



Maryland Bikeways Program

Procedures and Guidelines

The Maryland Department of Transportation

Updated February 2020

Table of Contents

INTRODUCTION.....	4
GRANT PLANNING.....	4
1.1 Application and Project Timeline	4
ELIGIBILITY.....	5
2.1 Eligible Project Types	5
2.2 Eligible Project Locations	6
2.3 Eligible Applicants	6
APPLYING FOR FUNDING	7
3.1 Completing and Submitting an Application	7
3.2 Required Matching Contributions	7
AWARD ACCEPTANCE	7
4.1 Award Notification.....	7
4.2 Award Acceptance.....	7
4.3 Project Workplan.....	7
4.4 Grant Agreement.....	8
BIKEWAYS PROJECT MANAGEMENT.....	8
5.1 Standards of Practice.....	8
5.2 Project Review	9
5.3 Procurement.....	9
5.4 Required Project Update Reporting.....	10
5.5 Project Close-Out	10
5.6 Project Maintenance	10
PROJECT REIMBURSEMENTS	11
6.1 Reimbursement Claims.....	11
6.2 Reimbursable Expenses	11
6.3 Ineligible Expenses	13
6.4 Matching funds.....	13
6.5 Supporting Documentation.....	14
ADDITIONAL PROGRAM POLICIES.....	14

7.1 Retention and Access of Records14
7.2 Audits15
7.3 Project Achievement Policy.....15
APPENDICES16

INTRODUCTION

This document provides guidance for interested applicants and project sponsors for the Maryland Department of Transportation (MDOT) Bikeways Program. It provides an overview of the grant process and project management procedures, including project reporting and financial management requirements. Adhering to these guidelines will help ensure a more seamless, efficient, and transparent grant process for MDOT and its Grantees.

Any project-specific needs not addressed in this document will be addressed on a case-by-case basis, in compliance with these guidelines, and relevant State and local requirements. For more information, contact the Maryland Bikeways Program staff at MDBikeways@mdot.state.md.us.

The Maryland Bikeways Program is a state-funded, competitive, reimbursable grant program administered by the Office of Planning and Capital Programming (OPCP) of the Secretary's Office at MDOT. The Bikeways Program offers State grant assistance to local jurisdictions and other key agencies to help expedite the development of bicycle infrastructure where transportation efficiencies, multimodal travel, economic development, and safety benefits are expected. It was created in 2012 to address key needs and gaps in existing state and federal programs, which were identified through stakeholder outreach, planning initiatives, and staff experience in coordinating a broad array of state and federal discretionary programs.

The program was designed to make targeted infrastructure interventions that would allow MDOT to better leverage existing (state and local) infrastructure and discretionary programs, and to help create a better pipeline of projects to address Departmental goals of supporting safe, efficient, multimodal travel.

Email Support: For questions regarding the Maryland Bikeway Program, email MDBikeways@mdot.state.md.us.

GRANT PLANNING

1.1 Application and Project Timeline

Projects are solicited on an annual basis as described below. The timing of the annual solicitation is designed to ensure coordinated review with other relevant programs.

- **December – April:** Letter of Intent from potential applicants
- **January – March:** Workshops and outreach to potential applicants
- **April – May:** Application period open (deadline mid-May)
- **May – July:** Internal review/clarification with applicants
- **August:** Interagency review committee and final recommendations prepared for MDOT Secretary
- **September - October:** Announcement of grant awards
- **Months vary:** Post – Award Project Management

- **Project Close:** Grantees are expected to complete the project within 24 or 36 months of award notice (depending on project type).

ELIGIBILITY

2.1 Eligible Project Types

The Bikeways Program supports implementation of projects that improve the safety and connectivity of the State’s bicycle transportation system. The following project types are eligible for support.

Design

- For completion of Design Plans and Feasibility Assessments of proposed or potential bikeways.
- To assess issues such as environmental impacts, right-of-way issues, ADA compatibility, local support, and cost estimates.
- Project must be completed within 2 years of grant award.
- 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.

