**Maryland Bikeways Program Project Work Plan and Quarterly Update Form**

*Template updated August 2017*

Maryland Bikeways 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.

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| --- | --- |
| **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** | ❑ Minor Retrofit ❑ Design ❑ Construction |
| **Project****Tasks Completed** **this Quarter** |  |
| **Project** **Tasks Anticipated** **next Quarter** |  |

**Submitted by:**

**Date Submitted:**

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| --- | --- | --- | --- |
| **Key Tasks** All Bikeways projects must be completed and closed out within two years of notification of grant award. | **Anticipated Start Date** | **Anticipated End Date** | **Status**(Underway, Complete, or Delayed) |
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**Comments:**