

MDOT SHA Control No.
FEDERAL-AID PROJECT GUIDELINES AND WORKING
SUPPLEMENTAL AGREEMENT

and

MARYLAND DEPARTMENT OF TRANSPORTATION
STATE HIGHWAY ADMINISTRATION

This **SUPPLEMENTAL AGREEMENT (“SA”)**, executed on the _____ day of _____, _____, is in accordance with the terms of a Master Memorandum of Understanding “MOU” made effective February 1, 2018 by and between the Maryland Department of Transportation State Highway Administration, acting for and on behalf of, the State of Maryland, hereinafter referred to as “MDOT SHA”, and

_____, Maryland, a body corporate and politic, hereinafter referred to as the “Local Public Agency” or “LPA”.

WHEREAS, The MDOT SHA agrees to assist in administering and partnering with the LPA as outlined in the Master Agreement and in this SA developed for the selected project

; and

WHEREAS, The PROJECT activities and reimbursement of expenses are subject to State and Federal requirements; and

WHEREAS, The LPA and MDOT SHA acknowledge the need to define the responsibilities and obligations of each party for the PROJECT.

I. Project Information

A. The PROJECT shall consist of the following

- B. The LPA shall be staffed and equipped to perform work satisfactorily and cost effectively, and adequate staffing and supervision exists to manage this federal project. The LPA has identified

, a fulltime employee, to be the "responsible charge" of the project as defined on MDOT SHA Development Guide for Local Public Agencies and other Sub-recipients of federal funds. If the responsible charge changes, the LPA is responsible for notifying MDOT SHA Program Manager.

II. Project Time Period

- A. All PROJECT activities shall not begin until the execution date of SA and federal authorization from the Program Manager has been provided to the LPA.
- B. The PROJECT Closeout Date and PROJECT Agreement End Date (Period of Performance 2 CFR Part 200.309) will be established at the time of federal authorization. The PROJECT Closeout Date is the date by which the LPA must complete all related project closeout activities and reviews. The Project Closeout Date and Project Agreement End Date will be determined using the established MDOT SHA project end date procedures.
- C. The LPA will comply with MDOT SHA's monitoring requirements, including quarterly progress reports due with the billing invoice, which shall be submitted to the District Engineer and/or Project manager within MDOT SHA until the Project has been closed out.
- D. The MDOT SHA and LPA shall retain all documents and records relating to the use of federal funds and subject to audit for a minimum of three (3) years from the last expenditure report payment. If any litigation, claim, negotiation, audit or other action involving the documents or records started before the expiration of the 3-year period, the records shall be retained until completion of the action and resolution of all issues or the end of the three-year period, whichever is later in accordance with the requirements of 49 CFR Part 18, Section 18.42 Retention and Access Requirements for Records.

III. Project Funding and Payment

- A. The Maryland Department of Transportation will reimburse the LPA up to an amount not to exceed the percentage stated in this SA and subsequent cost sharing agreement for the eligible expenses of the project.
- B. The LPA shall submit to the Project Manager a copy of paid invoices to show costs incurred in constructing the PROJECT on a quarterly basis. For design costs for projects utilizing a MDOT SHA open end consultant, MDOT SHA will bill the LPA up to an amount not exceeding the percentage stated in the cost sharing agreement for the monthly incurred costs.

- C. Reimbursement requests received after the PROJECT Closeout Date will be considered for payment on a case-by-case basis with prior written justification explaining the expected delay submitted by the LPA. All costs must have been incurred prior to the project agreement end date.
- D. Invoices shall contain sufficient documentation and proof of payment, in MDOT SHA's sole discretion, to evidence actual expenses of items eligible for reimbursement. Upon receipt, the District Engineer will forward invoice to the Federal Aid Billing Office for approval.
- E. The MDOT SHA shall remit payment to the LPA within thirty (30) days following receipt of each invoice, provided:
 - a. The invoice contains all necessary information for processing, in MDOT SHA's discretion,
 - b. No charges are disputed by MDOT SHA,
 - c. The invoice does not exceed the percentage of the project costs stated in the cost sharing agreement.
- F. The MDOT SHA shall deduct from each invoice the amount of the non-eligible portion of the expenses any costs deemed not eligible for reimbursement by law. All such non-eligible costs shall be borne solely by the LPA.
- G. Identify the option for construction-related services (i.e. construction inspection, materials testing, etc.) that is applicable to this agreement:
 - a. MDOT SHA Construction Services are not applicable to this agreement;
 - b. The LPA will use their internal staff to complete construction-related services;
 - c. The LPA will hire staff to complete construction-related services;
 - d. MDOT SHA will complete construction-related services for the PROJECT and bill for our services at the percentage stated in the cost sharing agreement.
- H. The LPA will not be reimbursed for maintenance activities, maintenance equipment and other non-essential PROJECT activities and they cannot be used towards the LPAs non-federal project cost match, unless approved in advance.
- I. The LPA must submit separate invoices to MDOT SHA for PROJECT costs to be reimbursed through any other funds, grants, or activities by MDOT SHA, the Maryland Department of Transportation, or the United States Department of Transportation.
- J. The LPA will forward the completed closeout package to the MDOT SHA Program Manager and the Assistant District Engineer - Construction. The completed package will include a certification of PROJECT materials used and of PROJECT workmanship, which must be signed and stamped by the contractor and the LPA. The completed package shall also include a request for the final reimbursement of the remaining eligible costs.