Minor Retrofit

- For installation of low-cost treatments to enhance bicycle routes. May include bicycle route signing, pavement markings, bicycle parking, drainage grate replacement, automated bicycle counters and similar low-cost treatments.
- Maximum grant award is \$100,000.
- Up to 15% of grant award may support final design for the project.
- Project must be completed within 2 years of grant award.

Construction

- For construction or installation of bikeways infrastructure. May include transportation trails, shared-use paths and bridges, cycle tracks, bicycle lanes, and other major projects.
- Design may be funded as a component of a construction award.
- Total project cost typically exceeds \$100,000.
- Project must be completed within 3 years of grant award.

See section 6.2 for detailed information about eligible project costs.

2.2 Eligible Project Locations

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

- 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 Maryland [Statewide Trails Plan "A Greener Way to Go"](#),
- Identified by the local jurisdiction as a transportation priority in their most recent annual [priority letter](#) submitted to MDOT,
- Enhances bicycle circulation within or access to a [Maryland Sustainable Community Area](#),
- Enhances bicycle access to a Designated [Maryland Main Street](#),
- Provides bicycle access within a Census tract within which 50% or more of households have incomes at or below 60% of Area Median Income,
- Enhances bicycle access to a major institution (e.g. university, major hospital), or important tourist or heritage attraction, or central business district (not an official designation, but evidenced by land uses).

2.3 Eligible Applicants

Eligible applicants include:

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

2.4 Letter of Intent

Eligible applicants are encouraged to submit a letter of intent to inform the Bikeways Program of the organization's interest in applying for Bikeways funding. The purpose of the letter of intent is to inform MDOT of the organization's interest and provide guidance to the Bikeways staff on how many organizations will apply for funding. Letters of intent may also provide an opportunity for MDOT Bikeways staff to discuss the applicant's project and ensure that key elements are included in the submitted application. The letter of intent is not a prerequisite to a Bikeways application. Letters of intent may be submitted to MDOT by email at MDBikeways@mdot.maryland.gov. The letter of intent should include:

- Project Title;
- Project Description (purposes, multimodal connections, affected neighborhoods and other relevant information);
- Physical Limits of Project;
- Anticipated Total Project Estimate – The estimate does not have to be finalized. Estimates can be preliminary to reflect the anticipated costs of project tasks;
- Anticipated Bikeways Funding Request Amount; and

- Contact information of likely project applicant including name, title, organization, email address and phone number.

Once the letter of intent is submitted, MDOT Bikeways staff will confirm receipt and follow-up with questions or guidance prior to the Bikeways application opening.

APPLYING FOR FUNDING

3.1 Completing and Submitting an Application

Applications are submitted online. The link to the Application system is accessed from the Maryland Bikeways website: <http://www.mdot.maryland.gov/Bikeways.html>

Application recommendations and project deliverables are available on the Bikeways website to provide guidance as to what project elements to include in an application.

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.

3.2 Required Matching Contributions

Grantees are required to provide a minimum of 20% of Project Cost as a match. Matching fund contributions can be in the form of applicant cash, applicant in-kind contribution, a 3rd party cash contribution, a 3rd party in-kind contribution, or an indirect match.

See section 6.4 for additional information on match requirements.

AWARD ACCEPTANCE

4.1 Award Notification

MDOT will notify applicants of awarded Bikeways projects via email and mail. An e-mail may be sent to applicants shortly in advance of an official press release. An official letter confirming the award will be sent shortly thereafter.

4.2 Award Acceptance

MDOT assumes that awarded projects are accepted by the applicants unless written notice declining the awarded amount is received. MDOT and the project applicant then commit to specific terms of the grant award by executing a Grant Agreement as described below.

4.3 Project Workplan

A Project Workplan must be submitted to MDOT within 30 days after award notification using the provided template. (See appendix for template). The Workplan is a proposed

schedule of the key milestones to complete the Bikeways project. The Workplan serves as a guide for both MDOT and the Grantee to anticipate and coordinate at key points throughout the project. The Project Workplan is also the basis for quarterly updates that the Grantee is required to submit to MDOT indicating whether the project is proceeding on schedule.

