MARYLAND BIKEWAYS PROGRAM
FUNDING APPLICATION

Maryland Department of Transportation / Office of Planning and Capital Programming

7201 Corporate Center Drive Hanover, Maryland 21076 Phone: 410-865-1277

Project Title: _____

Project Category:
____Minor Retrofit ____Design ____Construction

Bikeways Funds Requested: _____

Total Project Cost: _____

Applicant Agency: _____

Organization Type:
___County ___City/Town ___State Agency ___Federal Agency ___Transit Entity ___MPO

Primary Project Contact

Name: _____

Title: _____

Agency: _____

Address: _____

_____

Phone: _____ Fax: _____ E-mail: _____

Project Partners (if applicable): _____

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 MDOT Office of Planning and Capital Programming (410) 865-1304, 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 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 to facilitate local, regional, and statewide bicycle travel.
- Enhance safety and comfort of existing routes and facilitate bike travel.

Eligibility

To be eligible for funding through the Bikeways program, a project must meet **at least one** of the following criteria:

- Located substantially within the Priority Funding Area (PFA), Located within 3 miles of a rail transit station or major bus transit hub,
- Provide or enhance bicycle access along any gap identified in the Statewide 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.

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

Bikeways Priority Projects

Reduced funding match requirements are offered as an inducement to projects that address key state bicycle transportation priorities. A project qualifies as a "Bikeways Priority Project" if, in MDOT's judgment, it accomplishes one or more of the following:

- Enhances bicycle access within 3 miles of a rail transit station
- Provides or enhances bicycle access along a corridor identified as a **Missing Link** in the Statewide Trails Plan, "A Greener Way to Go"
- Enhances bicycle circulation within or access to a:
    - **Maryland Sustainable Community Area**
    - **Designated Maryland Main Street**
    - Census tract(s) at or below 60% of Area Median Income
    - Major institution (e.g. universities, major hospitals)
    - Central business districts (not an official designation, but evidenced by land uses)
    - Important tourist or heritage attraction

Project Categories and Required Match Contributions
There are three categories of projects eligible for Bikeways Program funding.

Bikeways Program Category Overview			
Project Category	**Overview**	**Maximum Bikeways Funding** ***(as percentage of total project cost)***	
		Bikeways Priority Projects	All Other Projects
Minor Retrofit	Up to $100,000 grant awards for low-cost bicycle treatments, such as bicycle route signing, pavement markings, parking, and drainage grate replacement to create safe, visible bicycle routes between many destinations, especially: - Access to transit and business districts, - Connections to trails, and - Wayfinding and safety enhancements Up to 15% of grant award may support final design for the project.	100%	50%
Design	Feasibility assessment and design of proposed bikeways, including alternatives analysis, to develop feasible, cost-effective concepts for bikeway connections that are key to a connected state bikeway system, such as: - Missing links in the statewide trail system and - Off-road connections where on-road bicycle facilities cannot provide an adequate alternative Design funding may not be used for general bicycle planning, but may be used to investigate the feasibility of bicycle improvements on specific routes serving specific objectives.	80%	50%
Construction	Construction 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, and - Links to business districts and priority investment areas. Bikeways funding requests in this category will exceed $100,000.	80%	50%

Note: Funding match contributions may include funds expended in support of the project no more than 24 months prior to the application submission deadline through the project completion. Match may include direct cash expenditures and in-kind contributions, such as staff time. For more detail please see the **Bikeways Program Procedures and Guidelines**.

Project Administration Notes
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. Any reimbursable procurement must comply with Maryland Law. At a project sponsor's request, Bikeways funding may be provided as technical assistance provided by the Maryland Department of Transportation, State Highway Administration, or their contractors. ***All reimbursable Bikeways project costs must be incurred and submitted for reimbursement within 24 months of notification of the grant award, unless an exemption is granted.*** Operations and maintenance support, right-of-way, and easement acquisition are not eligible for funding.

All roadway projects must comply with the Maryland Manual on Uniform Traffic Control Devices (MUTCD). All projects on state roadways must comply with the SHA Bicycle and Pedestrian Design Guidelines. Projects off of the state roadway system are expected to comply with the 2012 AASHTO Bicycle Design Guidelines. Proposed improvements must be coordinated with programmed roadway and utility projects. Design compliance with the Americans with Disabilities Act (ADA) guidelines is expected. Design flexibility may be exercised through a context-sensitive design process to manage environmental impacts and construction costs. Long-term ownership, maintenance, and management responsibilities are generally assumed by the applicant. Ownership and maintenance commitment must be included with the application for all Minor Retrofit and Construction Bikeways projects.

Please review the **Bikeways Program Procedures and Guidelines**, which explains project sponsor responsibilities and requirements in more detail.