IV. Additional Project Conditions

- A. Upon request by MDOT SHA, the LPA shall submit for MDOT SHA review and written comment, design plans, specifications and estimates at major design milestones, including:
 - a. Preliminary Design Review thirty percent (30%),
 - b. Semifinal Review sixty-five percent (65%),
 - c. Final Review ninety-five percent (95%), and
 - d. Plans, Specifications, and Estimates (PS&E) one hundred percent (100%).
- B. Project documentation must show the environmental review of the project, per 23 CFR part 771, was completed prior to the final design authorization and/or the construction authorization, and that a determination was made before construction authorization that the project's NEPA document(s) remained valid for the authorization decision, or that supplemental NEPA documentation was completed before the construction authorization. The LPA will publicize and conduct a public hearing
- C. The LPA has agreed to provide all necessary rights-of-way in compliance with the conditions governing acquisition of rights-of-way, set forth in the Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970, Public Law 91-646, 42 U.S. Code SS4601-4655 and any supplemental amendments and in the Federal Aid Policy Guide, as amended, at no expense to MDOT SHA or Federal Highway Administration.
- D. The LPA shall require its contractor(s) to provide a surety performance bond in the amount of the most responsive and responsible bid to ensure that the PROJECT will be constructed if the contractor defaults. The LPA or Sub-recipient shall also require a surety payment bond in the amount of the estimated construction cost to ensure that the contractor pays its subcontractors and suppliers, as required by the most current MDOT SHA Standard Specifications for Construction and Materials and addendums, located at <http://www.roads.maryland.gov/ohd/part1.pdf>, page 20, section GP-3.03.
- E. The LPA shall hold a pre-construction meeting with the contractor, to which the MDOT SHA Assistant District Engineer of Construction from the respective District, Area Materials Engineer from the respective District, Equal Opportunity Officer(s) from the respective District and the Program Manager shall be invited.
- F. All steel, iron, manufactured products, and construction materials used in the PROJECT shall be produced in the United States, in accordance with FHWA Buy America provision (23 USC 313 and 23 CFR 635.410) and Build America, Buy America (BABA) Act.

G. The LPA shall not make any award or permit any award (sub-grant or contract) at any tier to any party which is **debarred or suspended** or otherwise excluded from or ineligible for participation in federal assistance programs under Executive Order 12549 – Debarment and Suspension.

H. All notices and/or invoices, if to the LPA, shall be addressed to:

County:
Agency:
Address:

County:
Agency:
Address:

Phone:
Email:

Phone:
Email:

All invoices from LPA to MDOT SHA sent for processing to:

Name/Title

State Highway Administration

Mail Stop:

Address

Phone:

Fax:

E-mail:

APPROVED ON BEHALF OF

By: _____

Date: _____

Name, Title

Agency

**PROPOSAL ACCEPTED ON BEHALF OF THE MDOT STATE HIGHWAY
ADMINISTRATION**

By: _____

Date: _____

Director, Office of Finance

August 30, 2024

Mr. Bryan Barnett-Woods
Principal Transportation Planner
City of Rockville
111 Maryland Avenue
Rockville MD 20850

Dear Mr. Barnett-Woods:

It is my pleasure to inform you that the application titled Scott-Veirs Drive Shared-Use Path Design submitted by City of Rockville for a Transportation Alternatives Program (TAP) award has been approved in the amount of \$200,000. The funds are to be used for the following project scope: Complete design for the Scott-Veirs Shared-Use Path based on the alignment identified in the TAP funded feasibility study.

These funds are administered by the Maryland State Highway Administration (SHA) and have federal and State requirements. Ms. Cheryl Ladota, SHA Office of Planning and Preliminary Engineering (OPPE), Regional and Intermodal Planning Division (RIPD) Assistant Chief, will follow-up with you regarding the details to secure these funds and to set up an initial kick-off meeting. Please do not expend money on any aspect of your project for which you will be seeking reimbursement or using as match until after you have received approval from SHA.

Congratulations and thank you for your participation in this program. If you have any questions, please contact Ms. Ladota at 410-545-8852 or cladota@mdot.maryland.gov. Ms. Ladota will be happy to assist you.

Sincerely,



William Pines, P.E.
Administrator

cc: Ms. Cheryl Ladota, Assistant Chief, OPPE, RIPD, SHA
Raymond L. Moravec, P.E., Director, OPPE, SHA

Transportation Alternative and Recreational Use FY25 Grant Application

Submitted by Bryan Barnett-Woods on May 14th, 2024 at 1:44 pm

Status: *In Review*

Step: Pending TA and RTP Over 250k Group Check (1)

State Highway Administration Transportation Alternative and Recreational Use Grant Application

Project Summary

Please fill out this application to apply for federal grant funding for transportation alternative and recreational use projects. All project requests are for 80% reimbursable funds and include a 20% match. Only information provided within the application, including attachments, will be considered as part of the application review. Please contact Regional and Intermodal Planning Division - Grants Team should you have any questions.

The content below is read-only and for administrative use only. Please start completing the form starting from the "Applicant Information" section.

