



**INSTRUCTIONS
FOR
APPLICANTS**

Submit One (1) Copy of the Application



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The Enhancement Program Instructions and application forms are also available at the Michigan Department of Transportation web site: www.michigan.gov/tea

This document can be made available, upon request, in alternative format such as large print or audio-tape by contacting the Enhancement Program Coordinator or calling (517) 373-2090 (TDD). This publication was printed by authority of the Transportation Equity Act for the 21st Century of 1998 (TEA-21). The cost of printing the 1,100 copies at \$1.67 per copy is \$1,837.



Background

The Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) established a fund for Transportation Enhancement Activities. Transportation Equity Act for the 21st Century (TEA-21) of 1998 continued this program through the year 2003. Ten percent of the Surface Transportation Fund is set aside for these activities. In TEA-21, the term transportation enhancement activities means:

- ◆ Provision of facilities for pedestrians and bicycles.
- ◆ Provision of safety and educational activities for pedestrians and bicyclists.
- ◆ Acquisition of scenic easements and scenic or historic sites.
- ◆ Scenic or historic highway programs (including the provision of tourist and welcome center facilities).
- ◆ Landscaping and other scenic beautification.
- ◆ Historic preservation.
- ◆ Rehabilitation and operation of historic transportation buildings, structures, or facilities (including historic railroad facilities and canals).
- ◆ Preservation of abandoned railway corridors (including the conversion and use of it for pedestrian or bicycle trails).
- ◆ Control and removal of outdoor advertising.
- ◆ Archaeological planning and research.
- ◆ Environmental mitigation to address water pollution due to highway runoff or reduce vehicle-caused wildlife mortality while maintaining habitat connectivity.
- ◆ Establishment of transportation museums.

The Federal Highway Administration (FHWA) has directed that this list is all inclusive. That is, the ten percent set aside can only be spent on these kinds of activities. No other activities or programs can be funded with this money.

To simplify the application process, the Michigan Department of Transportation (MDOT) has combined those activities into four broad categories. They are:

Nonmotorized Facilities: This includes bicycle and pedestrian facilities, preservation of abandoned railway corridors, and safety and educational activities.

TEA-21 Continues
Transportation
Enhancement

Four Project
Categories



Four Project Categories (Cont.)

Transportation Aesthetics: This includes acquisition of scenic easements and scenic sites, scenic highway programs, streetscapes, landscaping and beautification, and control and removal of outdoor advertising.

Water Quality and Wildlife Mortality: This includes efforts to reduce water pollution due to highway runoff and efforts to reduce animal mortality and maintain wildlife habitat connectivity across transportation facilities.

Historic Preservation: This includes acquisition of historic sites, historic highway programs, historic preservation, rehabilitation of historic structures, archaeological planning and research, and establishment of transportation museums.

Eligibility Criteria

General Program Criteria

The eligibility criteria must be met to qualify for funding. If the proposed project does not meet the eligibility criteria, then it will be determined ineligible and no further consideration of the application given. The applicant must demonstrate that the proposed project meets all the appropriate eligibility criteria in Attachment C of the application.

Eligible applicants for Transportation Enhancement Activity funds must be one of the following: County Road Commission, city or village road agency, public transit agency, Metropolitan Planning Organizations (MPO), one of Michigan's 14 Regional Planning Organizations, the Michigan Department of Natural Resources, or MDOT.

Non-Act 51 governmental units, such as townships, or other groups or individuals may seek to sponsor a Transportation Enhancement Activity project. However, these sponsors **MUST** work with the transportation agency having jurisdiction over the facility in developing the application and get their approval. The eligible applicant who will be responsible for administering the project must submit the application. Sponsors and eligible applicants must work out arrangements among them before submitting an application.

Projects must relate to an existing and functioning transportation facility, or proposed and approved transportation projects. These include highways, bridges, certain public transit activities, and bicycle and pedestrian facilities. Former transportation facilities no longer having



a transportation use will receive a low priority. The exceptions to this are when those facilities either are put into transportation use again, are in combination with other transportation scenic or beautification efforts, or are related to transportation museums or other public use.

Projects must be environmentally sound. Projects must have evidence of an environmental review of the project, and commitments to obtain all environmental clearances and permits before construction. Applicants must provide documentation of environmental clearances and permits for local projects to MDOT before construction.

Applicants should obtain and include with the application letters or resolutions of support from local units of government where the project will be located, the MPO if applicable, the transportation agency with jurisdiction over the project, and the MDOT region office if the project is along or next to state highways. Early consultation is a necessity for all these agencies and organizations. They can often give the applicant insight and recommendations that will not only make the project acceptable to them, but may improve the application and the project's chances for funding. Contact your MPO early, as their approval process takes significant time.

To ensure the appropriate upkeep of this investment, applicants must submit maintenance plans, agreements and preservation covenants for the projects listed on the application.

The applicant must provide at least a 20 percent match.

Applications must be complete when submitted. Incomplete applications will not be considered for funding.

The applicant must demonstrate having the capability to complete the proposed project, including qualifications of the applicant to plan, carry out, and monitor success of project objectives, providing matching funds, etc.

Ranking criteria are used to actually compare eligible projects with one another. The applicant should address each of the relevant ranking criteria in detail in Attachment C of the application.

Ranking
Criteria



Ranking Criteria (Cont.)

Applicants that increase their match up to 50 percent or more of the eligible participating project costs will receive added consideration. Communities listed in the most current list of “eligible distressed areas” published by the Michigan State Housing Development Authority may match with the minimum 20 percent required and receive evaluation credit equivalent to a 50 percent match.

Resubmitted projects will receive added consideration, provided the applicant: **1) identifies the previous application by its TEA number, and 2) documents a follow up contact with the Program Coordinator of the unsuccessful application, and 3) has reworked the application based on recommendations from the Program Coordinator** (see **CONTACTS** section for names and phone numbers). **Changes must be noted in the cover letter, summarized in the project description, and shown in ALL CAPS throughout the application.**

Projects located on a designated Heritage Route will receive additional consideration.

Projects that are part of a comprehensive master plan will receive additional consideration.

Projects demonstrating effective partnership efforts between MDOT and other agencies will receive additional consideration.

Projects with good quality long-term, detailed maintenance plans, agreements and/or preservation covenants will receive additional consideration.

To maximize the number of projects funded, **projects that are moderate in cost and can be implemented quickly will receive a higher priority.**

Maintaining a statewide geographic, jurisdictional, modal, and categorical balance of the projects will be a criterion used in selecting the projects.

Projects that provide the greatest social, economic and environmental benefit to the greatest number of people will receive a higher ranking.



Specific attributes reviewed are: effectiveness of the application in providing the information necessary to understand and evaluate the project, and feasibility and/or probability of timely project implementation.

If the project is judged not technically feasible, the application will be ineligible.

In addition, the size of the funding request is considered in relation to the total funding available for all projects. **Large projects should be segmented or presented in a way that enables the reviewer to easily partition costs into smaller segments or fewer work items, and recommend a segment or portion of the project if appropriate.**

For very large requests to be considered for approval in full, the application must present evidence of a unique window of opportunity, an extraordinary benefit or impact, or a singular innovation, which cannot be realized with a partitioned or phased project.

The Transportation Enhancement Activity program does not normally fund the following work. Do not include them as participating costs in the project budget.

- ◆ Design, preliminary engineering, and construction engineering are nonparticipating costs. The administrative costs, contracting costs, etc. are also nonparticipating costs.
- ◆ Permits are nonparticipating costs.
- ◆ Environmental clearance costs are nonparticipating.
- ◆ Overruns and extras beyond the amount funded are nonparticipating and will be the responsibility of the applicant. This includes any environmental mitigation or other unexpected costs arising during project implementation.
- ◆ The FHWA has emphasized that enhancement is **NOT** mitigation. Environmental measures conducted as routine or customary elements of transportation projects or those provided to mitigate project impacts to meet the requirements of environmental, historic preservation or other laws are not eligible for enhancement funding. However, enhancement projects could include planning and research not associated with a particular construction project.
- ◆ Maintenance and operation costs are nonparticipating.

Additional ineligible activities are listed under project category requirements for each of the four project categories.

Other
Factors

Ineligible
Activities



Administrative Considerations

There are several administrative considerations the applicant should keep in mind when applying for enhancement funds. These considerations may affect the applicants ability to comply with all the funding requirements.

State and Metropolitan Planning Organization Planning

Process: Funded Transportation Enhancement Activities will be incorporated in the Statewide Planning Process of MDOT. The Michigan Department of Transportation will identify funding in the State Long Range Plan and identify specific projects in the **State Transportation Improvement Program (STIP)**. If the project is within a MPO area, the applicant should include it in the MPO's **Transportation Improvement Program (TIP)**. Contact the MPO early in the application process.

