



Kim Lamphier Bikeways Network Program Work Plan and Quarterly Update Form

MDOT Kim Lamphier Bikeways Network Program grantees must submit this form within 30 days of notification of a Bikeways Grant Award and every three months thereafter until the project is closed. Grantees may submit this form to MDOT via email at: MDBikeways@mdot.maryland.gov.

Work Plan Instructions: Fill-in the key tasks and proposed start and end dates in the table on the next page. Include 30-day review periods for all submittals to MDOT. Additional rows may be added to the table, if needed.

Suggested key tasks by project type:

- **Minor retrofit and construction projects:** Submit draft design plans or scope of work for MDOT comment; Execute Grant Agreement; Public input; Finalize design; Secure permits; Construction; Inspection; Project Closeout. Additional tasks may include procurement, project bidding, and milestones required for other funding sources being applied to the project.
- **Design project:** Submit scope of work for MDOT comment; Execute Grant Agreement; Assessment and design work; Public input; Finalize project deliverables; Project Closeout.

Quarterly Update Instructions: Each quarter, add to this form status updates for the previous and next 3 months (quarters) in the table below

- Describe the Tasks Completed and Tasks Anticipated in the table below.
- Update Status on the following page, and revise Start/End Dates in the Key Tasks schedule if needed.
- Provide narrative detail in the Comments on the following page if needed.

Grant Award Fiscal Year/ Project Name	
Primary Project Contact	Name: Agency/Organization: Email: Phone:
Award Amount	\$
Grant Expiration Date	Refer to Grant Agreement
Project Category	<input type="checkbox"/> Minor Retrofit <input type="checkbox"/> Design <input type="checkbox"/> Construction
Project Tasks Completed this Quarter	
Project Tasks Anticipated next Quarter	