Project Name

Scott-Veirs Drive Shared Use Path Design

Funding Type

Transportation alternatives, safety, or mitigation

Project Type

Design

Project Sponsor



City of Rockville

County of Project Location

Montgomery

Amount Requested

\$200,000.00

Amount Matched

\$55,000.00

Applicant Information

Applicant #1

First Name

Bryan

Last Name

Barnett-Woods

Title

Principal Transportation Planner

Role

Project Support

Phone

240-314-8527

Email

bbwoods@rockvillemd.gov

Are you a Grant Writer?

No

Applicant's Federal Tax ID

52-6001573

Applicant's Organization

City of Rockville

Organization Street Address

111 Maryland Avenue

Organization City

Rockville

Organization State

Maryland

Organization Zip Code

20850

Project Manager/Responsible Charge

The Project Manager/Responsible Charge must be employed by the Project Sponsor and will be the point of contact for the project if the project is awarded.

Is the Project Manager/Responsible Charge different from Applicant #1 listed above?

Yes

First Name

Jennifer

Last Name

Wang

Title

Senior Transportation Engineer

Role

Project Manager

Phone

240-314-8506

Email

jwang@rockvillemd.gov

Does the Project Manager have prior experience with federal-aid funded projects, the federal procurement process, and federal regulations?

Yes

Please provide details of the Project Manager experience with federal-aid funded projects

Jennifer Wang recently completed the feasibility study for the Scott-Veirs Drive Shared Use Path feasibility study, which was funded through a Transportation Alternatives Program grant. She is also currently managing an Enhanced Mobility Federal Transit Administration grant project to construct sidewalks and improve bus stops in the city and a Transportation Alternatives Program grant for North Stonestreet Avenue Complete Streets improvement project. Furthermore, Ms. Wang will be collaborating on this project with other city engineers and transportation planners who have experience managing other transportation project funded by federal and state programs such as the Transportation Alternatives/Safe Routes to School, Kim Lamphier Maryland Bikeways Network, the federal Safe Streets and Roads for All, and the Recreational Trails programs.

Is the Project Manager/Responsible Charge a full-time employee of the organization?

Yes

Please describe the role of the Project Manager/Responsible Charge within the organization

Do you want to report an additional contact?

Yes

Additional Contact

First Name

Emad

Last Name

Elshafei

Title

Chief of Traffic and Transportation Division

Role

Project Supervisor

Phone

240-314-8508

Email

eelshafei@rockvillemd.gov

Are you a Grant Writer?

No

Have you completed MDOT's Local Public Agency (LPA) self-evaluation?

Yes

Previous Project History

Have you received any TA/SRTS and/or Recreational Trails projects in the State of Maryland?

Yes

Please list your most recent awarded TA/SRTS and/or Recreational Trails projects in the state of Maryland (maximum of 5).

Project Title

Twinbrook Safe Routes to School and Transit Accessibility

Award Year

2023

Project Number

P02381 M-1

Project Status

50% Complete

Did this project experience any delays?

No

Please explain the project delays

Project Title

Fleet and Monroe Shared Use Path Design

Award Year

2024

Project Number

P02477 M-1

Project Status

0% Complete

Did this project experience any delays?

No

Please explain the project delays

General Project Information

Please answer the following questions using as much detail as possible. The information presented here will be used to determine the project's eligibility and feasibility.

Project Title

Scott-Veirs Drive Shared Use Path Design

Is your project statewide?

No

Please select all Maryland counties where this project will take place

Please describe the project location

This project is located along Scott Drive between Wootton Parkway and Westcott Place and along Veirs Drive between Westcott Place and Glen Mill Road. It includes public right of way within the City of Rockville and Montgomery County.

Project Location Address

Project Address

Project Address 2

Scott Drive & Veirs Drive

Project City

Project Zip Code

Rockville

20850

Project Location County

Montgomery

What Maryland congressional district does your project fall within?

08

Provide the census tract(s) that your project falls within

24031701006, 24031701220, 24031701210

Is your project adjacent to or on a publicly owned roadway?

Yes

Who owns the roadway?

This project is along City of Rockville and Montgomery County public right of way.

Project Limits (length)

1.21 miles. Along Scott and Veirs Drives from Glen Mill Road to Wootton Parkway

Project Type Information

Below are the breakdown of project types and what items are needed with the application. Remember this is federal funds, there is a match component of 20-percent, National Environmental Policy Act (NEPA) needs to be obtained for ALL projects. Failure to provide all items needed for funding determination can result in application not moving into the review process.

Project Type

Design

Feasibility Study:

Before design and construction, planning and feasibility projects assess project goals and practicality. These projects may include public engagement or work with stakeholders to determine project benefits, cost estimate or engineering requirements. If the planning and feasibility outcomes are positive, these projects may move into design.

Design:

Design projects develop a concept by preparing plans, reports, calculations, estimates and drawings. Design projects can be scoped for full design (from concept to construction ready) or partial design (concept to 30 percent design)

Items needed for consideration for design funding: Application, detailed cost estimate, project map, concept plans and support letters addressed to applicant.

Construction:

Construction projects involve the labor and materials to create, modify, install or preserve buildings and infrastructure.

Items needed for consideration for construction funding: Application, detailed cost estimate, project map, 30-percent design plans at minimum, and support letters addressed to applicant. (NOTE: Natural surface trails and trailside amenities do not need to meet 30% design minimum.)