Billings: This is not a grant program. This is a reimbursement program. The applicant will receive reimbursement for the participating costs after work is completed and the bill paid. Progress billings may be submitted during construction and the applicant reimbursed for work completed.

Federal Aid Reimbursement: Enhancement projects are federal-aid projects. All federal rules and regulations apply, including the Davis-Bacon Act and the National Environmental Policy Act (NEPA). Applicants must meet all federal-aid standards and State of Michigan requirements for deposits, billings, and matching funds. **The costs for any work undertaken prior to signing a contract and receiving specific authorization from MDOT will NOT be reimbursed**

Cost Increases: After project funding approval, MDOT will carefully review any requests for scope changes or project revision due to cost increases. This review may cause the rescheduling or dropping of the project unless other funding is available. Applicants should carefully control extras and overruns as they may jeopardize completion of the entire project. **MDOT will require that the applicant cover all cost increases, extras, and overruns.** This includes any environmental mitigation or other unexpected costs arising during project implementation. MDOT expects that the project will be completed as proposed. The applicant must relay any cost increases or overruns to the MDOT office administering the project as soon as possible after the time they identify them. Also, the applicants must obtain MDOT approval before proceeding with the work.



Changes in Project Scope: Applicants cannot make changes without MDOT written approval. The applicant must relay any changes in the scope of the project to the MDOT office administering the project within 30 days of a decision to modify a project. Do note that changes may cause the reevaluation or deletion of the project.

Changes in Project Schedule: If the project schedule changes and the applicant cannot commit the funds in the year allocated, funding may be withdrawn and allocated to another project, or the project may be rescheduled to a later time. The applicant must relay any changes to the project schedule to the MDOT office administering the project within 30 days of the time they identify them.

Project Schedule Limits: Applicants must initiate the project within two years of the award date. Failure to do so will result in the withdrawal of funding, unless written authorization is obtained from MDOT for modification of the project schedule. Requests should be submitted in writing to the Enhancement Program Coordinator within two years of the award, and should include both an explanation of the cause for the delay and a modified project schedule.

Administration: MDOT will administer state highway projects. Local Agency Programs of MDOT will administer local highway and bridge projects in cooperation with the applicant. The MDOT Bureau of Urban and Public Transportation (UPTRAN) will administer transit projects in cooperation with the applicant. The notification letter will identify a contact person in each of these administrative areas.

Project Follow-up: Upon completion of a funded project, the applicant must send the Enhancement Program Coordinator a final report on the funded project including photographs of the completed work. The applicant must notify the Enhancement Program Coordinator at least one week before any dedication ceremonies (ground breaking, ribbon cutting, etc.) for the project. They must also credit MDOT and FHWA for their participation in the project in any news release or other promotional material for the project.

Project Category Requirements

The following pages provide information on 1) the types of projects eligible for funding, 2) eligibility criteria, 3) ranking criteria, and 4) eligible and ineligible project costs, for each of the four broad project categories: Nonmotorized Transportation, Transportation Aesthetics, Water Quality and Wildlife Mortality, and Historic Preservation.

General Project
Requirements



General Project Requirements (Cont.)

- 1) **Project Types:** Applicants should determine generally within which category their project fits, and then determine whether it matches one of the listed eligible project types for the category.
- 2) **Eligibility Criteria:** Applicants should review the eligibility criteria for the relevant project type to ensure that their project is eligible. Applications must include information, on Attachment C of the application forms, sufficient to demonstrate that the relevant eligibility criteria are met. If your project fits within more than one of the four broad project categories, a separate Attachment C should be prepared for each category. **Failure to address even one of the eligibility criteria relevant to your project may result in your application being judged ineligible and removed from further consideration.**
- 3) **Ranking Criteria:** The ranking criteria are the factors reviewers will assess in developing a score for your application. Applicants should read the ranking criteria carefully and provide information in the application which demonstrates how their project addresses the ranking criteria. **Projects will be judged based only on the information provided in the application; the quality and completeness of your application in addressing the specific ranking criteria identified for your project will directly affect the score your application receives.**
- 4) **Eligible and Ineligible Project Costs:** Some project costs are not eligible for funding. **Applicants should review this list to ensure that their project budget shows only eligible costs as participating costs, and shows ineligible costs in the nonparticipating cost section of Attachment F of the application.**

Nonmotorized Transportation Projects

Three types of projects are eligible for funding in the nonmotorized category: 1) Provision of facilities for pedestrians and bicycles, 2) Preservation of abandoned railway corridors and conversion for public use such as pedestrian and bicycle trails, and 3) Research, inventory, mapping, safety and educational activities, and plan development activity. Eligibility and ranking criteria for each project type are provided in the following paragraphs.

Nonmotorized Project Types



1. Provision of Facilities for Pedestrians and Bicycles

Facilities which qualify for funding include those associated with a roadway (paved shoulders four or more feet wide, curb lane width greater than 12 feet, bike lanes, and pedestrian facilities), and facilities separate from roadways (multi-use paths a minimum of 10 feet wide, path/trail user amenities, nonmotorized facility grade separations, bicycle parking facilities, and bicycle accommodations on public transit systems). **NOTE: Sidewalks Are Not Qualifying Facilities.**

- ◆ Proposed facilities must enhance the safe accommodation of nonmotorized travelers on or along a roadway, or provide a safe alternative to roadway use.

Projects must be designed to conform with the American Association of State Highway and Transportation Officials (AASHTO) guidelines for bicycle facilities, the Institute of Transportation Engineers guidelines for pedestrian facilities, and the Michigan Manual of Uniform Traffic Control Devices. These documents may be acquired by writing to the addresses below.

Guide for the Development of Bicycle Facilities

AASHTO
444 North Capitol Street, NW, Ste. 225
Washington, D.C. 20001
(202) 624-5800

Design and Safety of Pedestrian Facilities

Institute of Transportation Engineers
525 School Street, SW
Washington, D.C. 20024
(202) 554-8050

Michigan Manual of Uniform Traffic Central Devices

Michigan Department of Transportation
Technical Services Division
P.O. Box 30050
Lansing, Michigan 48909

Trails for the Twenty-First Century, 2nd Edition

Rails to Trails Conservancy
Island Press
www.islandpress.org

- ◆ The application must include a written commitment to operate and maintain the completed project from the governmental unit(s) with jurisdiction over the facility.

Nonmotorized
Eligibility Criteria



Nonmotorized Eligibility Criteria (Cont.)

ELIGIBLE WORK ITEMS

- A. Property Acquisition (by recorded easements or fee title)
- ◆ Only the property necessary to accommodate the facility profile, required shy distances and buffer areas, and design requirements, except railroad corridors.
 - ◆ The entire right of way width for railroad corridors.
- B. Grade Separation Structures
- ◆ To span obstacles which would constitute a barrier to the facility.
 - ◆ To enable passage over regulated wetlands.
- C. Grade Preparation and Surfacing
- ◆ Clearing, vegetation control, grading, cutting/filling to establish vertical profile and drainage.
 - ◆ Culverts needed to establish or maintain drainage for the facility and impacted land.
 - ◆ Earthwork and/or retaining walls necessary for the facility (and not associated with other road work).
 - ◆ Sidewalk removal (only if it cannot effectively become part of the new facility).
 - ◆ Pavement removal (only to ensure the integrity of the new facility and not associated with road work).
 - ◆ Base material and placement (per design requirements).
 - ◆ Paving and pavement (per design, wood chip surfaces and soft horse treads are ineligible).
- D. Pavement Marking and Signage: All required regulatory signs and pavement markings included in the design, and interpretive signs.
- E. Trail Heads: Access road and parking area, comfort building/rest rooms, waste containers, drinking fountain, lighting, picnic tables, benches, and lawn establishment; only the expenses associated with amenities for trail users are eligible (i.e., rest rooms in a park adjacent to the trail also serve the park, and so not all expense can be attributed to trail users).
- F. User Amenities
- ◆ Lighting required for user safety and security (lighted bollards and pedestrian level lighting, tunnel/underpass lights, any location where the case can be made).
 - ◆ Benches and waste containers, shelters and restrooms, if part of a "rest area" is primarily used by trail users.
 - ◆ Bike racks.



2. Preservation of Abandoned Railroad Corridors and/or Their Conversion to Nonmotorized Facilities

Qualifying projects in this category include: the acquisition of abandoned railroad corridors, preparation of the corridor for nonmotorized use, development of a nonmotorized facility in the corridor, and combinations of these activities.

