

**MaineDOT Bicycle and Pedestrian Funding Program Application**

Note: Separate and complete applications are required for each project proposal

**Program Overview:**

The MaineDOT Bicycle and Pedestrian Funding Program provides funding for the design and construction of transportation infrastructure and roadway improvements that facilitate safe and accessible walking, bicycling, and rolling in communities across Maine. The program primarily utilizes federal Transportation Alternatives funding administered by MaineDOT that is available to municipalities to apply for using the application below.

Eligible Project Scope: Sidewalk (new or reconstruction), bicycle lanes, multi-use paths, intersection safety improvements, enhanced bike/pedestrian crossings, traffic calming and/or gateway treatments that increase bike/ped safety and improve ADA accessibility, roadway width reallocation for bike/ped transportation enhancement.

Maximum Project Award: While there is no strict maximum project cost, many successful projects in this program have a total project cost in the range of $300,000 to over $1,000,000.

Applications Due: July 31st of each year.

# Program Process:

Once applications are received by July 31st, all project applications will be reviewed by an internal MaineDOT committee. After review, eligible and acceptable projects will be prioritized and recommended for inclusion in the MaineDOT three-year Work Plan process for funding. Successful projects will be awarded when the next MaineDOT Work Plan is released, usually in January of the following year (six months after application deadline).

MaineDOT may choose to initially fund only the Design/Right-of-Way phases of a project, with intent to fund construction in a subsequent Work Plan after design has been completed.

A municipality may choose to have the project designed using other funds with the intent of using this program for the construction phase only. In this case, the project shall be designed in compliance with [MaineDOT LPA project guidelines.](https://www.maine.gov/mdot/lpa/) All municipalities interested in this approach must contact the Bike/Ped Funding Program Manger before applying to discuss intent to apply for construction funds for a project that will be designed using other funds.

# Section 1: General Information

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| --- | --- |
| **Applicant Organization:** Click or tap here to enter text. | |
| **Contact Person:** Click or tap here to enter text. | |
| **Mailing Address:** Click or tap here to enter text. | |
| **County:** Click or tap here to enter text. | |
| **Phone:** Click or tap here to enter text. | **Email:** Click or tap here to enter text. |

**NOTE:** Responses on this application should provide detailed and specific project-related information. If warranted, photos, maps, exhibits, diagrams, survey summaries, etc., should be included with the application. If additional space is required, please attach supplemental sheets and/or documents.

# Section 2: Eligibility Criteria

The following questions reflect basic eligibility criteria for consideration under this program. The applicant certifies that the answers to the following questions are correct.

|  |  |  |
| --- | --- | --- |
| **YES** | **NO** |  |
|  |  | 1. The applicant is an eligible entity to receive Transportation Alternatives (TA) funding and has the authority to enter into an agreement with the state. (Eligible entities include local governments, regional transportation authorities, transit agencies, natural resource or public land agencies, schools and school districts, tribal governments, local or regional governmental agencies with responsibility for oversight of transportation or recreational trails, and nonprofit entities responsible for the administration of local transportation safety programs.) |
|  |  | 1. Project application is complete and provides all the required information:    * Application adequately describes and justifies the need for the project.    * Cost estimate is accurate, realistic, and has sufficient detail.    * Application addresses Right of Way (ROW), utilities, environmental permitting, drainage, and/or other feasibility constraints |
|  |  | 3. Proposed project will be ready to be constructed within the next three (3) years. |
|  |  | 4. The applicant certifies that it has secured the required non-federal matching funds (minimum 10% of current project phase costs) for the project. |
|  |  | 5. The applicant has committed to maintaining the proposed project’s improvements (including its accessibility and winter maintenance) for the usable life of the asset and has considered its maintenance plan for the proposed improvements. |
|  |  | 1. The project application funds an activity from a MaineDOT Priority area. *Though federal guidelines permit TA funding to be utilized for other activities, MaineDOT prioritizes the use of this funding for the following four (4) areas:*    1. *Safe Routes to School (Grades K – 12)*    2. *On- Road Pedestrian & Bicycle Facilities*    3. *Roadway Safety Improvements for Bicyclists/Pedestrians*    4. *Off- Road System Pedestrian & Bicycle Facilities* |