4.4 Grant Agreement

A Project Grant Agreement is the legal document describing the scope and terms for reimbursement of funds awarded by the Bikeways program to the Grantee. MDOT Bikeways Program staff will provide a Grant Agreement for review and execution by the Grantee based on the schedule agreed to in the Project Workplan. Typically, the Grant Agreement will be reached after the Grantee has submitted the relevant detailed project information (such as signing and marking plans, scopes of work, and detailed cost estimates) to MDOT and addressed MDOT comments.

No reimbursable expenses may be incurred until the project Grant Agreement is executed by both the Grantee and MDOT. Grantee expenditures on the project that appear in an approved budget as counting toward their project match, however, may be expended prior to final execution of a signed Grant Agreement but no earlier than the grant award notification date. (Indirect match expenditures may be incurred up to 24 months prior to application submission.)

In the event that Bikeways funds are awarded to support project-related expenses incurred by one of MDOT's Transportation Business Units (such as the State Highway Administration or Maryland Transit Administration), a fund transfer agreement will be established, possibly in conjunction with a Grant Agreement.

Modifications to project Grant Agreements must be requested by written request to MDOT Bikeways Program staff. Modifications affecting project termination dates, scope of work, budget, and match contributions must be approved by MDOT, and reflected in an Amendment to the Grant Agreement. The Grant Amendment must be executed by both the Grantee and MDOT.

BIKEWAYS PROJECT MANAGEMENT

5.1 Standards of Practice

Project Grantees must comply with all applicable Federal, State and local laws. This includes all relevant regulations pertaining to procurement, stormwater management, signage, zoning, design guidelines and public notice.

Project Grantees are expected to provide appropriate opportunities for public review and comment on the Bikeways project, and ensure that any Environmental Justice issues are addressed.

5.2 Project Review

The Grantee will provide project design plans and other supplemental project information as requested by MDOT for review. MDOT will provide advisory comments within 30 days.

MDOT's project review serves to:

- Ensure that the Grantee and MDOT have the shared expectations on the scope of the project before grant funds are expended, and
- Ensure that Bikeways funds are improving the safety and connectivity of Maryland's bicycle transportation system, consistent with relevant State and federal design guidelines and policies.

MDOT does not assume responsibility for ensuring compliance with relevant regulatory requirements (e.g. regarding signage, stormwater, etc.) but may provide advisory comments to help ensure such issues are addressed. MDOT retains the authority to deny grant funding to any project, or portion thereof, for which comments are not satisfactorily addressed.

MDOT strongly encourages that Bikeways Projects comply with State and Federal standards and guidelines for bicycle accommodation. MDOT recognizes, however, that the context and appropriate design for bicycle facilities on local roads may justify flexibility in certain circumstances. Bicycle-compatible design of trails, sidepaths and shared-use paths is required. This includes a recommended minimum width of 10 feet to accommodate two-way bicycle travel, as well as appropriately designed intersections (sight distance, warning signs, yield/stop control).

The owner of the Bikeway facility retains responsibility for approving final design, managing construction, including appropriate maintenance of traffic, and inspecting construction. The grant recipient agrees to defend and hold the state free from liability in case of claim or suit arising from the construction, operation, or maintenance of the Bikeways project.

5.3 Procurement

State of Maryland agencies will follow the policies and procedures used for non-Federal procurements pursuant to the State Finance and Procurement Article (Code of Maryland Regulations (COMAR) Division II of Title 11).

Other Grantees will follow local procurement laws in order to procure any property, equipment, services or supplies associated with the development and implementation of the Project.

In the absence of any local procurement laws, Grantees shall comply with Division II of Maryland Procurement Law, found in Title 11 of the State Finance and Procurement Article.