If the proposed project includes acquisition, the application must include the following:

- ◆ A written evaluation of the quality of title.
- ◆ The fair market value of the property, established by independent appraisal.
- ◆ An environmental inventory identifying potential contamination within the corridor.

If the proposed project includes facility development, the application must include the following:

- ◆ A statement establishing ownership of the corridor, and evidence of the willingness of the owner(s) to allow the development proposed.
- ◆ An operation and maintenance commitment.
- ◆ Adherence to design guidelines.

3. Nonmotorized Research, Inventory and Mapping, Safety and Educational Activities, and Plan Development Projects

Applications for these projects must include the following elements:

- ◆ A statement of the project purpose, including its contribution to the enhancement of the transportation system for nonmotorized travel.
- ◆ The goals of the project, the objectives to be met, and the tangible products of the project.
- ◆ A work program which includes a listing of major tasks, human resources required for each task, and a task schedule.
- ◆ A description of staff (or consultant staff) qualifications and levels of involvement.

Ranking criteria for nonmotorized projects fall into four general categories: Local Support, Nonmotorized Transportation Needs Addressed, Effectiveness, and Other Factors. The following paragraphs describe the factors examined in each of these categories.

**Nonmotorized
Ranking Criteria**



Nonmotorized Ranking Criteria (Cont.)

LOCAL SUPPORT

Local support is examined at three levels. The broadest level seeks **evidence of the status of nonmotorized transportation in the applicant community**. (Are there facilities now? Is there a nonmotorized system plan? Does the zoning ordinance include nonmotorized provisions? How are facilities traditionally planned, built, financed, operated, maintained?) Copies of plans, ordinances, etc., may be attached as evidence.

The second level evaluated is **support specific to the project** proposed in the application. The application should include documents which prove such support; examples are meeting minutes, petitions, surveys, letters, and media reports.

Finally, the level of **local financial support**, committed both as match for the Enhancement funding and as nonparticipating costs, is noted.

NONMOTORIZED TRANSPORTATION NEEDS ADDRESSED

The level of need for the project is evaluated in the context of the status of nonmotorized transportation in the community(ies). Legitimate needs which may be addressed by a project include: a lack of information needed to plan nonmotorized facilities; existing nonmotorized travel at locations which are hazardous; travel generators among which nonmotorized travel could be encouraged; gaps or missing connections in the existing or planned nonmotorized network; and physical barriers to nonmotorized travel.

A community's need to provide recreational opportunity, alone, is not sufficient justification for a nonmotorized enhancement project. Transportation use occurs on recreational facilities, the converse is also true, and travel for recreation purposes is transportation; **but the need to be addressed must be a transportation need**. The important consideration here is that the proposed facility connect two or more destinations and, therefore, provide an alternative to driving a car.

EFFECTIVENESS

For this criterion, the proposed project is judged on how well it meets the need it is designed to address. Factors considered under this criterion include: alternative solutions considered; innovation; cost effectiveness; contribution to completion of a planned local, regional, or state network; and nonmotorized user types accommodated.



Additional factors for rail corridor acquisition or conversion are: population centers and scenic, historic, and cultural features served. For studies, factors considered are: general significance of the issue or need addressed; transferability of methods, findings, and products to other communities; efficacy of the project design; and qualifications and mix of project human resources.

The Transportation Enhancement Activity program does not normally fund the following work. Do not include them as participating costs in the project budget.

- ◆ Sidewalks which should normally be provided by a community. (Sidewalks reconstructed as part of a streetscape project may be eligible, see the Transportation Aesthetics Category.)
- ◆ Replacement of existing sidewalks, paths, and paved shoulders.
- ◆ Storm sewer installation and burying of existing utility lines.

Ineligible Budget Items

- ◆ Sidewalks
- ◆ Sea Walls
- ◆ Fishing Piers
- ◆ Loops Within a Park
- ◆ Access Roads (except as part of a trail head)
- ◆ Maintenance Equipment
- ◆ Fountains and Ponds
- ◆ Replacement of Existing Facilities
- ◆ Wood Chip Surface
- ◆ Soft Surface Horse Treads

Transportation Aesthetics Projects

Three types of projects are eligible for funding in the transportation aesthetics category: 1) Landscape, Wildflower, and Streetscape projects, 2) Scenic Acquisition and Improvement projects, and 3) Scenic and Recreational Heritage Route related projects. Eligibility and ranking criteria for each category are provided in the following paragraphs.

Ineligible
Nonmotorized
Activities

Aesthetics
Project Types



Aesthetics Eligibility Criteria

1. Landscape, Wildflower, and Streetscape Projects

Projects submitted for consideration may include the planting of all types of permanent landscape material including wildflowers or may include typical streetscape amenities. All proposed projects must:

- ◆ Be within existing public right-of-way or on publicly owned land.
- ◆ Be professionally designed by a Landscape Architect.
- ◆ Follow the principles of roadside landscaping design and safety.
- ◆ Conform to the MDOT Standard Specifications for Construction.
- ◆ Provide for a two-year establishment period for all plant material. MDOT does not recognize contractor guarantees.
- ◆ Include native Michigan species if the proposal includes wildflowers. Wildflower planting procedures must conform to MDOT planting guidelines.
- ◆ Decorative lighting may not exceed 30 percent of the participating project cost.
- ◆ Must meet all ADA accessibility requirements.

The following items are eligible for funding as aesthetic projects.

Streetscape

- ◆ ADA Improvements: only if minor and in conjunction with urban streetscape
- ◆ Barrier Free Viewing Deck
- ◆ Benches
- ◆ Bike Racks
- ◆ Community Streetscape Master Plan Development
- ◆ Construction of Boulevard Islands: if part of streetscape and for benefit of pedestrians
- ◆ Bituminous Pavement (Crosswalks Only): color and stamped only
- ◆ Bollard's: only as a part of a streetscape
- ◆ Landscape Retaining Walls: only as a landscape element
- ◆ Brick Pavers
- ◆ Brick Streets: only on Historic Restoration Projects
- ◆ Catch Basins/Manhole Reconstruction: only if required as a part of a streetscape and will directly benefit pedestrians, not vehicles
- ◆ Concrete Pavers
- ◆ Crosswalk Specialty Paving: not painted striping
- ◆ Curb and Gutter:* only if streetscape concept requires moving or adjustment and roadway presently not eligible for funding
- ◆ Drainage Swales: only if required to protect the integrity of the project

* At crosswalks and bumpouts



- ◆ Maximum Contingencies: 10 percent of participating project cost
- ◆ Drinking Fountains: underground water service not eligible
- ◆ Flower Planters
- ◆ Handicap Ramp and Boardwalk
- ◆ Handicap Picnic Tables: only as streetscape furniture
- ◆ Lighting/Decorative High Level/Including Electrical Wiring and Service: only if combined with similar low lights and a part of a major lighting theme, **and lighting is not more than 30 percent of the participating project cost**
- ◆ Lighting/Decorative Low Level/Including Electrical Wiring and Service: **lighting cannot exceed 30 percent of the participating project cost**
- ◆ Interpretive Displays
- ◆ Iron/Metal Ornate Fencing
- ◆ Landscape Entry Islands
- ◆ Metal Landscape Edging
- ◆ Permanent Hanging Baskets: if part of ornamental lights
- ◆ Remove Parking: only if required as part of streetscape design
- ◆ Retaining Walls: for landscaping only
- ◆ Right of Way for Projects
- ◆ Plain Surface Concrete Sidewalk: eligible only if part of a streetscape theme and not more than 50 percent of the total participating pavement surface area
- ◆ Sidewalk (Brick Pavers)
- ◆ Sidewalk (Concrete Pavers)
- ◆ Sidewalk (Stamped Pattern Color Concrete)
- ◆ Traffic Calming Islands: only on urban streetscape projects where pedestrians benefit by having direct access to the islands at designated crossing points
- ◆ Ornamental Trash Containers
- ◆ Tree Grates
- ◆ Tree Guards

Landscape

- ◆ Lawn Establishment: only for site restoration of project area not related to road or other construction
- ◆ Perennials
- ◆ Ornamental Perennial Grasses
- ◆ Trees
- ◆ Seedlings
- ◆ Shrubs
- ◆ Wildflowers

Additional Eligible Items

- ◆ Aesthetic Studies
- ◆ Corridor Management Plans



Aesthetics Eligibility Criteria (Cont.)

2. Scenic Acquisition and Improvement

Scenic acquisition, scenic protection, and scenic improvement projects must:

- ◆ Be visible and accessible from a transportation facility.
- ◆ Demonstrate perpetual ownership of the acquisition.
- ◆ Provide for the perpetual control of vegetation for scenic improvement.
- ◆ Provide for safe vehicular and pedestrian access.