Trail Maintenance:

Any activity to maintain the usability and sustainability of existing trails, ensuring trails are passable by the users for which they are managed; preventing environmental damage resulting from trail deterioration; and/or repairs to existing trailside amenities.

Non-Infrastructure:

Non-infrastructure projects are those that do not result in construction and might include road safety audits, improvements in the collection and analysis of data, education and outreach efforts or targeted law enforcement activities.

What is the purpose and intended use of your project?

Transportation alternatives, safety, or mitigation

Please select the TA project category(ies) that is/are applicable to your proposed project

Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non drivers, including children, older adults, and individuals with disabilities to access daily needs.

,

Construction, planning and design of on-road and off-road trail facilities for pedestrians, bicyclists and other non motorized modes of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques.

,

Safe Routes to School Project - Infrastructure-related and non-infrastructure-related activities that substantially improve the ability of students to walk and bicycle to school or encourage walking and biking to school.

Schools

Name(s) of School(s)

Robert Frost Middle School

Thomas S. Wootton High School

Please select the type of school(s)

Middle School, High School

Please select the Recreational project type applicable to your proposed project

Primary Trail Use (select all that apply)

If "Other", please describe

Provide a short description of the project (limit to 2 sentences)

The Scott-Veirs Drive Shared Use Path design project seeks to prepare construction plans for a pedestrian and bicycle route connecting the Millennium Trail, Robert Frost Middle School, and the county.

Provide a detailed description of the project, including a clearly defined scope of the improvements.

The Scott Drive/Veirs Drive shared use path design project seeks to prepare complete engineering plans for the full extent of the preferred shared use path alternative identified in the recently completed, Transportation Alternatives funded, feasibility study. This includes designing an 8–10-foot shared use path along the south side of Scott Drive between Wootton Parkway and Overlea Drive, and along the north side of Scott and Veirs drives between Overlea Drive and Glenn Mill Road.

These plans will require addressing tree and stormwater impacts, conducting land surveys, designing a widened pedestrian bridge over the Watts Branch Creek, designing the shared use path and intersection improvements at Wescott Place, Overlea Drive, and Carriage Court, and redesigning the signal with crossing improvements at Wootton Parkway with a full connection to the Carl Henn Millennium Trail.

The design process will require a phased approach in which the City of Rockville will review plans and provide comments at key milestones, including a 50%, 90%, and final design submittal. Lastly, as part of this scope, two public meetings will be held. The first meeting will be held after the 50% design submittal and will seek to share information about the projects progress and schedule and solicit comments. The second meeting will be held prior to the full design completion to share how concerns raised in earlier phases were addressed and provide an opportunity for additional questions and considerations.

What is the purpose and goal of the project?

This project will enhance the existing minimal pedestrian accommodation along this corridor and will provide a new bicycle facility to further extend the city's safe pedestrian and bicycle network. The purpose of this project is to improve the walking and bicycling environment for the surrounding neighborhood, students and their families traveling to and from Robert Frost Middle School, and for residents, visitors, and employees of The Villages at Rockville, an older adult residential community and continuing care retirement community.

This project also seeks to extend the bicycling network as proposed in the adopted Cit of Rockville Bikeway Master Plan, which designates this corridor as a component of the "Rock Creek to Rockshire" Crosstown Route, which is specifically identified as a priority route to help facilitate bicycle travel through Rockville.

Lastly, this project seeks to provide a safer and separated facility for vulnerable roadway users and design a facility that will help calm motor vehicle traffic speeds, as recommended in the recently adopted Pedestrian Master Plan and the Vision Zero Action Plan. Shared use paths help ensure that vulnerable roadway users can travel without interruption from motorists as well as help bring visibility and attention to pedestrians and bicyclists at intersections.

Please describe the technical data to support the proposed scope (e.g. traffic data, crash/injury data and surveys).

As part of the recently completed feasibility study, the city collected traffic volume data for this corridor, which shows an annual average daily traffic volume of more than 6,000 vehicles per day along Scott Drive and Veirs Drive. This is sufficient traffic to discourage bicyclists from sharing the travel lane as part of thier trip. The feasibility study also identified right-of-way, utilities, mapped soils, and evaluated floodplain and drainage concerns.

The city also collects crash data as part of its Vision Zero program. Between 2015 and 2023, there have been 14 crashes along this corridor, three of which resulted in injuries. Additionally, the Rockville Bicycle Advisory Committee has identified this route as an important bicycling connection in need of improvement, because the existing sidewalk is in poor condition and the area's topography requires traveling uphill alongside motor vehicle traffic, which can further discourage residents and visitors from bicycling on-street. The Montgomery County Bicycle Level of Traffic Stress ranks Veirs Drive as a Moderate High stress bicycling route.

What are the past and current uses of the project site?

Scott Drive and Veirs Drive are classified as Primary Residential streets within city of Rockville. They provide access to residential properties, Robert Frost Middle School, the Villages at Rockville older adult residential community and continuing care retirement community, and the Carl Henn Millennium Trail, alongside Wootton Parkway.

How does this project positively affect the community and/or school?