A Grantee may use contractors and/or services previously procured in accordance with the relevant laws and policies referenced above on a Bikeways project. State and local agencies

are bound by these procurement laws; therefore, MDOT will not review or oversee procurement for Bikeways projects by State or local agencies

5.4 Required Project Update Reporting

For each awarded Bikeways project, a Project Workplan must be submitted outlining the intended schedule for the project as noted in Section 4.3. Subsequently, a Quarterly Update must be submitted to MDOT each quarter. (See appendix for template). The Quarterly Update Report describes progress on a Bikeways Project relative to the schedule anticipated in the Workplan.

In addition, Grantees are expected to notify MDOT Bikeways staff when significant changes or obstacles are encountered on a Bikeways project that may impact the project schedule, cost or scope.

MDOT may withhold reimbursement until reporting requirements are met.

5.5 Project Close-Out

A Final Report is to be completed and submitted to MDOT within the project period noted in the Project Grant Agreement and Workplan. (See appendix for template). An electronic copy of all final design plans, photographs and documentation of activities funded by the grant must be provided to MDOT. The final Reimbursement Claim may not be processed until final reporting requirements are met.

5.6 Project Maintenance

For Construction and Minor Retrofit Projects:

An entity responsible for operations and maintenance of the project facility and equipment for the duration of their useful life must be identified prior to executing the Project Agreement.

Project facilities and equipment funded by the Bikeways Program are expected to be adequately maintained for the duration of their useful life, and not less than five years. In the event that project facilities and equipment are not adequately maintained for at least five years, the Grantee shall refund the Bikeways expenditures, at the request of MDOT.

For Design Projects:

If maintenance and operating responsibilities have not been assigned prior to the Bikeways project, the Grantee is responsible for coordinating with partner agencies and entities through the design process in order to identify how those responsibilities will be assigned.

Bikeways projects funded for final design are expected to include in their scope the identification of any and all entities that will be responsible for ownership, maintenance and management of the constructed project.

PROJECT REIMBURSEMENTS

6.1 Reimbursement Claims

Grantees may request reimbursement for eligible expenses (see Section 6.2) no more than once per month. Request for reimbursement must be submitted to MDOT using the Bikeways Reimbursement Claim form. Supporting documentation (see Section 6.5) must be attached to the reimbursement request.

Reimbursement claims may be submitted to:

Bikeways Program Administration
Office of Planning and Capital Programming
Maryland Department of Transportation
7201 Corporate Center Drive
Hanover, MD 21076

Submission of the final Reimbursement Claim will signal completion of the project and result in MDOT's closing the project account. Final Reimbursement Claims may not be paid until Final Report requirements are met. Any remaining funds will revert to the Bikeways Program.

6.2 Reimbursable Expenses

Reimbursable expenses must be:

- necessary and reasonable for, and allocable to, an approved project;
- incurred within the grant term specified in the Project Grant Agreement;
- adequately documented; and
- authorized and not prohibited under any Federal, State and local laws or regulations.

Signs, Pavement Markings, and Trail/Pathway Construction

- Purchase, fabrication and installation of regulatory, warning and guide signs, supports and field reference markers are generally allowable expenses.
- Installation of pavement markings, including paint and thermoplastic lines, bicycle stencils, and sharrows are generally allowable expenses.
- Replacement of drainage grates that are not bicycle-friendly with grates that will not pose a hazard to bicyclists is an allowable expense, only on established bicycle routes and located where bicyclists are likely to encounter the grates.
- Expenses associated with the removal and replacement of existing signs and pavement markings to provide for improved bicycle accommodation will be considered eligible for project support.
- Roadway paving will generally not be reimbursed; however, limited repaving or patching of the portion of a roadway dedicated to bicycle use may be eligible if the surface condition is very poor. The use of Bikeways funds for repaving must be approved by MDOT Bikeways Program staff on a case by case basis and prior approval is strongly recommended. Repaving expenses may be counted as matching funds.

