



Date Application  
Received

For MaineDOT Use Only

## MaineDOT Bicycle/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 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 15<sup>th</sup> of each year

### Program Process:

Once applications are received by July 15<sup>th</sup>, 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 3-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 (6 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](#). 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

<b>Applicant Organization:</b>			
<b>Contact Person:</b>			
<b>Mailing Address:</b>			
<b>City:</b>	<b>State:</b>	<b>Zip:</b>	<b>County:</b>
<b>Phone:</b>		<b>Email:</b>	

**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	
<input type="checkbox"/>	<input type="checkbox"/>	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.)
<input type="checkbox"/>	<input type="checkbox"/>	2. Project application is complete and provides all the required information: <ul style="list-style-type: none"> <li>• Application adequately describes and justifies the need for the project.</li> <li>• Cost estimate is accurate, realistic, and has sufficient detail.</li> <li>• Application addresses Right of Way (ROW), utilities, environmental permitting, drainage, and/or other feasibility constraints</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	3. Proposed project will be ready to be constructed within the next 3 years.
<input type="checkbox"/>	<input type="checkbox"/>	4. The applicant certifies that it has secured the required non-federal matching funds (minimum 20% of current project phase costs) for the project.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	6. The project application funds an activity from a MaineDOT Priority area. <i>Though federal guidelines permit TA funding to be utilized for other activities, MaineDOT prioritizes the use of this funding for the following 4 areas:</i> <ol style="list-style-type: none"> <li><i>Safe Routes to School (Grades K – 12)</i></li> <li><i>On- Road Pedestrian &amp; Bicycle Facilities</i></li> <li><i>Roadway Safety Improvements for Bicyclists/Pedestrians</i></li> <li><i>Off- Road System Pedestrian &amp; Bicycle Facilities</i></li> </ol>

### 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	
<input type="checkbox"/>	<input type="checkbox"/>	1. Does the applicant community have a full-time qualified individual who has been certified by MaineDOT to be a Local Project Administrator?
<input type="checkbox"/>	<input type="checkbox"/>	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)
<input type="checkbox"/>	<input type="checkbox"/>	3. Is the applicant willing to contribute more than the required 20% match to help ensure that the project is funded and/or to cover project cost over-runs?
<input type="checkbox"/>	<input type="checkbox"/>	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 <i>Safe Routes to School</i> , <i>MaineDOT Bike/Ped</i> , or <i>Transportation Alternatives</i> Programs? A “0” indicates that funding has never been received.

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## Section 4: Project Description, Background, and Overview

**4-A. Summary of the Proposed Improvements** (*Outline proposed improvements in 40 words or less*):

**4-B. Specific Location of Project:** Provide street name(s), beginning and ending location(s), and additional relevant project location information. *Attach designs/diagrams, maps, etc. that will help provide a clear description of the proposed scope and location. Divide larger proposed projects into logical sections if the project could potentially be funded or proceed in steps or phases:*

**4-C. Can the applicant community effectively manage this project?** Include information on individuals who are Local Project Administration (LPA) Certified, projects administered in the past, and the relevant qualifications of municipal employees to be involved in the project (i.e., ROW Training, Project Management Experience). If the community seeks MaineDOT's management of the project, please explain why this assistance may be needed.

**4-D. Specifically identify the proposed scope of the improvements** (e.g. 1,000 linear feet of concrete sidewalk that is 5 feet wide, 50 linear feet of granite curbing, number of drainage structures, etc.):

**4-E. Provide a brief overview of the project's transportation value and purpose:** *Projects should primarily serve transportation purposes, as opposed to recreation purposes. A project serves valid transportation purposes if it serves as a connection between origins and destinations, increases safety, connects people to education or employment, or relates directly to the transportation system.*

**4-F. Describe the proposed timeline for design and construction of the proposed project:**

**4-G. Provide the following Right of Way (ROW) information – total number of abutters / parcels of land with which this project will come in contact. Also provide copies of local tax maps for the project area, with the proposed project overlaid on the maps to estimate ROW impacts. Please indicate which parcels the applicant anticipates the project will impact (require temporary or permanent rights) and which ones will only abut the proposed project.**

**Total number of Abutting parcels:**

**Number of parcels anticipated to be impacted by the project (permanent ROW impact, or temporary**

construction rights):

List any other ROW constraints or concerns:

4-H. Describe any currently active Bike/Ped projects in the community or other projects in partnership with MaineDOT. Provide additional details on any MaineDOT project's status, delivery timeline and elaborate on any delays experienced or expected.