Eligible Projects Include:

- ◆ Acquisition of property to protect or enhance scenic views and vistas.
- ◆ Acquisition of property development rights.
- ◆ Aesthetic studies.
- ◆ Barrier free viewing decks, ramps, and boardwalks.
- ◆ Control and removal of outdoor advertising.
- ◆ Beautification Master Plan Development.
- ◆ Management Plan Development.
- ◆ Scenic Strips Acquisition.
- ◆ Viewing decks and stairways.

3. Scenic and Recreational Heritage Routes

MDOT is authorized by law to recognize certain state highways as having scenic, historic, or recreational significance and to designate those highways as Michigan Heritage Routes. Request a copy of the Heritage Route Application Guidelines from the program manager listed in the **CONTACTS** section of this guidebook.

Proposals in this category can include planning and development of an application for Scenic or Recreational Heritage Route designation. Projects contributing to the enhancement of scenic and recreational resources found along or adjacent to a designated Scenic or Recreational Heritage Route are also eligible for funding.

Predesignation Projects or Activities Must:

- ◆ Include written documentation that the Heritage Route has merit and a formal application for designation will be made.
- ◆ Meet all Heritage Route guidelines.
- ◆ Produce a product in the form of a completed application for Heritage Route designation.



Designated Heritage Route Projects Must:

- ◆ Preserve and/or enhance the intrinsic qualities of the route.
- ◆ Be visible to the motorist.
- ◆ Provide or enhance safe vehicular and pedestrian use of, and access to, the route.
- ◆ Promote greater awareness of the route's attributes.
- ◆ Provide, produce, or improve economic benefits.

Tourist Information Center Projects Must:

- ◆ Be on or adjacent to an officially designated Heritage Route.
- ◆ Have a clear link to scenic or recreational sites.
- ◆ Fit into the scenic character of the Heritage Route.
- ◆ Be visible from the Heritage Route.
- ◆ Be located on an officially designated Heritage Route.
- ◆ Promote the Heritage Route.
- ◆ Demonstrate that they have title to the property and that it is within the public right-of-way or is on publicly owned land.
- ◆ Be designed by a professional architect and the architect must serve in a principal capacity on the project. This individual must meet all federal qualifications.

Tourist center projects may include landscaping, provisions for public parking, and construction of information kiosks.

1. Landscape and Streetscape

- ◆ Location and visibility.
- ◆ Impact on surrounding area.
- ◆ Other local beautification activities in the area.
- ◆ Innovative and creative quality of the design concept.
- ◆ Long term maintenance commitment.
- ◆ Project cost.

2. Scenic Acquisition and Improvement

In Addition to the ranking criteria identified for Landscape and Streetscape proposals, Scenic Acquisition and Improvement ranking will include the following additional criteria.

- ◆ Intrinsic qualities of the site.
- ◆ Potential loss of scenic views to development.
- ◆ Proposals for vegetation control to preserve views.

Aesthetics
Ranking Criteria



Aesthetics Ranking Criteria (Cont.)

3. Scenic and Recreational Heritage Routes

In addition to the ranking criteria identified for Landscape and Streetscape proposals, ranking of Scenic and Recreational Heritage Routes will consider the following:

- ◆ Overall impact on the Heritage Route corridor.
- ◆ Enhancement of existing intrinsic qualities.
- ◆ Evidence of public support and participation.
- ◆ Evidence of a comprehensive management plan.
- ◆ Evidence of an effective marketing plan.

Predesignation projects must take into account the impact on the ultimate designation.

Provision of Tourist Centers

The same criteria used for the ranking of Landscape and Streetscape proposals will apply to the ranking of Tourist Center proposals.

Ineligible Aesthetics Activities

The following items are not eligible for funding as aesthetic projects. Do not include them as participating costs in the project budget. These items are in addition to those listed on Page 5 of this instruction booklet.

Streetscape

- ◆ Artwork
- ◆ Banner poles
- ◆ Bituminous sidewalk
- ◆ Bus shelters
- ◆ Clocks and clock towers
- ◆ Covered bridges
- ◆ Colored concrete sidewalks without patterns (saw cuts don't count)
- ◆ Community entrance signage
- ◆ General curb and gutter construction, repair, or replacement
- ◆ Decorative chain link fencing
- ◆ Flags
- ◆ Flag poles
- ◆ Fountains
- ◆ Information Kiosks
- ◆ Irrigation systems
- ◆ New catch basins and culverts
- ◆ Overhead structures of any kind (arbors, etc.)
- ◆ Parking lots



- ◆ Pedestrian shelters
- ◆ Pedestrian traffic control lights or systems
- ◆ Reconfiguration of parking lots
- ◆ Relocation of utility lines - includes burial of utilities
- ◆ Retaining walls
- ◆ Road construction or reconstruction
- ◆ Screen walls
- ◆ Sound walls
- ◆ Street signs
- ◆ Traffic signals
- ◆ Underground service to drinking fountains
- ◆ Walls that only function as sign supports

Landscape

- ◆ Annual flowers and annual ornamental grasses

Water Quality and Wildlife Mortality Projects

Three types of projects are eligible for funding in the water quality and wildlife mortality mitigation category: 1) Mitigation of Water Pollution Due to Highway Runoff Projects, 2) Wetland Restoration to Address Impacts of Past Transportation Projects, and 3) Reduction of Vehicle Caused Wildlife Mortality While Maintaining Habitat Connectivity.

1. Mitigation of Water Pollution Due to Highway Runoff Projects.

Projects for consideration include the following: research and modeling impacts on receiving waters from highway runoff, comparative studies to evaluate the effectiveness of specific highway runoff control measures, experimentation of new and innovative pollution abatement measures, and implementation and construction mitigation measures (i.e., detention, retention, infiltration, vegetation, wetland, etc.).

2. Wetland Restoration to Address Impacts of Past Transportation Projects

Projects for consideration include the following: implementation of wetland restoration projects to address impacts of past transportation projects that at the time did not require wetland replacement by permit,

Water Quality
and Wildlife
Project Types

Water Quality
and Wildlife
Eligibility Criteria



Water Quality and Wildlife Eligibility Criteria (Cont.)

Water Quality and Wildlife Ranking Criteria

and wetland replacements above and beyond what is required by permit for transportation projects that do require wetland replacement, **only if this additional wetland restoration will NOT be used for credit on future projects.**

3. Reduction of Vehicle Caused Wildlife Mortality While Maintaining Habitat Connectivity

Projects for consideration include: Enhancement – projects that employ a technique that will both reduce vehicle-caused wildlife mortality and enhance wildlife in areas in proximity to highway rights-of-way, Avoidance – projects that employ a technique to provide avoidance of vehicle-caused wildlife mortality, Minimization – projects that employ a technique to provide a reduction in vehicle-caused wildlife mortality, and Mitigation – projects that employ a technique to provide compensation for vehicle-caused wildlife mortality at a new location.

1. Mitigation of Water Pollution Due to Highway Runoff Projects

- ◆ The extent of water quality impairment directly related to highway runoff and the severity of that problem. This can be in the form of hard evidence, such as water quality data including:
 - sediment loads in cubic yards or tons per year
 - heavy metals - the ratio of concentration to base level
 - inorganic salts - parts per million
 - oils and greases - parts per million

Also, soft evidence such as pictures identifying the source of the problem, documented impacts including fish kills, algae's growth, etc.

- ◆ Extent of supporting evidence that the proposed design of the mitigation measures will be effective, including:
 - data from existing working programs
 - reference of proposed mitigation measures, i.e., literature searches
- ◆ Completeness of design (a licensed professional engineer must certify the design plans for mitigation measures).
- ◆ Completeness of a monitoring plan, including a final report of results.



- ◆ Projects with the smaller receiving water drainage areas and fewer land uses contributing to the runoff will receive a higher priority.
- ◆ Percent of project area compared with the total drainage area.
- ◆ Number of land uses within proposed project area, i.e., agricultural, industrial, commercial, highway, etc.
- ◆ Those projects that mitigate highway runoff exclusively will receive a higher priority.
- ◆ Low cost projects that achieve the highest benefit receive a higher consideration.