Interactive Map Tool
MDOT has prepared a GIS-based **interactive map** to assist applicants in completing the Bikeways application. Applicants may use the map tool as a resource for this purpose, but are not required to do so. 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 map and detailed instructions for using it to answer particular questions are provided throughout the application.

Bikeways Program Funding Application

SECTION 1: Project Description and Workplan

The "Bikeways Eligible and Targeted Areas" web-based interactive map may be used to assist in answering questions 1.1 and 1.2 below. The map displays several of the geographies that are used to determine whether the project is in an eligible area and whether the project is in an area that qualifies it as a Bikeways Priority Project. Follow the instructions below to assist in completing questions 1.1 and 1.2.

1. *Open the Bikeways Eligible and Targeted 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 3 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 majority of the length of the project:	**Yes/No**
Within a Priority Funding Area (PFA)?	
Within 3 miles of a rail transit station?	
Addressing any project identified in the Statewide Trails Plan? *Visit cycle.maryland.gov to view plan map*.	
Identified as a transportation priority in a County's most recent annual priority letter submitted to MDOT?	

1.2 Does the project qualify as a "Bikeways Priority Project"? ___Yes ___No

Does the project:	**Yes/No**
Enhance bicycle access within 3 miles of a rail transit station	
Provide or enhance bicycle access along a Missing Link corridor identified in the Statewide Trails Plan (Missing Links are shown in Red and Orange on the map)	
Enhance bicycle circulation within or access to a Maryland Sustainable Community	
Enhance bicycle circulation within or access to a State or local designated Main Street	
Enhance bicycle circulation within or access to a major institution	
Enhance bicycle circulation within or access to a census tract(s) at or below 60% of Area Median Income	
Enhance bicycle circulation within or access to a central business district	

1.3 Attach a scaled map of the project area, showing:

- The project location and extents
- Existing bicycle facilities within the project area
- Key destinations (eg. transit stations, schools, libraries, major employers, shopping, etc.)

1.4 Describe the proposed project. Note the types, number and length of facilities, design treatments, and/or bicycle amenities that will be provided. Provide specific information about where bike lanes, sharrows, signed routes, and/or shared-use paths will be provided.

1.5 Explain the status of the project. What planning and design work has been completed for the project? Is the project included in adopted plans? Has the project been laid out to ensure adequate right-of-way lane widths, and/or parking impacts? What impacts are anticipated? What feedback have adjacent property owners and local cycling communities provided? Indicate what approvals will be needed to complete the project and whether the approving entity(ies) have reviewed plans or concepts for the project.

1.6 Identify key tasks to be completed and indicate the anticipated schedule. Please note that Bikeways award announcements are anticipated in September and projects must be complete within 24 months of award.

Work Item Description	Timeline

1.7 How will the project be executed? Describe the intended staffing and contracting approach for implementing the work program. (Will the applicant agency staff 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 other state contractors?)

1.8 Describe the project team's experience executing similar projects.

1.9 Are all required rights-of-way and easements secured? ___Yes ___No
All rights-of-way must be secured for minor retrofit or construction funding. Describe, as needed.

1.10 *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

2.1 Describe the project need and expected benefits. How will the project increase bicycling as a mode of transportation? Documented safety issues, cycling activity in the project vicinity, and requests for bicycle improvements would be relevant to note.

2.2 List up to five destinations to which the project will improve bicycle access. If the project improves access to more than five destinations, include those considered most significant. These destinations should be noted on the project map included with the application. Indicate whether the access to each noted destination is direct or indirect. *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 the destination within 3 miles.*

Destination	Destination Type	Directly Connected	Indirectly Connected

2.3 Does the project create or improve connections that support regional or statewide bicycle routes?

	Describe
Does the project enhance bicycle access along a Missing Link identified in the MDOT Trails Plan? *Missing Links are shown in Red and Orange on the Bikeways Eligible and Targeted 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? Is the project included in the relevant management plans for these areas?	
Are there parallel facilities that provide bicycle accommodation within a reasonable distance? If so, what are the advantages of the proposed route/project?	

2.4 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 casual 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 casual cyclists and children in mind, and advanced cyclists may not be expected to use these facilities.

Advanced cyclists:_____ Casual cyclists:_____ Children:_____

SECTION 3: Local Support and Funding

3.1 Describe local support for the project, including inclusion in local plans and elected official support. Include any support letters as attachments to the application.

3.2 Describe the public outreach for the project and the community support for the project. Note outreach conducted to date, as well as outreach anticipated in future phases of project development.

3.3 Describe actions that the local jurisdiction has taken to support bicycling.

3.4 Complete an itemized cost estimate using the provided template for the appropriate project type. The templates are included at the end of this document.

