MARYLAND BIKEWAYS PROGRAM
FUNDING APPLICATION

Maryland Department of Transportation / Office of Planning
ATTN: Kate Sylvester
7201 Corporate Center Drive Hanover, Maryland 21076 Phone: 410-865-1277

Application Submission Deadline: Friday May 4, 2012

Project Title: _____

Project Category:

___Minor Retrofit ___ Feasibility Assessment ___ Design ___Construction

Project Cost:

_____ + _____ = _____
(Bikeways Funding Request) (Matching Funds) (Total Project Cost)

Project Coordinator:

Name: _____

Title: _____

Agency: _____

Address: _____

_____

Phone: _____ Fax: _____ E-mail: _____

Signature: _____ Date: _____

Organization Type: _____

___ County ___ City/Town ___ State Agency ___ Federal Agency ___ Transit Entity ___ MPO

Project sponsors seeking Maryland Bikeways Program funding must complete this application for consideration. All questions related to application content, visit: www.cycle.maryland.gov or contact the Maryland Department of Transportation (MDOT) Office of Planning and Capital Programming (410) 865-1277, MDBikeways@mdot.maryland.gov.

Bikeways Program Overview

The Maryland Bikeways Program supports projects that maximize bicycle access and fill missing links in the state's bicycle system to make bicycle travel a safe and comfortable travel option. The Program complements other funding programs that support trail construction and bicycle improvements along state roadways by **focusing on connections to work, school, shopping and transit using local roads and shared-use paths**. The Maryland Bikeways Program supports Governor O'Malley's Cycle Maryland initiative to promote biking as a fun, healthy transportation alternative that is great for our environment.

The Bikeways Program provides technical assistance and grant support for projects that:

- Improve last-mile connections and wayfinding to destinations such as transit, work, school, tourism sites, and shopping, and/or
- Complete missing links between existing trails and bike routes.

Awards may be provided through direct technical assistance or grant funding. Grant funding will be provided on a reimbursement basis. Grantees must provide upfront payment to vendors and contractors and will be reimbursed once all documentation and requirements are met. Operations and maintenance support are not eligible for funding, nor is right-of-way acquisition.

Project Categories

There are four categories of projects eligible for Bikeways Program funding. A project may be submitted for funding through only one of these categories. More detail on available funding, required match, and eligible expenditures for each project category are provided on pages 4 and 5.

- *Minor Retrofit* including bicycle route signing, pavement markings, parking, drainage grate replacement and other minor retrofits to enhance bicycle routes.
- *Feasibility assessment* of proposed or potential bikeways to assess issues, such as environmental impacts, right-of-way issues, ADA compatibility, local support, and cost estimates.
- *Design* of bikeways, generally shared-use path projects.
- *Construction* of bikeways, generally leveraging other sources of funding, such as Transportation Enhancements, Safe Routes to Schools, Maryland Heritage Areas, etc.

Eligibility

To be eligible for funding through the Bikeways program, a project must be:

- Located substantially within the Priority Funding Area (PFA), and/or
- Located within ½ mile of a rail transit station, and/or
- Addressing a gap identified in the MDOT Trails Plan *A Greener Way to Go*, and/or
- Identified as a transportation priority in a County's most recent annual priority letter submitted to MDOT.

In addition, all Bikeways applications must document the following to be eligible for funding:

- Public outreach regarding the proposed project has begun and/or is proposed as part of the application workplan; and
- Commitment of matching funds; and
- Support of the agency that will be responsible for operations and maintenance of the project once complete (not required for feasibility assessment projects); and
- All required rights-of-way and easements are secured (not required for feasibility assessment and design projects).

Eligible applicants include:

- Maryland local governments, alone or in partnership with other jurisdictions or private organizations
- Maryland State Agencies
- Metropolitan Planning Organizations (MPOs)
- Transit entities operating in Maryland
- Federal public lands agencies

Priority Investment Areas

Bikeways funding is targeted to priority investment areas, which include:

- Rail transit station areas (within ½ mile)
- Planned missing links in MDOT Trails Plan
- Sustainable Community Areas
- Maryland Main Streets
- Central business districts (not an official designation, but evidenced by land uses) and major institutions (e.g. universities, major hospitals)
- Census tract(s) at or below 60% of Area Median Income

The required funding match rates are reduced for projects located in a priority investment area.

Interactive Map Tools

MDOT has prepared two GIS-based interactive maps to assist applicants in completing the Bikeways application, and to assist staff in review of completed applications. Applicants may use these map tools as a resource to ease collection and reporting of requested data. Applicants are not required to use these tools. If an applicant observes a discrepancy or error in the information shown in the map, please note it on the application and report what the applicant believes is the correct response. Links to the maps and detailed instructions for using them to answer particular questions are provided throughout the application.