Completing this section of sidewalk will benefit students of Robert Frost Middle School, Wootton High School, and their families by improving pedestrian and bicycle access to each of the schools. It will also benefit residents, visitors, and employees of the Villages of Rockville, by increasing non-motorized access and enhancing connection with the surrounding neighborhoods. Additionally, the nearest bus stops to these communities are along Wootton Parkway, this shared use path will help establish a more comfortable and convenient first-last mile for transit users.

The proposed shared use path includes a wider pedestrian and bicycle facility and intersection improvements at the main entrance of the middle school. Additionally, the shared use path crosses Scott Drive at the entrance of the Middle School (Overlea Drive) and includes an improved pedestrian and bicycle crossing at this location. This will make it easier and safer for students and families walking, rolling, and bicycling to and from the middle school. Moreover, since there is an additional pedestrian and bicycle connection between the middle school and Wootton High School, this project would enhance access to and from the high school. Also, the existing sidewalk along Scott Drive includes portions that are narrow and do not have a buffer from the roadway. A shared use path is expected to make the walk or roll to school more comfortable for students and their families.

The Rockville Bicycle Advisory Committee has identified this sidewalk as being in very poor condition for bicyclists, this combined with topography, short sightlines and the lack of shoulders on the roadway discourage people from bicycling along this route. A shared use path that separates bicycle traffic from motor vehicle traffic will benefit the community by providing a facility that encourages bicycle riding. Lastly, this shared use path will connect to the Carl Henn Millennium Trail, a National Capital Trails Network Trail, which will also benefit this community by directly connecting it with the larger trail network in Rockville.

Does the project provide connections to existing regional trails or pedestrian/bicycle facilities?

Yes

Please explain

The proposed project will directly connect into the Carl Henn Millennium Trail, a ten-mile, off-street, shared use path that connects Rockville neighborhoods, parks, schools, shopping centers, and employment areas. Additionally, this shared use path will connect to a Montgomery County planned sidepath along Glen Mill Road. This sidepath will further connect to the off-street pathways near the medical center, into Gaithersburg, and along Shady Grove Road.

Does this project add features/devices that will improve bicycle and pedestrian safety (e.g. crosswalks, bike/ped signals, lighting, physical barriers to separate facilities)?

Yes

Has this project been adopted in the local master plan?

Yes

How does the project proactively address equity, prior inequities, and/or barriers to opportunity?

Multimodal transportation projects and Complete Streets projects are critical elements for advancing an equitable transportation network because they inherently provide additional facilities for people walking, rolling, and bicycling. These can be residents, visitors, and employees who may not be able to drive a private automobile because of the costs associated with vehicle maintenance and ownership, a physical or mental disability, because of age, or a preference for a more sustainable mode of travel. Shared use paths provide the space for individuals to travel safely and with dignity, the opportunity for individuals to develop independence, and a more healthful transportation option. This project will help address this transportation barrier for school-aged people as well as older adults living in the nearby continuing care residential community who may no longer be able to drive.

Additionally, a shared use path in front of the older adult residential and continuing care retirement community will help address a health-related barrier for the neighborhood. Walking, rolling, and bicycling are important low-impact forms of exercise that are frequently recommended for older adults to incorporate into a regular routine. However, if the infrastructure surrounding a neighborhood does not provide sufficient space to be active, it can be difficult for those residents to add physical activity to their day. E-bikes, adult tricycles, and other adaptive bicycles have made bicycle a more common activity and transportation mode for older adults and Complete Streets and an extended bicycle network are necessary to meet this growing demand.

Will this project have any negative impacts on disadvantaged communities?

No

If Yes, How will this project have negative impacts on disadvantaged communities?

If Yes, Please explain how you will address and mitigate these impacts

Do you have stakeholder (i.e. government officials, nonprofit partners, etc.) support of the project?

Please explain

Has any public engagement been conducted?

If yes, please describe public engagement activities (community meetings, flyers, website postings, etc.)

As part of the feasibility study for this project, the city hosted a public meeting for all city residents and stakeholders and mailed meeting notices to the surrounding residential community and homeowners association. The meeting information was also posted online through the city's online calendar and agenda center. The public meeting presentation, and concept plans are still available on the city website. During the meeting, many residents raised concerns and asked questions about the project. After the public meeting, residents were able to submit additional public comments and questions to city staff. All the received comments were reviewed and responded to by city staff and then recorded in the completed feasibility study.

The feasibility study was posted to, and remains on, the city's website under the Vision Zero projects webpage. The completed study was also shared with the Rockville Pedestrian Advocacy Committee and the Rockville Bicycle Advisory Committee.

Metropolitan Planning Organization (MPO)

An MPO is a federally mandated and federally funded transportation policy making organization that is made up of representatives from local government and government transportation authorities.

[Click here](#) to see if your project is within one of these MPOs.

Based on your project location, your project falls under the following MPO group:

MPO Required Information

Is the proposed project in the MPO's Transportation Improvement Program?

National Capital Region Transportation Planning Board (TPB) Required Questions

1. Describe how the project addresses the National Capital Transportation Planning Board's (TPB) goal to provide a comprehensive range of transportation options and improve accessibility of transportation facilities for pedestrians, bicyclists infrastructure and other non-drivers.