3.5 List the sources and amounts of all project contributions. Confirm that the required match is committed.

Bikeways Project Total Estimated Cost:	
Bikeways funds requested	
Applicant cash contribution	
Applicant in-kind contribution	
Third party cash contribution	
Third party in-kind contribution	
Directly Related Costs counting toward project match*:	
Applicant cash contribution	
Applicant in-kind contribution	
Third party cash contribution	
Third party in-kind contribution	

** The Bikeways Program allows expenditures that are directly related to a Bikeways Project and expended either within the 24 months prior to the Bikeways application submission or during the grant period for the Bikeways project to be counted toward the required match contribution. A directly related expenditure must be directly connected to or adjacent to a proposed Bikeways project, and leverage the benefit to cyclists who would use the proposed Bikeways project. For example, directly related costs may include: construction of a parking lot at a Bikeways project trailhead or a bike lane adjoining a Bikeways project, design work or right-of-way acquisition for the Bikeways project or an adjoining segment.*

Please specify the source(s) for all third party contributions noted above and note whether the resources are expended, committed, or anticipated:

Total match contributions from above = _____

_____	x	_____	=	_____
Minimum match percent of total project cost (ranges from 0% to 50%, see page 3 of the application)		Total Bikeways Project Cost		Minimum match contribution

3.6 Indicate the agency or entity that will assume responsibility for ownership, maintenance and management of the project once complete.

___ The applicant agency commits to taking responsibility for ownership, maintenance, and management of the proposed Bikeways project, once complete.

___ An entity other than the applicant commits to taking responsibility for ownership, maintenance and management of the proposed Bikeways project, once complete, and **a letter from that entity indicating its commitment is included with the application.**

___ Ownership, maintenance, and management responsibilities have not yet been determined. Minor Retrofit and Construction Bikeways funding will not be awarded without ownership, maintenance, and management commitments.

Applicant Signature

As the duly authorized representative of the applicant I certify that the applicant:

Has the legal authority to apply for the requested assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-State share of project costs) to ensure proper planning, management and completion of the project described in this application.

To the best of my knowledge, all information contained in this application is true and correct.

If awarded the applied for grant, will adhere to the commitments, requirements, and guidelines specified in this grant application and with all other laws, rules, regulations or policies governing this program.

If selected for funding, granted funds shall be used strictly for the purposes set forth in this application.

Signature (Applicant): _____
Print Name: _____
Title: _____

Project Cost Estimate for Minor Retrofit Applications (less than $100,000 requested)
Complete this worksheet only for applications requesting Minor Retrofit funds up to $100,000. Non-construction activities may make up no more than 15% of the requested Bikeways Funding for Minor Retrofit applications. Please mark previously expended matching funds with an asterisk (*).

Activity/Item	Total Cost	Bikeways Funding	Matching Funds
Non-Construction Activities			
Design			
Right of Way		Not Eligible	
Other:			
Other:			
Other:			
Construction Related Activities			
Mobilization			
Sign Fabrication			
Sign Installation			
Lane striping			
Sharrow pavement markings			
Bicycle lane pavement markings			
Maintenance of traffic			
Bicycle racks			
Other:			
Other:			
Other:			
Other:			
Other:			
Other:			
Contingencies			
Project Inspections			
Project Management			
Total Project Costs			

Prepared By: _____
MDOT strongly encourages applicants to seek estimates from a qualified engineer or other parties with direct relevant experience.

Project Cost Estimate for Design Applications

Complete this worksheet only for applications requesting design funds. Please mark previously expended matching funds with an asterisk (*).

Activity/Item	Total Cost	Bikeways Funding	Matching Funds
Non-Construction Activities			
Concept Development and Alternatives Analysis			
Design (up to 30%)			
Design (up to 60%)			
Design (up to 90%)			
Final Design			
Public Involvement			
Right of Way		Not Eligible	
Environmental Studies			
Permits			
Other:			
Other:			
Other:			
Other:			
Other:			
Other:			
Project Management/Administration			
Total Project Costs			

Prepared By: _____

MDOT strongly encourages applicants to seek estimates from a qualified engineer or other parties with direct relevant experience.

Project Cost Estimate for Construction Applications (greater than $100,000 requested)
Complete this worksheet only for applications requesting construction funding greater than $100,000.
Please mark previously expended matching funds with an asterisk (*).

Activity/Item	Total Cost	Bikeways Funding	Matching Funds
Non-Construction Activities			
Project Development Activities			
Design (up to 30%)			
Design (beyond 30%)			
Right of Way		Not Eligible	
Environmental Studies			
Advertising & Contracts			
Equipment			
Permits			
Other Non-Construction Costs			
Construction Related Activities (fill-in specific activities below)			
Total Construction Related Costs			
Contingencies			
Project Inspections			
Materials Testing			
Project Management			
Construction Management			
Total Project Costs			

Prepared By: _____
MDOT strongly encourages applicants to seek estimates from a qualified engineer or other parties with direct relevant experience.