Project Category Descriptions and Requirements

Bikeways Program Category Overview

Project Category	Overview	Approximate Funding Available	Required Matching Funds	Period of Performance
Minor Retrofit	Accelerate implementation of low-cost treatments to create safe, visible bicycle routes between many destinations, especially: - Access to transit and business districts, - Connections to trails, and - Wayfinding and safety enhancements	$1.1 million	Priority Investment Area: encouraged, but not required Other Area: 50% *Project requests may not exceed $100,000	12 months
Feasibility Assessment	Investigate routing and facility type alternatives and develop feasible, cost-effective concepts for bikeway connections that fill missing links and connect many destinations.	$300,000	Priority Investment Area: 20% Other Area: 50%	18 months
Design	Support design of mid to large scale bikeway projects that are key to a connected state bikeway system, such as: - Missing links in the statewide trail system. - Links where on-road bicycle facilities cannot provide an adequate alternative.	$1 million	Priority Investment Area: 20% Other Area: 50%	24 months
Construction	Expedite delivery of key bikeway projects with demonstrated local commitment and regional or statewide significance such as: - Missing links in the statewide trail system. - Links where on-road bicycle facilities cannot provide an adequate alternative. - Links to business districts and priority investment areas.	$1.1 million	Priority Investment Area: 70% Other Area: 80%	24 months
TOTAL		$3.5 million		

1. **Minor Retrofit**

Purpose: Accelerate implementation of low-cost treatments to create safe, visible bicycle routes between many destinations.

Key Objectives:
- Provide last-mile connections to maximum number of destinations, especially transit stations
- Complete missing links between existing bicycle routes and trails
- Address documented safety issues

Eligible expenditures: lane striping, pavement markings, directional signage, bicycle route signage, drainage grate replacement, minor intersection improvements, and bicycle parking. All improvements to state roadways must comply with the Maryland Manual on Uniform Traffic Control Devices (MUTCD). Improvements off the state system will be expected to comply with the Maryland MUTCD unless the jurisdiction has adopted its own design guidance or the local chief engineer approves the alternate design. Up to 20% of the funding award may be used toward engineering, administration and inspection. Technical assistance may be provided as needed.

Key Requirements: All required right-of-way and easements must be secured. Appropriate public review must be complete and documented in the application. Additionally, proposed improvements must

be coordinated with programmed roadway and utility projects. Funding must be expended within 12 months of a signed agreement.
Available Funding: Individual funding requests are capped at $100,000. Each jurisdiction may apply for no more than three Minor Retrofit projects in any funding cycle. Approximately $1.1 million is available for Minor Retrofit projects through the FY13 funding cycle.

2. **Feasibility Assessment**

Purpose: Investigate alternative bikeway alignments and develop feasible, cost-effective concepts for bikeway connections that fill missing links and connect many destinations.

Key Objectives:
- Evaluate alternative routing and facility type options to provide needed bicycle access between destinations with high levels of expected/potential bicycle demand.
- Incorporate cost, user comfort, safety, environmental, expediency, and other considerations in identifying preferred routes and facility types.
- Incorporate stakeholder participation.

Eligible expenditures: Planning, analysis, preliminary investigation, and stakeholder outreach. Up to 10% of the funding award may be used toward administration and oversight. Funding may be provided as a grant or as technical assistance provided by the Maryland Department of Transportation, State Highway Administration or their contractors. Funding must be expended within 18 months of a signed agreement.
Key Requirements: A public outreach and review strategy must be included. Projects must address specific destinations and/or missing links. Broader bicycle planning studies are not eligible for funding.
Available Funding: Each jurisdiction may apply for no more than two Feasibility Assessment projects in any funding cycle. Approximately $300,000 is available for Feasibility Assessment projects through the FY13 funding cycle.

3. **Design**

Purpose: Contribute to design costs and provide technical assistance for design of mid to large scale bikeway projects that are key to a connected state bikeway system.

Key Objectives:
- Accelerate completion of missing links in the statewide trail system.
- Support strategic development of transportation trails and sidepaths where on-road bicycle facilities cannot provide an adequate alternative.
- Address design and permitting issues early in the design process, especially related to federal funding requirements

Eligible expenditures: Engineering, field assessment, and public outreach costs associated with preparing design documents. Right-of-way and easement acquisition are not eligible expenditures. Up to 10% of the funding award may be used toward administration and oversight. Funding may be provided as a grant or as technical assistance provided by the State Highway Administration or its contractors. Funding must be expended within 24 months of a signed agreement.
Key Requirements: A public outreach and review strategy must be documented. The project must be included in a locally adopted plan. Design compliance with the Americans with Disabilities Act (ADA)

guidelines is expected. In special circumstances, design flexibility may be exercised through a context-sensitive design process to manage environmental impacts and construction costs.
Available Funding: Each jurisdiction may apply for no more than two Design projects in any funding cycle. Approximately $1 million is available for Design projects through the FY13 funding cycle. Leveraging other funding sources is strongly encouraged. Funding for design beyond 30% should leverage Transportation Enhancements funding for eligible projects.

