

PROJECT READINESS CHECKLIST

Purpose: This document is intended to provide an initial assessment of your project's readiness to receive federal sub-recipient funding. Your project does not have to have all components complete at this stage to be considered for funding.

To complete this form, navigate to the Project Phase that coincides with your application, and check off items that have already been obtained/completed for your project. Please fill out the checklist to the fullest extent possible, and contact Shawn Kiernan, skiernan@mdot.maryland.gov for questions, support, or to discuss your projects readiness.

Project Name:

Project Description:

PLANNING PROJECTS

Items listed below are required to be submitted and verified prior to authorizing projects for planning phase projects.

- Latest Approved Form 42 / Form 25C (w/ accurate TIP/STIP)
- Non-Construction PCE/NEPA (often a PCE #1)
- Estimate (if using consultant services, provide the federally procured approved proposal)
- Scope of work
- Anticipated schedule/duration
- Agreement/MOU/Supplemental Letter/Cost Sharing Agreements

PRELIMINARY DESIGN PROJECTS

Items listed below are required to be submitted and verified prior to authorizing projects for preliminary design phase projects.

- Latest Approved Form 42 / Form 25C (w/ accurate TIP/STIP)
- Non-Construction PCE/NEPA (PCE #1)
- Estimate – only cost required for activities to acquire NEPA (if using consultant services, provide the federally procured approved proposal; include any cost the project sponsor has already expended)
- Scope of work
- Anticipated schedule/duration
- Agreement/MOU/Supplemental Letter/Cost Sharing Agreements

FINAL DESIGN PROJECTS

Items listed below are required to be submitted and verified prior to authorizing projects for final design phase projects.

- Latest Approved Form 42 / Form 25C (w/ accurate TIP/STIP)
- NEPA
- Estimate – only cost required for activities to get to advertisement (if using consultant services, provide the federally procured approved proposal; include any cost the project sponsor has already expended)
- Scope of work
- Anticipated schedule/duration
- Agreement/MOU/Supplemental Letter/Cost Sharing Agreements

RIGHT-OF-WAY PROJECTS

Items listed below are required to be submitted and verified prior to authorizing projects for right-of-way phase projects.

- Latest Approved Form 42 / Form 25C (w/ accurate TIP/STIP)
- NEPA

- Estimate (*include any cost the project sponsor has already expended*)
- Anticipated schedule/duration
- Agreement/MOU/Supplemental Letter/Cost Sharing Agreements

CONSTRUCTION PROJECTS

Items listed below are required to be submitted and verified prior to authorizing for construction phase projects with a PS&E submittal.

- Latest Approved Form 42 / Form 25C (*w/ accurate TIP/STIP*)
- NEPA (*PCE, CE, FONSI, ROD*)
- NEPA Re-Evaluation or Verification NEPA is still valid (*if NEPA was issued >30 days prior to auth*)
- Right of Way Certification
- Environmental Permits Checklist (*fully signed, as in the IFB*)
- Final Contract Recommendation Letter (*CID's WDL w/ DBE goals*)
- AASHTO Design Criteria Approval Sheet (*if applicable*)
- Utility Statement (*SP 875, as in IFB*)
- Utility Coordination Certification (*from District Utilities*)
- Railroad Statement (*as in IFB*)
- Traffic Control Certification
- ADA Compliance Certification or Waiver
- Final Review Approval or Waiver (*signed*)
- PS&E Checklist (*version dated 01/19/2021*)
- Erosion and Sediment Control Liquidated Damages
- PRD Approval or Exemption Letter
- PS&E IFB (*utilizing the current TOC*)
- PS&E Estimate
- PS&E Proposal Form Packet (*Buy America*)
- PS&E Contract Plans / X-Sections / As-Builts / CADD Files / Utility Relocations
- Airport Safety Certification or Waiver (*if project limits are within 4mi of an airport*)
- Third Party Funding Breakouts w/ MOUs (*if applicable*)
- Transportation Management Plan (*if applicable*)
- Design Exceptions (*if applicable*)
- Constructability Reports
- Full/Partial IAPA Study FHWA Approval or Coordination Letter FHWA Approval of Tech Analysis (*if applicable*)
- Initial Financial Plans (*if applicable; for projects \geq \$100mil < \$500mil*)
- VE Study (*if applicable; required projects on NHS > \$50mil, bridge projects on NHS > \$40mil, and Major projects on NHS \geq \$500mil*)
- Agreement/MOU/Supplemental Letter/Cost Sharing Agreements (*Local Projects Only*)