2. Wetland Restoration to Address Impacts of Past Transportation Projects

- ◆ The extent of past wetland impacts in the area.
- ◆ The extent of supporting evidence that the proposed restoration design will be successful, including baseline conditions at the proposed site.
- ◆ Completeness of design.
- ◆ Completeness of a monitoring plan, including an analysis of site hydrology, soils, animal usage, and vegetation.
- ◆ Wetland restoration projects will receive higher consideration than wetland creation projects.*
- ◆ Projects that reestablish the historic wetland community types of the site will receive higher consideration.
- ◆ Projects that include restoration of rare wetland types will receive higher priority.
- ◆ Projects that restore wetlands with multiple functions will be given higher consideration than single function, low-quality wetlands.
- ◆ Projects to be covered by a conservation easement, which will protect the property in perpetuity will receive higher consideration.
- ◆ For projects which may require state, federal, or local permits, restoration projects which have had prior coordination with regulatory agencies will receive higher consideration.
- ◆ Low cost projects that achieve the highest restoration benefit will receive higher consideration.

* Wetland restoration means the reestablishment of wetland characteristics and functions at a site where they have ceased to exist through the replacement of wetland hydrology, vegetation, or soils. Wetland creation means the physical and biological establishment of a wetland where a wetland did not formerly exist.



Water Quality and Wildlife Ranking Criteria (Cont.)

3. Reduce Vehicle-Caused Wildlife Mortality While Maintaining Habitat Connectivity

Enhancement

- ◆ Provide for recruitment and/or enhancement of wildlife habitat in areas in proximity to highway rights-of-way, thus, reducing the net loss of wildlife due to vehicle-caused mortality.

Avoidance

- ◆ Prevent wildlife from entering highway rights-of-way.
- ◆ Allow wildlife to cross highway rights-of-way without being exposed to vehicle-caused mortality.

Minimization

- ◆ Reduce wildlife access to highway rights-of-way.
- ◆ Allow for more wildlife to cross highway rights-of-way without being exposed to vehicle-caused mortality.

Mitigation

- ◆ Provide compensation from vehicle-caused wildlife mortality by developing new habitat away from the highway.

Within each of the above project classifications the following additional criteria, in order of priority, will be applied:

- ◆ Elimination or reduction of vehicle-wildlife crashes at sites where human fatalities or injuries have chronically occurred.
- ◆ Elimination or reduction of vehicle-wildlife crashes at sites where high cost property damage crashes have chronically occurred.
- ◆ Elimination or reduction of vehicle-caused mortality of wildlife species listed on federal and state lists of threatened and endangered species.
- ◆ Elimination or reduction of vehicle-caused mortality of wildlife species that are an integral component of natural areas that are owned and/or recognized by conservation organizations or federal, state, and local governmental agencies.
- ◆ Elimination or reduction of vehicle-caused mortality in corridors that connect areas of wildlife habitat having statewide or regional importance.
- ◆ Elimination or reduction of vehicle-caused mortality of wildlife popularly known as "charismatic megafauna" (a.k.a. large animals that people like to look at).
- ◆ Elimination or reduction of vehicle-caused mortality of wildlife on highways that traverse national and state wildlife refuges and forests.



The Transportation Enhancement Activity program does not normally fund the following work. Do not include them as participating costs in the project budget.

- ◆ Projects attempting to solely correct drainage problems, i.e., construction of storm sewers.
- ◆ Structure replacement - no bridges will be replaced, culverts only if applicant has demonstrated that culvert failure resulted from highway runoff, or that culvert replacement is necessary as part and parcel of the corrective activity.
- ◆ Paving - unless the applicant has demonstrated that the paving will be efficacious and cost effective as a control measure versus other alternatives.
- ◆ Conditions, including wetland restoration or creation, required by statute, policy, or permit including but not limited to: the Clean Water Act, Water Resources Commission Act, and the Michigan Natural Resources and Environmental Protection Act of 1994 PA451, including Part 31, Water Resource Protection; Part 91, Soil Erosion and Sedimentation Control; Part 301, Inland Lakes and Streams; and Part 303, Wetland Protection.
- ◆ Enhancement of already existing wetlands (the modification of one ecological type to another).
- ◆ The creation of open water areas such as ponds or lakes.

Historic Preservation Projects

The following project types qualify for funding under the historic preservation category:

- ◆ Rehabilitation of historic bridges (including relocation and site preparation costs for moving a historic bridge) for vehicle or pedestrian/bike path use.
 - See the MDOT web site (www.michigan.gov) under Facts and Figures/Historic Links/Archaeology, Architecture and Bridges, for a list of Michigan's historic highway bridges.
 - Pedestrian/bike path bridges must meet applicable AASHTO standards. Bridges on a public road must follow Geometric Design Guidelines for Federal/State Funded Local Agency Projects. For more information, contact Steve O'Connor, MDOT Local Agency Programs at (517) 373-2346.
- ◆ Rehabilitation of transportation related resources such as lighthouses, train depots, bus stations, interurban stations, etc. as long as they have community use and public/nonprofit ownership.

Ineligible
Water Quality and
Wildlife Activities

Historic Preservation
Project Types



Historic Preservation Project Types (Cont.)

- ◆ Historic period lighting and brick street installation within National Register listed historic districts. Applicant must provide documentation that the chosen light or brick street once appeared in their community. If no lighting existed historically, the applicant needs to show that the chosen light existed in nearby neighborhoods.
- ◆ Historic resource surveys and statewide or regional historic studies.
- ◆ Archaeological planning and research. Applicants must show some connection to transportation.
- ◆ Establishment of transportation museums.
- ◆ Acquisition of a historic or archaeological site.
- ◆ Provision of Tourist Centers for designated Historic Heritage Routes.
- ◆ Rehabilitation of historic properties with public/nonprofit ownership that are located on designated Heritage Routes.
- ◆ Interpretation of historic or archaeological sites - may include print, exhibit, web-based or film projects.

Historic Preservation Eligibility Criteria

All proposed projects, except studies, must involve historic resources either listed in or eligible for listing in the National Register of Historic Places. Contact the Michigan Historical Center (see **CONTACTS** section) to find out if a historic resource qualifies. Please allow the Michigan Historical Center at least 30 days to respond to written inquiries.

All applicants must include evidence of National Register listing or eligibility by including a copy of a National Register nomination form or a letter from the Michigan Historical Center. Look for information on National Register sites at the Michigan Historical Center web site at www.michigan.gov/sos.

Sites located within State of Michigan local historic districts may also be eligible for funding. Please provide information on the boundaries of the historic district.

Proposed projects must meet the Secretary of the Interior's Standards for Rehabilitation or Standards for the Treatment of Historic Properties. The State Historic Preservation Office will review work plans and specifications for all selected projects to ensure they meet the Standards.



Projects must have either a professional Historian, Historical Architect, Architectural Historian, or Archaeologist serving in a principal capacity on the project. This individual must meet federal qualifications as outlined in 36 CFR 61. The applicants must address how they will satisfy these criteria.

All historic preservation projects will be ranked using the following criteria:

- ◆ Quality of the project (does it reflect appropriate federal and professional standards).
- ◆ Positive project impacts (statewide or local).
- ◆ Evidence of other activities supporting historic preservation in the project area.
- ◆ Level of community support.
- ◆ Ability to complete the project.
- ◆ Maintenance commitment.
- ◆ Resubmitted project, modified after coordination with MDOT.
- ◆ More than a 20 percent match or distressed community.
- ◆ Located on a designated Heritage Route.

The Transportation Enhancement Activity Program does not normally fund the following work. Do not include them as participating costs in the project budget.

- ◆ Construction of new facilities for transportation museums.
- ◆ Relocation of historic bridges to private property.
- ◆ Maintenance and operation of tourist centers or transportation museums.

Application Process Requirements

The MDOT will review projects annually. Applications are due on or before the due date that appears on the cover of this booklet. All applications must be complete when submitted.

Submit one (1) copy of the application and attachments. It must be stapled once. **DO NOT** submit applications in three-ring binders, or other binders that make the proposals larger than 8½ by 11 inches in size. Illustrations and sheets of paper must be 8½ by 11 inches in size.

Historic Preservation
Ranking Criteria

Ineligible Historic
Preservation Activities

All
Applications



All Applications (Cont.)

Illustrations, maps, drawings, etc. up to 11 by 17 inches will be accepted provided they are folded to 8½ by 11 inches. Please label all attachments and keep attachments in order.

Submit complete application to:

Bryan Armstrong, AICP
Enhancement Program Coordinator
Office of Economic Development and Enhancement
Michigan Department of Transportation
425 West Ottawa, P. O. Box 30050
Lansing, Michigan 48909

MDOT will select projects and notify all applicants whether or not their project was selected once the selection process is complete. Any promise or statement made verbally by an employee of MDOT will not bind MDOT. An applicant or recipient should not rely upon such statements unless both parties agree specifically to write into a contract the statement or promise.