4. <u>Construction</u>

Purpose: Contribute construction funding to expedite delivery of key bikeway projects with demonstrated local commitment and regional or statewide significance.

Key Objectives:
- Complete missing links in the statewide trail system.
- Support strategic development of transportation trails and sidepaths where on-road bicycle facilities cannot provide an adequate alternative.
- Link bikeways to central business districts and priority investment areas (listed on page 3).
- Direct funding to expedite projects that are construction-ready.

Eligible expenditures: Construction, inspection, and construction management of bikeway projects. Right-of-way and easement acquisition are not eligible expenditures. Up to 10% of the funding award may be used toward administration and oversight.
Key Requirements: A public outreach and review strategy must be documented. The project must be included in a locally adopted plan. Design compliance with the Americans with Disabilities Act (ADA) guidelines is expected. Flexibility in design exercised through a context-sensitive design process to manage environmental impacts and construction costs is acceptable. Funds must be expended within 24 months of a signed agreement.
Available Funding: Each jurisdiction may apply for no more than two Design projects in any funding cycle. Approximately $1.1 million is available for Construction projects through the FY13 funding cycle. Leveraging other funding sources is strongly encouraged.

Bikeways Program Funding Application

SECTION 1: Project Description and Workplan

The "Bikeways Eligible and Priority Areas" web-based interactive map may be used to view boundaries of priority investment areas. The map displays several of the targeted geographies that are used to determine whether the project is in an eligible area and whether the project is in a priority investment area. Follow the instructions below to assist in completing questions 1.1 and 1.2.

1. *Open the Bikeways Eligible and Priority Areas map in a web browser*
2. *Zoom in to the proposed project area*
3. *Click the icons on the left panel to turn layers on and off and to view the legend.*
4. *Check the boxes next to the following layers to assist in answering question 1.1: Priority Funding Area, MDRailStations ½ Mile Buffer, and MDOT Trails Plan.*
5. *To assist in answering question 1.2, turn off Priority Funding Area and turn on all other layers. (Note that central business districts and major institutions are not shown on the map, and must be identified by the applicant.)*

1.1 Is the project eligible for bikeways program funding? ___ Yes ___ No

Indicate which eligibility categories apply.

Is the project:	**Yes/No**
Substantially within the Priority Funding Area (PFA)?	
Substantially within ½ mile of a rail transit station?	
Addressing a gap identified in the MDOT Trails Plan? *Trails Plan gaps include Missing Links, Planned, Proposed and Potential Trails. Visit cycle.maryland.gov to view plan.*	
Listed in the most recent County Priority Letter submitted to MDOT?	

1.2 Is the project in a priority investment area? Yes No

Indicate which priority areas apply

Is the project within or adjacent to a:	**Yes/No**
Rail transit station area (1/2 mile)	
Missing Link in the MDOT Trails Plan	
Sustainable Community or Community Legacy Area	
Main Street	
Central business district or major institution	
Census tract(s) at or below 60% of Area Median Income	

1.3 Briefly describe the proposed project, including project location and extent. Describe the need for the project and note project's consistency with local plans and priorities. Documented safety issues, cycling activity in the vicinity, and requests for bicycle improvements would be relevant to note. Attach a scaled map of project area and extent, showing transit stations, key destinations, and existing and proposed bicycle facilities.

1.4 Describe the public review and comment strategy for this project, including outreach to adjacent property owners. Note outreach conducted to date, as well as outreach anticipated through the proposed workplan.

1.5 Identify key work items proposed to be completed and indicate the anticipated schedule.

Task	Work Item Description	Schedule
1		
2		
3		
4		
5		

1.6 Describe the intended staffing and contracting approach for implementing the work program. Will local staff and forces execute the work plan directly? Are local contracts in place to access appropriate contractors? Will a separate contract need to be bid for this work? Is technical assistance desired from SHA or state contractors? Note the experience and capacity of the project team to execute the workplan.

1.7 Are all required rights-of-way and easements secured? ___ Yes ___ No
All rights-of-way must be secured to be eligible for minor retrofit or construction funding. Describe, as needed.