Shared use paths provide a safe and separated transportation facility for pedestrians and bicyclists, which can also help encourage more walking, rolling, and bicycling in the region. The proposed shared use path will connect a planned county pedestrian and bicycle facility on the Rockville municipal boundary and directly connect to the Carl Henn Millennium Trail, a ten-mile shared use path that links a dozen residential neighborhoods, industrial areas, employment areas, multiple schools, parks, and the Rockville Town Center. The proposed shared use path is within a Maryland Priority Funding Area and will fill in a pedestrian and bicycle gap, increasing the ability of residents, visitors, and employees to access most parts of Rockville by walking, rolling, or bicycling. This will also help provide a first-last mile connection between bus transit service along Wootton Parkway and the continuing care retirement facility, the middle school, and the neighborhoods along the project extent.

As a proposed high-quality shared use path, this facility will be able to serve transportation and recreation purposes and will be an amenity for the community, improving the quality of life for pedestrians and bicyclists in the neighborhood surrounding the project as well as for those traveling to Rockville from the surrounding County. Additionally, this shared use path would be the first shared use path and bicycle infrastructure within these neighborhoods and census tracts.

2. The TPB is committed to road user safety and prioritizes the implementation of projects that strive to reduce the number of fatal and serious injury crashes on the region's roadways in an equitable and non-racist manner (TPB Resolution RS-2021).

2a. Is the project intended to improve roadway safety?

Yes

2b. Describe how the project will reduce fatal and serious injury crashes on the region's roadways. Also note if the project has a particular focus on reducing pedestrian fatalities.

The project seeks to design a shared use path which will be separated from roadway traffic, providing a wide space for pedestrians to be buffered from motorists. Additionally, this will provide a space for bicyclists to use which will allow them to travel at their preferred speed without interruption from motorists. Consistent with MWCOG Transportation Planning Board Resolution RS-2021, the project seeks to design safer infrastructure for vulnerable roadway users and to improve geometry and signalization for pedestrians and bicyclists at intersections along the route, particularly at intersections where crashes have occurred in the past.

By separating motorists from pedestrian and bicyclists, a shared use path will improve safety and comfort for pedestrians and bicyclists. While this project's primary goal is to extend the pedestrian and bicycle network in Rockville, it will also help improve safe access and mobility for vulnerable roadway users. This is a substantial improvement from the existing roadway which requires bicyclists to travel in the same lanes as motorists. This can be particularly challenging for younger or less-experienced bicyclists because the roadway has multiple curves and hills, which can be problematic when both modes use the roadway.

Additionally, this project will add a new pedestrian and bicycle crossing at the intersection of Scott Drive and Wootton Parkway, which has been the location of past crashes. There is no pedestrian or bicycle crossing at this location, despite the Carl Henn Millennium Trail being on the opposite side of Wootton Parkway from Scott Drive. Further, this project will design intersection improvements at Scott Drive and Overlea Drive, which is the entrance to Robert Frost Middle School and at Scott Drive/Veirs Drive and Westcott Place, which has also had past crashes.

3. The TPB is committed to supporting accessibility for persons with disabilities, low-income and under-represented populations and people with limited English proficiency.

3a. Describe how this project promotes accessibility for under-represented communities.

The proposed shared use path is along the border of two census tracts, Tract 7010.06 and Census Tract 7012.20. These tracts have 12.20% and 14.61% of residents with limited English proficiency, respectively. They also have populations that are 23.27% and 37.40% Asian, and populations that are 21.51% and 19.02% older adults, respectively. Moreover, this shared use path's proximity to Robert Frost Middle School, Wootton High School, and the Villages at Rockville continuing care retirement community will also serve older adults and children, two populations whose travel modes and patterns are often less considered in traditional transportation systems which prioritize daytime commuting trips.

3b. Describe how this project enhances transportation facilities for those with specialized transportation needs, pursuant to the requirements of the Americans with Disabilities act (ADA).

This project seeks to design a shared use path that meets ADA accessibility compliance standards as well as the recently approved PROWAG standards. This includes ensuring that not only the path itself is accessible, but also the curb ramps, crosswalks, and pedestrian signals that will lead to the path. As a shared use path, it will have a width between eight and ten feet which exceeds the minimum sidewalk width standards and will easily be able to accommodate side-by-side travel of pedestrians using mobility devices, parents using strollers or bicycle trailers for their children, and adaptive bicycles such as adult tricycles or hand-bikes.

3c. Is this project located in a TPB-designated Equity Emphasis Area?

No

4. The TPB aspires to optimize regional land-use balance to support a strong regional economy, including a healthy regional core and dynamic activity centers. This involves increasing jobs and housing around underused rail stations and Activity Centers with high-capacity transit.

4a. Is any portion of the project located within a Regional Activity Center?

No

4b. If yes, which Center?

4c. Describe how this project will improve accessibility and increase transportation alternatives within the Activity Center.

4d. Describe how the project will support increased jobs and housing within the Activity Center

5. The TPB aspires to improve pedestrian and bicycle access to high-capacity transit stations.

5a. Is this project within 3/4 of a mile of a Metrorail (existing or under construction), commuter rail station, or region-wide bus rapid transit station?

No

5b. If yes, which station?

5c. Is the project located in a TPB-designated Transit Access Focus Area (TAFA)?

5d. Describe how this project will improve pedestrian and bicycle infrastructure connecting to the station.

