENT ACTIVITIES | PREREQUISITE ACTIVITIES |
|--|--|--|--|
| TEP/TAP funding award letter | 4 months after application submittal | <ul style="list-style-type: none"> Development | <ul style="list-style-type: none"> Application submittal |
| Project kickoff meeting | 2 months after TAP funding award letter | <ul style="list-style-type: none"> Development | <ul style="list-style-type: none"> TAP funding award letter |
| MOU process | 4 months after kickoff meeting to execute MOU | <ul style="list-style-type: none"> Development Environmental documentation | <ul style="list-style-type: none"> Project kickoff meeting |
| Request obligation of federal funds | Varies by project, but a reasonable estimate is required | <ul style="list-style-type: none"> Environmental documentation MOU process | <ul style="list-style-type: none"> Project kickoff meeting |
| Environmental or NEPA documentation | 4 months to obtain environmental clearance | <ul style="list-style-type: none"> MOU process | <ul style="list-style-type: none"> TAP funding award letter |
| Development of training or publication | Varies by project, but a reasonable estimate is required | <ul style="list-style-type: none"> MOU process Environmental documentation | n/a |
| Research, publication, or training | Varies by project, but a reasonable estimate is required | <ul style="list-style-type: none"> MOU process Environmental documentation | <ul style="list-style-type: none"> Development |
| Project closeout | Varies by project, but a reasonable estimate is required | n/a | <ul style="list-style-type: none"> Publication or training Executed MOU Environmental Clearance |