# Section 3: Project Overview

The following questions provide the reviewers with background information on the applicant community and its history with MaineDOT projects. This information may be used by the review committee as part of its final recommendations on projects that may be funded each year.

|  |  |  |
| --- | --- | --- |
| **YES** | **NO** |  |
|  |  | 1. Does the applicant community have a full-time qualified individual who has been certified by MaineDOT to be a Local Project Administrator? |
|  |  | 2. Will the funds requested fully fund the entire project? (as opposed to partial funding of the anticipated need or funding only a phase of a larger project – please explain in Section 4-a) |
|  |  | 3. Is the applicant willing to contribute more than the required 10% match to help ensure that the project is funded and/or to cover project cost over-runs? |
|  |  | 4. If the applicant community is within one of Maine’s Metropolitan Planning Organization (MPO) areas, has the MPO been engaged in or reviewed plans for this project? |
|  | | 5. Applicant’s current population based upon the most recent census data. |
|  | Years Ago | 6. When was the last time the applicant received funding under the *Safe Routes to School*, M*aineDOT Bike/Ped,* or *Transportation Alternatives* Programs? A “0” indicates that funding has never been received. |

# Section 4: Project Description, Background, and Overview

4-A. Project Overview and Location: Provide a brief overview of the project scope and location, including facility types, length/widths, common design features, street name(s), beginning and ending location(s), and additional relevant project location information. Attach conceptual designs, maps, etc. that will help provide a clear description of the proposed scope and location. Divide proposed project into logical sections if the project could potentially be implemented in phases.

Click or tap here to enter text.

4-B. Project Delivery Plan: Demonstrate the applicants’ ability to deliver a Federally funded project on time and within available budget. Include information on individuals who are LPA (Local Project Administration) Certified, projects administered in the past, and the relevant qualifications of municipal employees to be involved in the project. If the community seeks MaineDOT’s management of the project, please explain why this assistance may be needed. Also include a proposed project timeline for design/construction and controls in place to balance project scope and available budget.

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4-C. Specifically identify the proposed scope of the improvements and all expected design features. Include linear feet of proposed sidewalk or bicycle facility, surface material, curb type, number of pedestrian crossings, proposed traffic calming features, and other elements of proposed project scope.

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**Section 5: Detailed Scoring Criteria Information**

**For each of the four (4) qualitative sections below, please provide a response that demonstrates how the project applies to each criteria. Your response to each question must address the scoring criteria provided for that question.**

## **Planning and Public Engagement**

Projects will be evaluated for the level of planning and public engagement that has occurred.

Successful projects will:

1. appear in local planning documents, such as a comprehensive plan, bike/pedestrian network plan, or planning study report
2. be responsive to identified community needs; projects will be the focus of public meetings or public outreach, *and*
3. be financially supported and endorsed through a local Select Board or Council vote.

Priority will be given to projects in Areas of Persistent Poverty or are identified in a HeadsUp! report or identified in a MaineDOT Community-based Initiative Partnership.

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## **Network Connectivity**

Projects will be evaluated for the extent to which the transportation network is enhanced.

Successful projects will:

1. complete transportation networks by closing gaps in sidewalk or bicycle facility networks
2. connect destinations like housing, places of employment, schools, commercial destinations, and public facilities, *and*
3. connect to multi-modal facilities such as transit stops or park-and-rides

MaineDOT will prioritize projects that connect networks across municipalities that are applied for jointly, and projects that are additional phases of previously funded MaineDOT projects.

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## **Safety**

Projects will be evaluated for the safety benefits that are achieved.

Successful projects will address both of the following:

1. be scoped to address identified safety deficiencies using reasonable countermeasures
2. fully address all required ADA compliance

Successful projects will also be at least one of the following:

1. at locations identified for safety deficiencies in a HeadsUp! Report, a Safe Streets and Roads for All Report, MaineDOT Community-based Partnership, or other community plan or survey.
2. at locations where one or more crashes involving a vulnerable road user have occurred within the last ten years, and where the proposed project scope would prevent such a crash in the future.

Priority will be given to projects in communities identified in MaineDOT’s [Vulnerable Road User Safety Assessment](https://www.maine.gov/dot/sites/maine.gov.dot/files/inline-files/Maine%202023%20VRU%20Safety%20Assessment.pdf).