5e. Describe how the project will support increased jobs and housing near the station.

6. The TPB encourages development of high-priority regional trails particularly those that support completion of and connections to the National Capital Trail Network (www.mwcog.org/maps/national-capital-trail)

6a. Describe how this project supports high-priority regional trails.

This project connects directly to the Carl Henn Millennium Trail, which is an existing ten-mile trail that is part of the adopted National Capital Trails Network. Additionally, the proposed shared use path will connect to a Montgomery County planned shared use path on Glen Mill Road further connecting to the Shady Grove Road sidewalk, a planned National Capital Trails Network trail.

Also, this segment is included in the city's Bikeway Master Plans as part of the priority Crosstown Routes. The Rock Creek to Rockshire Route provides an east-west route through Rockville and connects to multiple schools, parks, a Metrorail station, several residential communities, and links to the Rock Creek Trail, which connects Montgomery County with Washington DC.

6b. Is this project part of the National Capital Trail Network (NCTN) or is it connected to the NCTN?

Yes

7. Describe how the project fills a gap in the existing non-automobile transportation infrastructure.

Scott Drive and Veirs Drive are both two-lane roadways without shoulders and with hills and curves. These characteristics combined can make this corridor potentially hazardous for bicyclists, especially for young or less-experienced riders. A shared use path would directly address this gap for bicyclists. Additionally, the sidewalk along this corridor is narrow and without a buffer along some sections. A shared use path will provide more space and comfort for pedestrians. Also, at the Scott Drive intersection with Wootton Parkway, there are neither pedestrian signals nor marked crosswalks, preventing pedestrians and bicyclists from crossing the street to access the Carl Henn Millennium Trail. This project proposes a pedestrian and bicycle crossing at Wootton Park to provide access to the trail and fill in this gap.

8. Describe public participation activities to date on the proposed project and what has been done to obtain public and community support.

As part of the feasibility study, the city hosted a public meeting for all residents, visitors, and interested stakeholders on November 8, 2023. As part of the outreach for this meeting, meeting advisory flyers were mailed to residents of the adjacent neighborhoods and the homeowners association. Additionally, the meeting presentation materials, including the presentation slides and concept plan alternatives are available online. These materials were also shared with the Rockville Pedestrian Advocacy Committee, the Rockville Bicycle Advisory Committee, and the public. All public comments submitted to the city were reviewed, incorporated if appropriate, and responded to by city staff. A record of those comments and the responses are included as an appendix in the feasibility study.

9. Describe project coordination activities to date on the proposed project and what has been done to obtain public and community support.

In addition the public meeting and engagement efforts carried out as part of the feasibility study, the completed study was shared with the Rockville Pedestrian Advocacy Committee, the Rockville Bicycle Advisory Committee, and the Rockville Transportation and Mobility Commission. These three groups have also submitted letters of support for advancing this project to the design phase.

This project was also reviewed as part of the 2017 Bikeway Master Plan and the recently adopted Pedestrian Master Plan, both of which included multiple meetings with the Planning Commission and Mayor and Council to discuss the various plan recommended projects.

10. Describe how the project fits within locally adopted master plans and specific goals of other organizations and local government agencies.

The Scott-Veirs Drive shared use path is a recommended shared use path project in the adopted 2017 Bikeway Master Plan, the adopted 2023 Pedestrian Master Plan, and the adopted 2021 Comprehensive Plan. In the Bikeway Master Plan, this shared use path is a component of the "Rock Creek to Rockshire" Crosstown Route, which is a prioritized bicycle route in the city. The proposed project will also help enhance the pedestrian environment, provide a more comfortable walking and rolling experience, and help ensure accessibility, which are all goals from the Pedestrian Master Plan. This shared use path is also consistent with the city's Complete Streets Policy which directs the city to build multimodal infrastructure citywide. By providing a safe and comfortable facility, shared use paths can encourage more walking, rolling, and bicycling, which fits within the city's Climate Action Plan, which seeks to reduce vehicle miles traveled.

This project is also consistent with Montgomery County's goals to expand the low-stress bicycling network. The proposed shared use path would be considered a "Very Low" stress route that is suitable for most children. Currently, Veirs Drive is listed as a moderate high stress bikeway.

11. Describe how the project originates from planning work conducted in the jurisdiction. Note if the project is included in any official planning documents and how it supports the local land use plan.

Rockville 2040, the city's comprehensive plan, lists six main goals for the city's transportation network. The first goal is to, "Provide safe transportation facilities for all modes by implementing Complete Street projects and attaining Vision Zero goals," and the second goal is to, "Promote walking, rolling, and bicycling modes with new and upgraded facilities." The plan also directs the city to reduce vehicle miles traveled and promote alternative modes. The comprehensive plan also directs the city to complete the Bikeway Master Plan crosstown routes, which includes the proposed project.