1.8 *For Minor Retrofit and Construction projects only:* Are there planned roadway improvements (repaving, widening, etc) or utility projects in the proposed project area? Note how these efforts have been or will be coordinated to avoid duplication of effort.

SECTION 2: Project Impacts

The "Bikeways Destinations" web-based interactive map shows many potential trip destinations that are considered in evaluating the impacts of proposed bikeways projects. The map is not exhaustive – applicants are encouraged to include other local destinations that are not displayed on the map in answering the questions below. Follow the instructions below to assist in completing the table for question 2.1. Supplement the map data with the applicant's knowledge of other requested destinations.

1. *Open the Bikeways Destinations map in a web browser.*
2. *Zoom in to the proposed project area.*
3. *Many community parks and other significant destinations are included on the Bing Roads basemap. The basemap can be changed by clicking the basemap button on the navigation bar across the top of the window.*
4. *Click the icons on the left panel to turn layers on and off and to view the legend.*
5. *Check the boxes next to the appropriate layers to view transit stations, schools, multi-family buildings, and park and ride lots. Note: muli-family building data is not available for all counties.*
6. *Check the box for the MD.State.LandUseLandCover.2002 layer to view land use information that may also be helpful in identifying destinations.*

2.1 Will the project advance the use of transportation alternatives by providing bikeway access to many destinations?
Select the number of each destination type that may be accessed by the proposed project. A direct connection means that the proposed project will provide new bicycle access to the entrance of a destination, leaving no gap for a bicyclist to access the destination. An indirect connection means that the proposed project will link to existing bicycle facilities, including roads with reasonable bicycle accommodation, which provide direct access to a destination within ½ mile. For feasibility assessments, where a project alignment may not be known, fill in as much information as possible and note key destinations in the comments column.

Destination Type	Directly Connected	Indirectly Connected	Comments
Rail transit stop			
Bus transit stop			
Park and ride lot			
College or University			
School or daycare			
Park			
Large residential community (>275 units)			
Small residential community (20-275 units)			
Large employment cluster (> 500,000 SF or 2,000 employees)			
Small employment center/office building (< 500,000 SF or 2,000 employees)			
Shopping center (>250,000 SF)			
Store or restaurant			
Other destination			

2.2 Will the project complete a missing link and/or bridge an important gap in Maryland's bikeway system?

	Yes/No	**Describe as appropriate**
Does the project address a Missing Link identified in the MDOT Trails Plan? *View Missing Links on the Bikeways Eligible and Priority Areas interactive map or on the Bicycle and Trail Map*		
Does the project extend or enhance a major regional or national bicycle route? For example, the East Coast Greenway or American Discovery Trail.		
Does the project bridge any major physical barriers? For example, a limited access highway, a body of water, or a railway.		
Does the project connect existing bicycle facilities owned and maintained by different jurisdictions? For example, linking local and state bicycle facilities or connecting bicycle facilities in two or more local jurisdictions.		
Does the project enhance bicycle access along a designated Scenic Byway, National Historical Trail or within a Maryland Heritage Area?		

2.3 What types of cyclists are expected to use the proposed facility(ies)?
Some bikeways are appropriate for all types of cyclists, while others may only be used by advanced cyclists. In general, on-road facilities along high-speed, high-volume roads are expected to be used only by advanced cyclists. On-road facilities along lower-speed and lower-volume roads may also be used by basic cyclists. Separated facilities, such as sidepaths and trails may be appropriate for all cyclists including children. In some cases, sidepaths or trails may be designed with basic cyclists and children in mind, and advanced cyclists may not be expected to use these facilities. The Bikeways Program supports all types of bikeways, but gives a slight priority to projects expected to be used by a broad range of cyclists.

Advanced cyclists: ____ Basic cyclists: ____
Children: ____

Comments:

2.4 *For Design and Construction applications only:* How will the proposed project provide a significant improvement to the bicycle network in the project area?

SECTION 3: Local Support

3.1 Describe local commitment to improving bicycle conditions. Note whether the proposed project is consistent with local plans. If relevant, explain how the project supports the community's transportation and development strategies.

3.2 Document the funding plan, including local funds and other funding sources. Attach commitment letter(s) for all sources of matching funds.

	Funding Source	**Amount**
A	Cash match to be provided by applicant	
B	In-kind match to be provided by applicant	
C	Private and non-profit organization contributions	
D	Other state and federal funding (note sources)	
E	Bikeways funding request	
F	**Total project cost [A+B+C+D+E]**	
G	**Total match rate [E/(A+B+C+D)]**	
H	**Local cash match rate [A/E]**	

3.3 Attach a support letter from the agency that will be responsible for operations and maintenance of the project, once complete (not required for Feasibility Assessment applications).