A debriefing process is available for the applicants following notification. The Program Coordinator will talk by telephone with any applicant to explain the priorities and selections. Any applicant wanting a review of their application should either call or send a written request to the Enhancement Program Coordinator. Listed in the **CONTACTS** section are phone numbers of contact persons for each category for assistance in completing this application.

Instructions For Applicants

Each application requires the following attachments. **Use the enclosed application form** and forms for attachments A, C, D, E, F, G, and I. Attachments B and H are to be provided by the applicant. Applicants must **include all attachments** in the application.

Applicant's
Instructions

Application
Form

The application form for the Transportation Enhancement Activity Program is a one page summary of applicant information, project information, funds requested, and a checklist. **The application form and all other attachments must be fully completed and submitted by the deadline for the application to be considered.**



Describe the proposed project. Describe the location including beginning and ending points. Clearly describe all proposed work as part of this project. Clearly describe any right of way or easements required. Describe the linkage between the proposed project and the transportation facility to be enhanced. Describe any other current or proposed construction work on the transportation facility. Describe any other work associated with the proposed project. If the transportation enhancement project is part of a transportation project and is intended to enhance that project, describe the transportation project. Describe the proposed project work schedule. **If this project was previously submitted and not funded, 1) identify the previous application by its TEA number, 2) document follow up contact with appropriate Program Coordinator, and 3) rework the application based on recommendations from the Program Coordinator** (see CONTACTS section for names and phone numbers). **Changes must be noted in the cover letter, summarized in the project description, and shown in ALL CAPS throughout the application.**

For all project types: Include a location map, representative photograph(s) of the project area, and a plan view that shows the project limits and all right-of-way.

For Nonmotorized projects: Also include a map showing nonmotorized traffic generators and linkages to other existing or proposed nonmotorized facilities, typical cross-section(s), and details for any lighting or furniture proposed.

For Streetscape projects: Also include typical cross-section(s), details for all lighting and street furniture elements, and a typical plan showing the detailed use of all streetscape elements if the plan view does not include these details.

Illustrate evidence of eligibility by addressing the specific eligibility and ranking criteria of the four categories (refer to the SPECIFIC PROJECT CATEGORY REQUIREMENTS). **Use separate forms for each of the project categories checked on the application form.** Some information required by the separate project categories may fit better in other sections of the application. Do not simply reiterate that information in this attachment, but do reference where the material or information can be found in the application. The intent of this attachment is to show that the proposed project clearly qualifies for the project category checked on the application form. This attachment also assures that the applicant provided all the materials necessary for evaluating the proposed project's eligibility and ranking.

Attachment A:
Project Description

Attachment B:
Maps, Plans, and
Photographs

Attachment C:
Evidence of
Eligibility



Attachment D: Benefits and Local Support

List benefits of the proposed project. Answer the following questions: What does the applicant see as the social, economic, and environmental benefits of this project to your community? How will this improve the quality of life in your community? Applicants should highlight the degree and type of public support for the project and the projected demand for the facility. This is your opportunity to “sell” the project. Take advantage of it. Promote everything that is important.

Attachment E: Environmental Review

The applicant is responsible for complying with all local, state, and federal environmental laws, regulations, and requirements for the project. Attachment E and its instructions are printed on colored paper.

The intent of this attachment is to show to the application reviewers that the applicant has adequately considered the environmental consequences of the transportation enhancement project. The application reviewers will review the environmental information in this attachment to determine three major items. The first item is the accuracy of the information supplied. Secondly, the likelihood that the project can comply with the environmental requirements in the time frames indicated. Thirdly, it helps determine if the proposed project is practical from an environmental standpoint. The applicant should show clearly that all potential environmental problems have been accurately identified, that the applicant has appropriately dealt with those issues, or has a reasonable strategy for dealing with the issues, and that the applicant is willing to, and can, comply with all environmental requirements. **List the source of information for all factors 1-22, not just those that have an impact identified**

Attachment F: Budget

Attach a complete and itemized budget. Include calculations to support the budget. Include labor costs, supplies and materials, and other direct costs. **Separate participating and nonparticipating costs. Applications that do not include detailed, itemized budgets for both participating and nonparticipating work will not receive consideration for funding. Participating budget items are those items eligible for Enhancement funds that are included in the project fund request. The participating budget includes both Enhancement funds requested and the proposed match funds. Nonparticipating budget items are items that are either not eligible for Enhancement funds or that will be provided by another funding source.** The federal/local match ratio must be uniform for all eligible items in the participating project budget. Applicants may



submit projects for construction in multi-year segments. List the amounts requested for each year. Include separate subtotal budget sheets where appropriate for segmentation.

The eligible applicant must be prepared to provide match funds of at least 20 percent of the participating project costs.

Communities listed in the most current list of “eligible distressed areas” published by the Michigan State Housing Development Authority are exempt from any match requirement above the 20 percent required. For information about “eligible distressed areas,” contact the Michigan State Housing Development Authority. Consult the **CONTACTS** section of this booklet for the contact person and telephone number.

Private funds can be used as matching funds. Clearly identify the source and availability of the matching funds for the enhancement activity project. Also, federal funds from other programs can now be used as match for these projects. **Only federal transportation funds cannot be used as matching funds.**

Hard match in cash must be available to cover the applicant’s share of the participating project costs. Do not use soft funds including donation of materials or labor for match. Do not use ineligible project items of work as match for federal funds. Sometimes, MDOT can count the donation of right-of-way by a private organization or individual toward the applicant’s match. The donation of property cannot take place before the selection of a project for funding and the signing of a contract. If the applicant plans include the donation of right-of-way for a project, please contact the Enhancement Program Coordinator at the telephone number listed in the **CONTACTS** section of this booklet.

Attach proposed maintenance plans, schedules, agreements, and preservation covenants. Include a schedule indicating each maintenance activity and the frequency of that activity. Include a detailed cost estimate identifying the source of, and commitment to, the maintenance funding. Explain who will assume the responsibility for the maintenance, including the budget. Volunteer organization participation is acceptable, but they should not be the responsible party.

Attachment G:
Proposed Maintenance
Plans, Agreements, and
Preservation Covenants



Attachment H: Resolutions of Support and Letters of Approval

Attach resolutions of support and letters of approval. Letters and resolutions should be limited to the governmental units and organizations defined in the following paragraphs. Other local support can be supported by inclusion of newspaper articles and/or lists of citizen's letters of support, retained in possession of the applicant.

The applications must include letter of support from both project sponsors and eligible applicants.

Projects must have the support of the local unit of government as displayed by a resolution of support. If the proposed project is within multiple jurisdictions, then resolutions from all supporting jurisdictions are required.

Projects within a Metropolitan Planning Organization area must also have a letter of support from the MPO. This letter should state that the MPO has reviewed the proposed project, agrees that it is submitted for consideration, and should the project be selected, the MPO will agree to add the project to the Transportation Improvement Program for that MPO area. **Applicants should discuss proposed projects with the MPO contacts as soon as possible while developing the project.** Each MPO has specific requirements for the information they need to review the project and schedule for submission for MPO review. The **CONTACTS** section of this booklet contains a list of MPO contact people and phone numbers.

Projects must have letters of support from the transportation agency with jurisdiction over the transportation facility. This may be the County Road Commission, a city or village, MDOT, or the local transit agency.

Projects along or next to state highways (M, US, and I routes) must have a letter of support from the MDOT region office in which the proposed project is found. The letter must state that the project concept does not conflict with MDOT requirements and should the project be selected, the region will agree to issue a permit when final plans meet MDOT standards. **Applicants should discuss proposed projects with region offices as soon as possible while developing the project.** Applicants should submit project summaries for region review to the region office early in the application development process but no later than a week before the deadline.

Early consultation with all these agencies and organizations is essential. They can often give the applicant insight and recommendations that will not only make the project acceptable to them, but may improve the application and the project's chances for funding.



The applicants must provide complete address information for the following parties. This will both facilitate the review, if there are questions about the application, and assist MDOT in communicating the results of the selection process.

CONTACT PERSON FOR THIS APPLICATION - This is the person MDOT can contact should there be any questions about the application. This may be a representative of the community or agency, or a consultant retained to prepare the application.

CHIEF ELECTED OFFICIAL - For the eligible applicant community or agency. This may be a mayor, president, commissioner, etc.

CHIEF ADMINISTRATIVE OFFICIAL - For the eligible applicant community or agency. This may be a city manager, director, chairperson, etc.

PERSON/ORGANIZATION THAT PREPARED THE APPLICATION - If different than the contact person identified above.

SPONSOR(S) - Non-Act 51 governmental units or other groups or individuals. See discussion of eligible applicants and sponsors on Page 2.