Other Capital Equipment

- Capital equipment eligible for reimbursement includes tangible, non-expendable items, such as automated bicycle counters, bicycle racks, benches, and bicycle repair stations;
- Purchases of new and/or replacement capital equipment are limited to 10% of reimbursable project costs unless specifically authorized in the Grant Agreement; and
- Material/equipment acquisition should be completed far enough in advance to allow the receipt and use of it within 24 months of the grant award notification.

Salary and Benefits

- Regular Positions, including salaries and benefits pro-rated based on employee time spent working on a Bikeways project, are not eligible for reimbursement; however, they may be counted toward matching funds if documented in the grant application appropriately.
- Overtime hours are ineligible for reimbursement.

Contractual/Consultant Services

- Consultants may be used to perform special work which cannot be performed, or performed as efficiently or effectively, by the Grantee;
- Such work to be done must be described in a scope of work/services statement, which includes the basis for payment for work done (i.e., fee for service, person-days of effort, hours X charge rates, etc.); and
- Contractual and consultant services must be procured in accordance with applicable procurement law.

Travel

- Costs to attend meetings of demonstrable value to the project are reimbursable.
- Travel greater than 50 miles or \$50 per person in any day must be approved in writing by MDOT prior to incurring expenses;
- Out-of-state travel must be approved in writing in advance of the trip. A pre-approval request should be submitted, along with a complete agenda of proposed activities with their relevance to the project; and
- Travel costs must comply with the Project Agency's regulations, provided they are at least as stringent as the State Travel Regulations. In the absence of Project Agency regulations, reimbursement for travel costs must comply with [State Travel Regulations](#) and cannot exceed the [Meal and Trip Reimbursement Limits](#) set by the Maryland DBM.

Materials

Educational or marketing materials, incentive items and other materials (including film, posters, pamphlets, reports, etc.) to be published or reproduced are generally not reimbursable by the Bikeways Program. Some materials may, however, be considered for support on a case-by-case basis. For materials to be considered for reimbursement, they must be:

- Specifically included in the Grant Agreement;
- Directly related to the project activities;
- Be limited to the lesser of 10 percent of the Bikeways project award or \$10,000 per project; and
- Reviewed and approved by MDOT prior to purchase, publication or reproduction.

6.3 Ineligible Expenses

The following items are **not eligible** for reimbursement with Bikeways Program funds:

- Salaries and benefits of full-time staff;
- Purchase of land or land easements;
- General roadway and sidewalk construction, except when necessitated, and/or directly impacted by, development of an adjacent bicycle facility;
- Employee training;
- Paid media requests, marketing and other educational materials except as specified above; and
- General operating expenses incurred as part of the general operation of the government or entity.

6.4 Matching funds

Grantees are required to provide a minimum of 20% of Project Cost as a match. Matching fund contributions can be in the form of applicant cash, applicant in-kind contribution, a 3rd party cash contribution, a 3rd party in-kind contribution, or an indirect match.

Cash Match: Funds provided by the applicant jurisdiction for the proposed project costs.

In-Kind Match: A non-financial contribution to the project by the applicant jurisdiction during the grant term. For example, this could be the value of staff time devoted to implementing the project. To calculate the value of staff time, the applicant itemizes labor costs in the application by specifying the anticipated number of hours and staff labor rates.

3rd Party Cash Contribution: A contribution of funds towards project costs from a party other than the applicant jurisdiction.

A grant awarded to the project by another state and federal agency may count as a 3rd party cash contribution. Other grant programs may preclude the inclusion of state funding (including Bikeways) as part of any request for their program funding. MDOT actively coordinates with other appropriate funding agencies, but project applicants who support projects from multiple sources are responsible for ensuring that each program's requirements are being met.

3rd Party In-Kind Contribution: A non-financial contribution to the project by a 3rd party during the grant term.

Indirect Match: Expenditures directly related to the project that were expended up to 24 months prior to application submission. 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 trail head; or a bike lane adjoining a Bikeways project; or design work for an adjoining segment). Expenditures on acquisition of right-of way for the project may qualify as indirect match, provided the expenditure occurred within 24 months prior to application submission.