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## **Deliverability**

Projects will be evaluated for the potential to be delivered on time, on scope, and on budget.

Successful projects will:

1. have timelines that are consistent with MaineDOT milestones for project delivery
2. be scoped to reduce or eliminate impacts on natural resources, utilities, and rights-of-way
3. have realistic budgets, based on actual costs from recently completed projects

MaineDOT will prioritize projects that have been estimated, scoped, and planned in coordination with MaineDOT’s Active Transportation Planner prior to application submission and are anticipated to be locally delivered under MaineDOT’s Local Project Administration program.

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# Section 6: Project Budget Summary

Please enter whole dollar amounts.

**Please Note**: **MaineDOT currently estimates that most sidewalk or multi-use trail projects require at least $450 per linear foot for total project cost, and roughly $300 per linear foot for construction costs alone. Contact Bike/Ped Program Administrator for assistance or questions related to cost estimation.**

|  |  |  |
| --- | --- | --- |
| **6-A** | **Design/Engineering/Permitting**  20% of Construction or $20,000 - whichever is greater | $0.00 |
| **6-B** | **Right of Way**  $15,000 or $5,000 per parcel of land impacted by the project, and $2,500 per parcel for all parcels that abut the proposed project, whichever is greater. The minimum in this category is $15,000. | $0.00 |
| **6-C** | **Construction** | $0.00 |
| **6-D** | **Construction Oversight/Engineering**  12% of Construction or $20,000, whichever is greater | $0.00 |
| **6-E** | **Contingency**  10% of Construction or $25,000, whichever is greater | $0.00 |
| **6-F** | **Total Estimated Project Costs** | $0.00 |

6-G. Non-Federal Match: There is a minimum non-federal match of 10%. However, applicants may choose to contribute more than the minimum amount required as a demonstration of the local commitment to the importance of this proposed project.

|  |  |  |
| --- | --- | --- |
| **6-G.1** | **Total Estimated Cost of the Proposed Project from Line 6-F** | $0.00 |
| **6-G.2** | **Estimated minimum local (non-federal) match – (10% of Line 6-G.1)** | $0.00 |
| **6-G.3** | **Funds requested from MaineDOT (Line 6-G.1 – Line 6-G.2)** | $0.00 |
| **6-G.4** | **Total local contribution to this project (Line 6-G.2 + Line 6-G.4)** | $0.00 |

**Please Note: The total of the funds requested from MaineDOT plus the actual non-federal match and cost overage committed by the applicant must equal the total estimated cost of the proposed project identified on line 6-F.**

# Section 7: Preliminary Estimate Project Budget Detail

**If available, please attach a preliminary detailed line-item estimated budget for all items identified on Line 6-C.**

Click or tap here to enter text.

# Section 8: Authorized Signatures

These signatures indicate the willingness of the applicant organization to provide the required level of matching funds and an intent to enter into a municipal/State agreement with the Department requiring the applicant to administer the development, design, and construction of the project abiding to federal, State, and local requirements. The applicant will also be responsible for future maintenance (including snow removal) of the completed project for its expected life cycle.

Note that any project design should meet all applicable federal and State Standards as well as all ADA Guidelines.

The applicant certifies that they have been authorized by the community to submit this application, that the community agrees to all the program requirements, and that the information provided is an accurate representation from the community.

A municipal/state agreement with the Maine Department of Transportation is required for the development, design, and construction of the project in accordance with federal, state, and local requirements.

Note: Information on Locally Administered Project (LAP) requirements can be found at:

<http://www.maine.gov/mdot/lpa/>

**An authorized representative of the Applicant:**

|  |  |
| --- | --- |
| **Name:** | **Title:** |
| **Phone:** | **Email:** |

***Signature Date***

**Local Project Municipal Contact (likely to be the Local Project Administrator)**

|  |  |
| --- | --- |
| **Name:** | **Title:** |
| **Phone:** | **Email:** |

Submit an electronic version of your application via email to [dakota.hewlett@maine.gov](mailto:dakota.hewlett@maine.gov) or via mail to:

**Active Transportation Planner**

**MaineDOT Division of Public Outreach and Planning**

**16 State House Station**

**24 Child Street**

**Augusta, ME 04333-0016**

**(207) 592-3384**