PARTY RESPONSIBLE FOR ENVIRONMENTAL DOCUMENTATION - The person who prepared Attachment E, economic and environmental factors for transportation projects.

METROPOLITAN PLANNING ORGANIZATION (MPO) - For projects located with the planning boundaries of an MPO, the name of that MPO, see MPO contact information.

STATE SENATOR - Include both the Senate District number and the name of the Senator.

STATE REPRESENTATIVE - Include both the House District number and the name of the Representative.

List of Contacts

For general questions about the application process call:

Bryan Armstrong - Enhancement Program Coordinator 517-335-2636
E-mail: armstrongb@michigan.gov

Attachment I : Names and Addresses

Contacts



Enhancement Program Contacts

For questions about specific program areas call the following Program Coordinators:

Historic Preservation:

Margaret Barondess 517-373-2230
E-mail: barondessm@michigan.gov

Nonmotorized Facilities:

Michael Eberlein - Coordinator 517-335-2823
E-mail: eberleinm@michigan.gov

Regional Reviewers:

Cindy Krupp - North and Superior Regions 517-335-2923
E-mail: kruppc@michigan.gov

Kathy Hundt - North and Superior Regions 517-335-2925
E-mail: hundtk@michigan.gov

Todd Kauffman - Metro, University, and Bay Regions 517-335-2918
E-mail: kauffmant@michigan.gov

Michael Eberlein - Interim for Grand and Southwest Regions 517-335-2823
E-mail: eberleinm@michigan.gov..... 517-335-2823

Transportation Aesthetics:

Mike Saunders 517-393-3768
E-mail: MMCSAU@aol.com

Water Quality and Wildlife Mortality:

Michael O'Malley 517-335-2634
E-mail: omalleym@michigan.gov

Heritage Route Contacts

For questions about Heritage Routes and the Heritage Route Program call:

General Information, copies of "Guide to Designation," Program and Scenic Category:

Pete Hanses 517-335-2934
E-mail: hansesp@michigan.gov

Historic Category:

Margaret Barondess 517-373-2230
E-mail: barondessm@michigan.gov

Recreational Category:

Paul McAllister 517-335-2622
E-mail: mcallisterp@michigan.gov

Scenic Category:

Robert Zelski 517-373-0041
E-mail: zelskir@michigan.gov



**MICHIGAN DEPARTMENT OF TRANSPORTATION REGION AND
TRANSPORTATION SERVICE CENTER (TSC) CONTACTS (CONSULT
REGION BOUNDARIES AND TSC ON THE MAP ON PAGE 36)**

**MDOT Region and
TSC Contacts**

- BAY REGION** - Terry Palmer 517-754-0878
E-mail: palmert@michigan.gov
- **Bay City TSC** - Bob Ranck, Jr.517-671-1555
E-mail: ranckb@michigan.gov
 - **Cass City TSC** - Douglas Wilson517-872-3007
E-mail: wilsond@michigan.gov
 - **Davison TSC** - Mike Hemmingsen.....810-653-7470
E-mail: hemmingsenm@michigan.gov
 - **Mt. Pleasant TSC** - Terry Stepanski.....517-773-7756
E-mail: stepanskit@michigan.gov
- GRAND REGION** - Vicki Weerstra 616-451-3091
E-mail: weerstrav@michigan.gov
- **Grand Rapids TSC** - Suzette Peplinski616-742-0910
E-mail: peplinskis@michigan.gov
 - **Greenville TSC** - Karl Koivisto231-937-7780
E-mail: koivistok@michigan.gov
 - **Muskegon TSC** - Rod Wynn231-777-3451
E-mail: wynsr@michigan.gov
- NORTH REGION** - Phillip Becker 517-731-5090
E-mail: beckerp@michigan.gov Toll Free 888-304-6368
- **Alpena TSC** - Paul Steinman517-356-2231
E-mail: steinmanp@michigan.gov Toll Free 877-404-6368
 - **Cadillac TSC** - Bob Sweeney231-775-3487
E-mail: sweeneyb@michigan.gov Toll Free 800-943-6368
 - **Grayling TSC** - Bonnie Bussard517-344-1802
E-Mail: bussardb@michigan.gov Toll Free 888-811-6368
 - **Traverse City TSC** - Rise Rasch.....231-941-1986
E-mail: raschr@michigan.gov Toll Free 888-457-6368
- SOUTHWEST REGION** - John Polasek 616-337-3900
E-mail: polasekj@michigan.gov
- **Coloma TSC** - Phil Reid616-849-1165
E-mail: reidp@michigan.gov Toll Free 877-321-6368
 - **Kalamazoo TSC** - Greg Johnson616-337-3917
E-mail: johnsong@michigan.gov Toll Free 877-320-6368
 - **Marshall TSC** - Kitty Rothwell616-789-0592
E-mail: rothwellk@michigan.gov Toll Free 877-324-6368
- SUPERIOR REGION** - Dawn Gustafson 906-786-1800
E-mail: gustafsond@michigan.gov
- **Crystal Falls TSC** - Mike Premo906-875-6644
E-mail: premom@michigan.gov



MDOT Region and TSC Contacts (Cont.)

- *Escanaba TSC* - Mark Maloney906-786-1800
E-mail: maloneym@michigan.gov Toll Free 888-414-6368
 - *Ishpeming TSC* - Andy Sikkema906-485-4270
E-mail: sikkemaa@michigan.gov
 - *Newberry TSC* - John Batchelder906-293-5168
E-mail: batchelderj@michigan.gov
- UNIVERSITY REGION** - J. “Tony” Kratofil 517-780-7500
E-mail: kratofilj@michigan.gov
- *Brighton TSC* - Brenda O'Brien.....810-227-4681
E-mail: obrienb@michigan.gov
 - *Jackson TSC* - Kirk Branson.....517-780-7540
E-mail: bransonk@michigan.gov
 - *Lansing TSC* - Terry Anderson517-324-2260
E-mail: andersont@michigan.gov
- METRO** - Roger Safford 248-483-5100
E-mail: saffordr@michigan.gov
- *Detroit TSC* - Edwin Tatem.....313-965-6350
E-mail: tateme@michigan.gov
 - *Macomb TSC* - Drew Buckner810-978-1935
E-mail: bucknerd@michigan.gov
 - *Oakland TSC* - Michael Eustice248-451-0001
E-mail: eusticem@michigan.gov
 - *Port Huron TSC* - Cheryl Gregory810-385-3343
E-mail: gregoryc@michigan.gov
 - *Taylor TSC* - Mark Chaput313-375-2400
E-mail: chaputm@michigan.gov

Other Contacts

-
- TRANSIT PROJECTS, INTERMODAL FACILITIES, AND HISTORIC TRANSIT FACILITIES :**
- Linda Tuttle 517-373-7645
E-mail: tuttlel@michigan.gov
- HISTORIC BRIDGES**
- Stephen O’Connor 517-373-2346
E-mail: oconnors@michigan.gov
- MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY**
- Gary Heidel 517-335-2004
E-mail: heidelg@state.mi.us
- MICHIGAN HISTORICAL CENTER, MICHIGAN DEPARTMENT OF STATE**
Environmental Review Coordinator 517-335-2721



**METROPOLITAN PLANNING ORGANIZATION (MPO) CONTACTS
(CONSULT MPO BOUNDARIES ON THE MAP ON PAGE 37)**

Southeast Michigan Council of Governments:

Christopher Mann 313-961-4266
E-mail: mann@semcog.org

Grand Valley Metro Council - Grand Rapids Area:

Jim Snell 616-776-7669
E-mail: snellj@gvmc.org

Genesee County Metropolitan Planning Commission:

Julie Hinterman 810-257-3010
E-mail: jhinterman@co.genesee

***Tri-County Regional Planning Commission - Clinton, Eaton,
and Ingham Counties:***

Paul Hamilton 517-393-0342
E-mail: tritrans@acd.net

Kalamazoo Area Transportation Study:

David Krueger 616-343-0766
E-mail: katsmpo@aol.com

Saginaw County Metropolitan Planning Commission:

William Wright 517-797-6800
E-mail: scmpc@voyager.net

***West Michigan Shoreline Regional Development Commission -
Muskegon Area:***

Brian Mulnix 231-722-7878
E-mail: bmulnix@wmsrdc.org

Southwestern Michigan Commission:

Nancy Kagan - Niles Area 616-925-1137
E-mail: swmicomm@cpuinc.net

Region 2 Planning Commission - Jackson Area:

Steve Duke 517-788-4426
E-mail: sduke@region2planning.com

Battle Creek Area Transportation Study:

Patricia Karr 616-963-1158
E-mail: bcats@voyager.net

Bay County Planning Department:

Gary Stanley 517-895-4110
E-mail: gstan99@yahoo.com

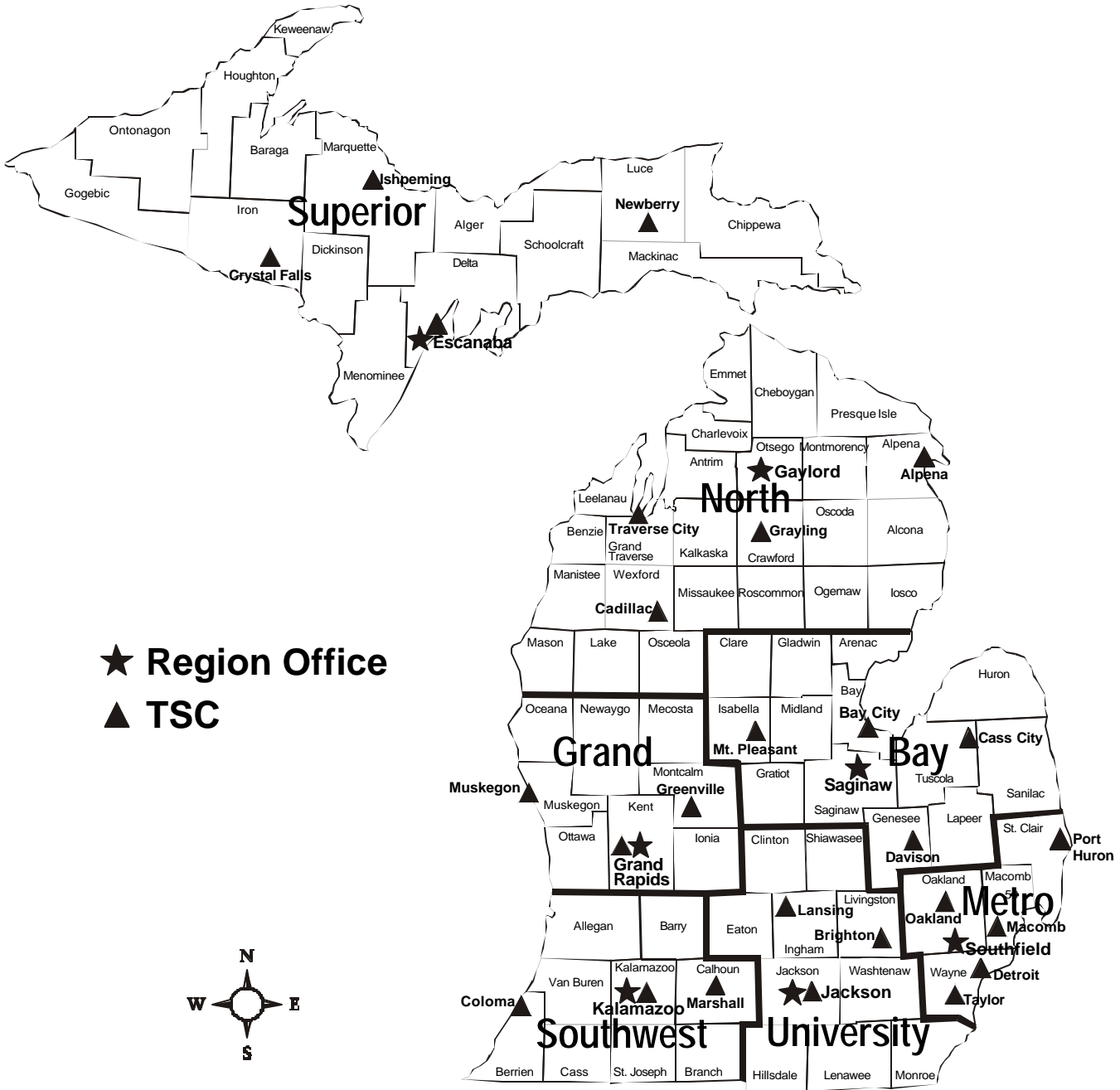
Macatawa Area Coordinating Council:

Sue Higgins 616-395-2688
E-mail: sus@freenet.macatawa.org

MPO
Contacts

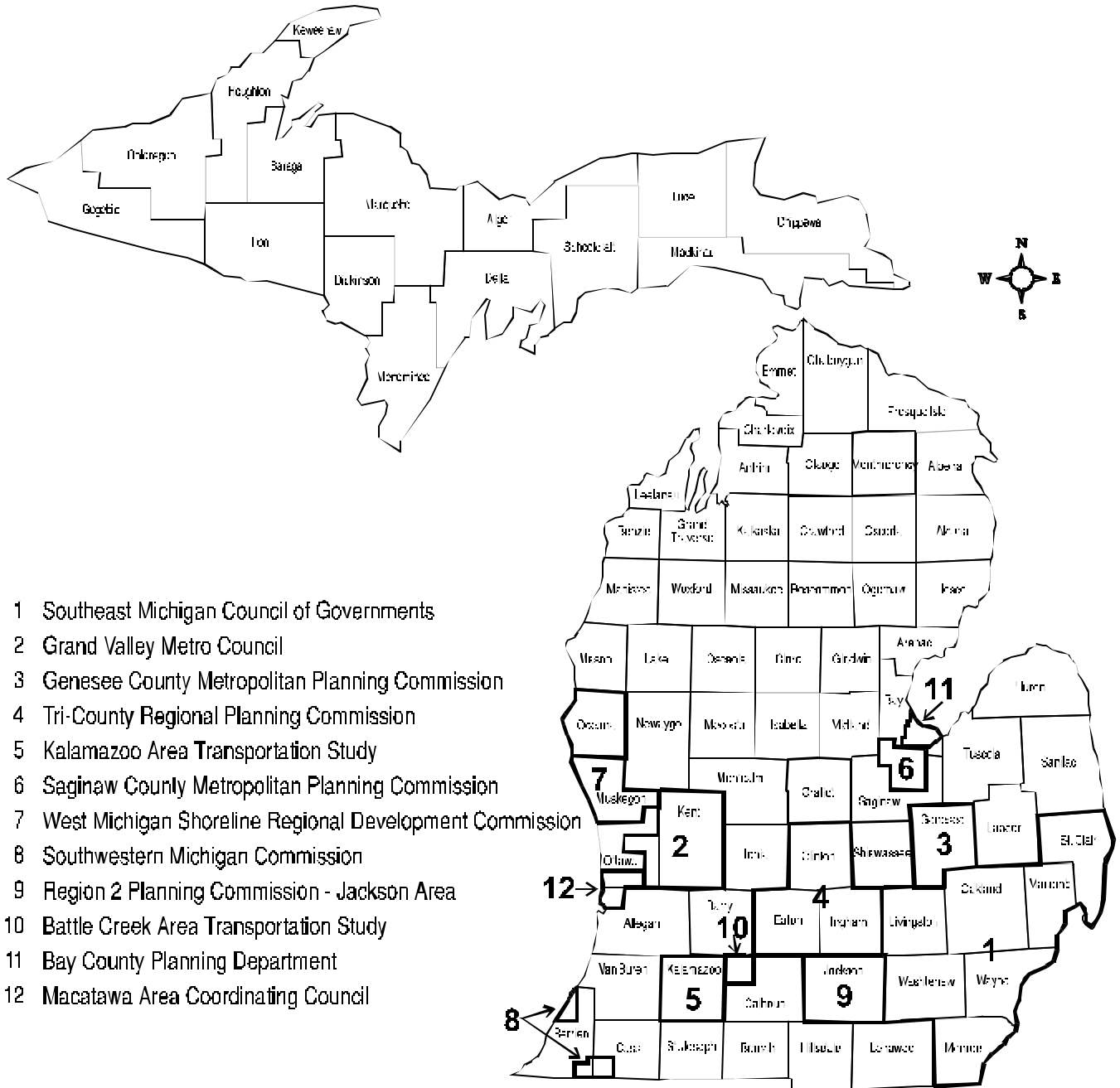


Michigan Department of Transportation Region and TSC Map





Metropolitan Planning Organizations Map



- 1 Southeast Michigan Council of Governments
- 2 Grand Valley Metro Council
- 3 Genesee County Metropolitan Planning Commission
- 4 Tri-County Regional Planning Commission
- 5 Kalamazoo Area Transportation Study
- 6 Saginaw County Metropolitan Planning Commission
- 7 West Michigan Shoreline Regional Development Commission
- 8 Southwestern Michigan Commission
- 9 Region 2 Planning Commission - Jackson Area
- 10 Battle Creek Area Transportation Study
- 11 Bay County Planning Department
- 12 Macatawa Area Coordinating Council