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**Section 5: Detailed Scoring Criteria Information** *(Please note – Your response to each question must address the scoring criteria provided for that question. Points will not be awarded for any missing information that may have been provided in response to other questions.)*

5-A. Provide a detailed description of how this proposed project will impact the local and surrounding communities. (30 points)

Please be sure to fully address each of the following:

- Community Support / Social Feasibility – Please describe any previous public engagement regarding the project, or other documented community support. Please include any Letters of Support in the final application submittal. Points not awarded unless there is a history of public or community engagement regarding the project or there are attached letters of support from community organizations (10 points)
- Access to employment and/or public facilities (5 points)
- Regional impact of transportation benefits (10 points)

Project is primarily located in an Area of Persistent Poverty Census Tract as identified in the map linked below (5 points): <https://maps.dot.gov/BTS/GrantProjectLocationVerification/>

Yes

No



**5-B. Describe how the proposed project will increase mobility and accessibility within the community, especially for children, older adults, vulnerable populations, and those with disabilities. (16 points)**

Please be sure to fully address each of the following:

- Project specifically improves the mobility and of an area for individuals with disabilities by addressing existing ADA compliance issues on existing facilities (10 points)
- Project specifically improves the mobility and accessibility of an area for diverse, underserved, and vulnerable populations (as outlined in the [MaineDOT Statement on Equity](#)) and identifies those populations (6 points)

**5-C. If this project closes an existing gap within a local transportation network, please describe the existing conditions as well as how this proposed project improves the local transportation system for bicyclists and/or pedestrians. (15 points)**

Please be sure to fully address each of the following:

- How the project provides a safe connection between bicycle/pedestrian traffic generators and destinations (3 points)
- If the project completes a connection or gap between existing facilities (10 points)
- If the project is part of existing written plans for the community (Comprehensive Plan, Bike/Ped Plan, etc.) (5 points)
- If the project provides a connection to public transit (5 points)



**5-D. Please describe any known safety concerns or issues existing within the project scope area. Provide a detailed outline of how this proposed project improves conditions and addresses safety concerns. (15 points)**

Please be sure to fully address each of the following:

- How the project increases separation or provides a barrier from vehicular traffic (5 points)
- Describe any FHWA proven safety countermeasures, incorporated in this project. (5 points):
  - [FHWA's BIKESAFE Tool](http://www.pedbikesafe.org/BIKESAFE/selectiontool.cfm)  
(<http://www.pedbikesafe.org/BIKESAFE/selectiontool.cfm>)
  - or [FHWA's PEDSAFE Tool](http://www.pedbikesafe.org/PEDSAFE/selectiontool.cfm)  
(<http://www.pedbikesafe.org/PEDSAFE/selectiontool.cfm>)
- If the project is located at/near a location that has experienced bicycle or pedestrian crashes in the last 10 years as identified by the MaineDOT Public Crash Query Tool (5 points)

**5-E. Is the project located within 1 mile of a public or private school (Grades K – 12) AND on a route that may be used by students to access the school? If yes, please elaborate on how this proposed project improves or creates a “Safe Route to School.” (13 points)**

Please be sure to fully address each of the following:

- Demonstrate how the project is located within 1 mile of a Grade K-12 school and along a route that students would use (5 points)
- Describe how the project connects neighborhoods, schools, and youth programs including the types of housing or programs and location (5 points)
- Describe any programs or initiatives at the school to incentivize students to walk/bike to school, or reduce motor vehicle trips for student transport (Walking school bus, bike bus, etc.) (5 points)

**5-F. Please identify all the physical or social challenges that the proposed project may face as it moves toward completion. Be sure to address each of the following constraints and any additional issues that may be encountered. (up to 15 Points)**

- utilities
- environmental permitting
- drainage
- railroads
- water crossings
- accessibility
- grade and slope
- high project cost
- public opposition
- community resistance
- construction constraints (timing, limited access, etc.)
- impacts to historic resources

For each potential constraint listed above, identify whether it might impact this project and how it might be mitigated:

**Utilities:**

**Environmental Permitting:**

**Drainage:**

**Railroads:**

**Water Crossings:**

**Accessibility:**

**Grade and Slope:**

**High Project Cost (Describe any project elements or factors that may result in higher than average costs):**

**Community Resistance:**

**Construction Constraints:**

**Impacts to Historic Resources:**

## Section 6: Project Budget Summary – Estimate Construction Costs Three Years Out

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.	<b>TOTAL ESTIMATED COST OF THE PROPOSED PROJECT</b>	\$0.00

**6-G. Non-Federal Match:** There is a minimum non-federal match of 20%. 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 – (20% 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.

**6-H – Please describe the applicant’s process for calculating the total estimated cost of the proposed project (Line 6-F.):**

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## **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.**

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## 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**