

Maryland Bikeways Program – Frequently Asked Questions

General questions:

- Is this State funding?
Yes – the Maryland Bikeways Program is State funding.
- Do I have to provide matching funds?
Yes - 20% of Project Cost must be provided as match. Matching funds can be in the form of cash, an in-kind contribution, 3rd party funds, or another grant award.
- Can Bikeways funding be used for general planning, eg. to create a Bicycle Master Plan?
No – Bikeways funds may not be used for general planning, but funds may be used for feasibility studies and design plans for bicycle improvements on specific routes serving specific objectives.
- How much time are agencies given to spend a Bikeways grant?
Design and Minor Retrofit projects must be completed within 2 years of grant award. Construction projects must be completed within 3 years of grant award.

Application and Application Process:

- When is the application deadline?
The application window for FY2020 grants is from April 15, 2019 to June 14, 2019.
- Do I have to send in a letter of intent?
No, a letter of intent is not required but does alert MDOT Bikeways staff to a potential project. Additionally, Bikeways staff may be able to provide guidance to the potential applicant.
- What material should I assemble to prepare for my application?
Material to prepare in advance of launching an application include:
 - *A concise Project Description*
 - *A cost estimate for the design consultant/contractor or construction work to be completed as part of the grant.*
 - *An itemized Cost Estimate for construction projects.*
 - *A Project Map showing project location and extents; existing bicycle facilities within the project area; and destinations connected as a result of the proposed project.*
 - *A Work Plan demonstrating the project can be completed in 2 years (for a Design Project or Minor Retrofit Project) or 3 years (for a Construction Project).*
 - *Letters of Support are recommended and may be submitted directly to MDOT.*
- Do I have to include all the recommended list of project elements for the application?
The applicant should include most of the recommended project elements in the application. While no two bicycle projects are exactly the same, the list is provided to guide the applicants towards a successful application.
- Do I have to use the online application form?
Yes, applications must be submitted online. A link to the Application Portal is accessed from the Maryland Bikeways website: <http://www.mdot.maryland.gov/Bikeways.html>.
- What if I submit my application and then need to change or fix something?
In certain circumstances, an application can be corrected after it has been submitted. Contact the Bikeways Program staff at MDBikeways@mdot.maryland.gov or at 410-865-1304.
- Is there a minimum/maximum amount of dollars that can be requested?
Minor Retrofit grant awards are capped at \$100,000. Otherwise there are no minimums or maximums.
- Should I apply for one grant to design and construct a project?

No, we recommend distinct applications for the design phase of a project and the construction phase of a project. Completion of 60% design plans is preferred for construction funding applications.

- Can my jurisdiction submit more than one application?
- *Yes. Jurisdictions submitting more than one application are asked to provide a priority ranking of all their applications.*

Award:

- When will I hear whether I received an award?
Grant awards are announced by late September/early October.
- What if I receive an award, but then no longer need/want the funds?
An award can be declined if the jurisdiction no longer needs the funds.
- Can I change the details of the project scope once the grant is awarded?
In some cases, a change in project scope will be allowed if it is substantially in conformance with the original application and award. Contact the Bikeways Program staff for guidance.
- When can I claim the grant funds?
After a Grant Agreement has been executed (and until the Grant Agreement expires) eligible expenses can be claimed.

Projects:

- When can I start my project?
A Grant Agreement must be executed before expenses to be reimbursed from the grant can be incurred. Expenses to be paid with matching funds can be incurred as soon as you are notified of the Grant Award.
- How long do I have to complete the project?
Design or Minor Retrofit projects must be completed within 2 years of grant award. Construction projects must be completed within 3 years of grant award.
- How long does it take for a Grant Agreement to be signed?
On average, it takes about 60 days for a Grant Agreement to be signed after the grantee provides an updated work plan to MDOT along with any other material described in the Grant Award letter.
- What if I need more time to complete my project?
Contact Bikeways Program staff for guidance.
- What if I do not include all the recommended design elements at the close of the project?
No two bicycle projects are exactly the same, but every effort should be made to prepare the project for the next phase, whether continued design or construction.
- What if I finish my project under budget?
Only expenses for the approved project scope can be claimed.
- What if my project has to be coordinated with another jurisdiction?
Project coordination is the responsibility of the grantee. Applicants are asked to describe how coordination will be done in the grant application.
- How do I claim the grant funds?
Submit a Bikeways Reimbursement Claim Form, and attach supporting documentation. The Form can be found on the Bikeways website: <http://www.mdot.maryland.gov/Bikeways.html>.

Matching Funds:

- Can in-kind be used as match for a grant award?

Yes – in-kind services can be used as a match, provided the value of the in-kind contribution is documented in the grant application and appropriate documentation is submitted with the claim.

- Can another grant be used as a match?

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 use of state funds (including Bikeways) as part of project funding. The applicant is responsible for ensuring that each program's requirements are being met.)

- When do matching funds have to be spent?

Expenses to be paid with matching funds can be incurred once you are notified of the Grant Award and until the grant expires.