

APPENDIX E

Transportation Enhancement Program Forms

- Monthly Progress Reports
- Environmental Permit Form
- Reimbursement Request Form

**MONTHLY PROGRESS REPORT
AWARDED PROJECT**

Date:

Project Name

Project Contact Information: Name: _____

Phone: _____ **Fax** _____ **Email:** _____

SCHEDULE INFORMATION

Final Review Date: _____

AD Date: _____

Bid Open Date: _____

Notice to Proceed Date: _____

Estimated Completion Date: _____

Status of Project: Give a brief status update (Include status of R/W, design, PS&E, MOU and final review as necessary.)

Please list any project issues that have resulted or will result in a scope change or schedule delay.

Are there any issues that need SHA involvement?

**MONTHLY PROGRESS REPORT
PROJECTS UNDERWAY**

Date: _____

Project Name _____

Project Contact Information: Name: _____

Phone: _____ **Fax** _____ **Email:** _____

SCHEDULE INFORMATION

Estimated Completion Date: _____

Percent Complete _____

Is project on schedule? _____, if not explain.

Status of Project: (Please update last month's status report, look for dates that were mentioned did these things happen and if appropriate, what were the results?)

Please list/describe any project issues that have developed since last month.

Are there any issues that need SHA intervention?

**MARYLAND STATE HIGHWAY ADMINISTRATION
PS&E CERTIFICATION OF ENVIRONMENTAL PERMITS
FOR TRANSPORTATION ENHANCEMENT PROGRAM PROJECTS**

FAP No. _____ State No. _____ Local No. _____
Project Name: _____

<u>PERMIT</u>	<u>Required Yes/No</u>	<u>Date Applied</u>	<u>Date Expected</u>	<u>Date Approved</u>
Erosion & Sediment Control	_____	_____	_____	_____
Stormwater Management	_____	_____	_____	_____
404 or Nationwide Permit	_____	_____	_____	_____
US Coast Guard Permit	_____	_____	_____	_____
MDE Wetlands License	_____	_____	_____	_____
Waterway Construction Permits	_____	_____	_____	_____
Tree Permit	_____	_____	_____	_____
Other: _____	_____	_____	_____	_____
Other: _____	_____	_____	_____	_____
Other: _____	_____	_____	_____	_____

PROPOSED SCHEDULE

Ad Date: _____ Bid Open: _____ Award: _____ NTP: _____

- Environmental permits are not required.
- All environmental permits have been received as noted above and have been incorporated into the Invitation for Bids.
- All environmental permits are expected to be received prior to the scheduled bid opening. A statement has been inserted into the Invitation for Bids indicating that any missing permits will be incorporated into the Invitation for Bids by an approved addendum.

Certified by: _____
<Title and Organization>
Phone: _____



**Transportation Enhancement Program
Reimbursement Request**

Date:			
Project Name:			
Project Sponsor (Vendor):			
Reimbursement to be made to (include mailing address):			

Federal ID Number:			
State Contract Number:			
Unique Invoice Number:			
Amount Being Requested	\$		
For Period Covering:		through	

Detailed Description of Activities Being Requested for Reimbursement:

	Total Cost	TEP Award	Minimum Cash Match	Soft Match
Project Totals per MOU				
Actual Project Totals				
Previously Requested				
Requested this Invoice				
Remaining Balances	\$0.00	\$0.00	\$0.00	\$0.00

Send to: Maryland State Highway Administration
707 North Calvert Street Mail Stop C-502 Attention: Mary Keller
Baltimore, Maryland 21202
Phone: 410-545-5675 Fax: 410-209-5025

FOR SHA USE ONLY			
FMIS Number:			
BPO Number:			
Invoice Sequence Number:			
Partial or Final Invoice:			
Index Number			
Amount to pay this Invoice			
Approval Signature		Date	
Voucher ID Number:			