Documentation of matching funds expended will be required upon submission of a final reimbursement claim.

6.5 Supporting Documentation

Reimbursement Claims are to be supported and accompanied by copies of invoices or other suitable documentation, as follows:

- **Contractual Services**: Copies of consultant/contractor invoices, detailing service costs billed, which includes individual dates, hours, activities, etc. indicating the Grantee's payment of the invoice.
- **Applicant's in-kind match of costs for salaries and benefits paid for staff time to support a project shall be documented by:**
 - Providing employee name, title, hourly rate, date(s) work was performed, hours worked, and a description of the activities/tasks performed on the project during the period covered by the Reimbursement Claim.
 - Certifying salary and benefit rates for staff whose time is counted toward the project match. This information shall be submitted on official letterhead with the Reimbursement Claim. Re-certification will not be required with subsequent Reimbursement Claims unless changes to the salary or benefit rate occur.
- **Materials and Equipment**: Copies of vendor invoices or receipts itemizing costs billed.
- **Travel**: Copies of expense reports and/or copies of receipts, tickets, etc.
- **Other Direct Costs**: Copies of vendor invoices or receipts itemizing costs billed

ADDITIONAL PROGRAM POLICIES

7.1 Retention and Access of Records

All files, including deliverables, invoices, and reimbursement claims must be compiled and maintained in a separately-identified file for the project for three years from date the final reimbursement claim is submitted to MDOT.

If there is an action resulting from an audit or other action started before the expiration of the three-year period, the records must be retained until completion of the action and resolution of all issues, or the end of the three-year period, whichever is later.

MDOT has the right of access to any books, documents, papers, or other records in order to perform audits and examinations or make excerpts and transcripts, with two (2) days notice, and the right of access shall last as long as the records are retained.

7.2 Audits

MDOT reserves the right to request audits of any agencies with a demonstrated non-compliance or other financial management deficiencies.

7.3 Project Achievement Policy

The Project Achievement Policy has been developed to ensure that Grantees meet the expectations for execution of awarded projects in a timely manner and to ensure compliance with State accountability measures.

Within 6 months of grant award notification, grantee must have submitted an updated Project Workplan. If no Workplan is received within 6 months of grant award, MDOT reserves the right to terminate the grant award.

Within 12 months of grant award notification a Project Grant Agreement must be executed, or at a minimum be circulating for signatures by the Grantee and by MDOT. In the event that a Grant Agreement cannot be executed within 12 months of award, MDOT reserves the right to terminate the grant award.

On a quarterly basis, grantees are expected to submit a Quarterly Report. If factors preclude progress on a project, Grantees are expected to update MDOT accordingly as part of their quarterly reports, and to submit written justification and request for extending the grant period where necessary. MDOT will provide e-mail notification to the project applicant 30 days prior to the award expiration date, during which the Grantee may submit a written request for extension. A Grantee request for extension should include full explanation for delays experienced, demonstration that such delays were unforeseen and beyond the control of the Grantee, and a realistic revised timeline for completion of the project. MDOT may suspend the grant pending decision on extension of the award period, and will respond to the documented requests within 60 days. In the event that an extension is not granted, all unexpended funds will be returned to the Bikeways Program for re-allocation, and the Grantee may re-apply for Bikeways Program funding in the next regular solicitation round.

Bikeways projects are to be completed, reimbursed and closed within 24 months or 36 months of notification of grant award, depending on the project type. Design projects and Minor Retrofit projects are to be completed within 24 months. Construction projects are to be completed within 36 months.

APPENDICES

All forms in the appendices can be downloaded on the Maryland Bikeways website at <http://www.mdot.maryland.gov/Bikeways.html>

- A. [Application Recommendations and Project Deliverables](#)
- B. [Bicycle and Pedestrian Projects: Design & Implementation Reference Guide](#)
- C. [Workplan and Quarterly Update Form](#)
- D. [Reimbursement Request Template](#)
- E. [Final Report Form](#)