The comprehensive plan also directs the city's land use program and includes the following land-use goals. "Promote a walkable and bikeable city with connected neighborhoods and amenities," and "Allow for greater flexibility and affordability in residential land use types, while maintaining a high quality of life in new and existing neighborhoods." The proposed share use path will directly promote a more walkable and bikeable city while also helping to maintain a high quality of life for existing neighborhoods. The plan also indicates the land uses surrounding the proposed path are Residential Detached, Residential Multiple Unit, and Civic and Public Institutional, which all will be supported by the shared use path. In addition to providing direct active transportation access to the middle school and continuing care retirement community and indirect access to the high school, the proposed project will extend the walking, rolling, and bicycling accessibility between the residential areas and the city's greater trail and active transportation network, which can help increase the city's walking, rolling, and bicycling mode share, reduce traffic congestion, and increase accessibility for residents who may not be able to drive for daily transportation needs.

This project is also proposed in the city's Bikeway Master Plan and the Pedestrian Master Plan, which update the comprehensive plan. The development of both plans included an extensive public outreach process and review by the city's Planning Commission, before review and adoption by the Mayor and Council.

Baltimore Regional Transportation Board (BRTB) Required Questions

Reduced exposure should take the form of a physical barrier, protected crossing or reduced crossing distance, and defined space. Examples of a physical barrier include but are not limited to: an off-road greenway, pedestrian refuge island, bike lane separated by a vertical structure, or a buffered sidewalk or sidepath. Examples of protected or reduced crossing distance include Rectangular Rapid Flashing Beacon (RRFB), Pedestrian Hybrid Beacons, signalized or stop controlled intersection, pedestrian islands, curb extensions, and reduced number of roadway lanes. Examples of defined space may include, but are not limited to: conventional bike lanes, back-of-curb sidewalks, and crosswalk striping.

Does the proposed project reduce the exposure between motor vehicles and bicyclists, pedestrians, or scooter users?

Does the project improve access to essential services such as schools, transit stops, healthcare facilities, and parks?

Please describe how access to essential services is improved

Identify the primary Goal and Strategy in Resilience 2050 that this project advances and describe in three to four sentences why

Are the project letters of support submitted with the application recent?

Environmental Resources

The environmental and cultural resources process is relevant for all projects including planning and feasibility studies, design projects and construction projects. Since the Grants Program is funded with federal resources, all projects using federal Grants funding must comply with the National Environmental Policy Act (NEPA). Please answer the questions below to better understand if the proposed project may have impacts on environmental resources. [Please visit MERLIN](#) to get a better understanding of the presence of environmental resources.

Have conversations about NEPA and Environmental Permits begun?

No

Environmental Permits Contact**NEPA Contact****Does the proposed project take place on or impede access to Recreational lands and/or Parklands?****Is there a presence of Historic Sites, Historic Districts, Archaeological Areas, and/or standing structures within the project limits?****Will the proposed project have impact on Wetlands, Waters of the US, and/or Floodplains?****Do you anticipate the proposed project to remove trees?****Will the proposed project have impacts on Critical Areas/Coastal Zones?****If yes, have you started Critical Area Coordination?**

Project Right-of-Way

There are no right-of-way questions for Non-Infrastructure projects. Please continue to the next page.

This section of project right-of-way (ROW) and access includes questions designed so that the proposed location can be identified. ROW can be acquired by one of the three means: paid compensation, donation, or right-of-entry agreement.

Do you own all of the property within the project limits?

Please complete the Right-of-Way table below

Describe any easements or restrictions on use of the property (i.e. agricultural and utility easements) within the project limits.

Have plats been completed?**Has an appraisal been completed?****Are there any utilities in the proposed project location?****If yes, which utility company?**

Project Status

Project Timeline

Please upload a detailed project schedule including critical project milestones



FY25 TAP - City of Rockville - Scott-Veirs Dr Shared Use Path Design Schedule.pdf (0.13 MB)

Please provide the anticipated completion date of this project. (Note: award notifications are typically announced in the Fall)

Month

Year

March

2027

Please identify any project constraints that may affect the proposed project schedule

There are no project constraints that would affect the proposed project schedule. Additional time has been added to the proposed project schedule to mitigate any unexpected schedule changes.

Please provide as much detail in order to determine the project's readiness to proceed.

Has design work started?

No

Identify the percentage of design complete at time of application submittal

What is the anticipated completion date for 100% final design of the project?

Mar 31, 2027

Project Design Status

Will the proposed project meet ADA compliance and SHA bicycle and pedestrian guidelines (for projects within the roadway right of way) or ADA accessibility (for projects outside of roadway right of way) as required for funding?

Yes

Provide explanation

This project will develop full design plans for a shared use path along Scott and Veirs Drives in Rockville. As part of the design, the city will ensure that the proposed shared use path will meet all ADA accessibility standards, PROWAG requirements, and the MDOT SHA bicycle and pedestrian guidelines. Also, the feasibility study only evaluated alternatives that would comply with these requirements.

Has hydrologic and hydraulic design started?

No

Provide explanation

Has Traffic Control design started?

No

Provide explanation

Does this project include Signage design elements?

No

Provide explanation

Has Signage design started?

Does this project include Structural/Foundation design elements (i.e. footbridge, boardwalk, puncheon, retaining wall, etc.)?

Yes

Has Structural/Foundation design started?

No

Please describe the number, type(s), and dimensions of the structures

Does this project include Traffic Control design elements?

Yes

Please select all that apply

Traffic Signalization, Pedestrian Signalization, Pavement Markings, Temporary Maintenance of Traffic

If other, please explain

Does this project include Lighting design elements?

No

Has Lighting design started?

Professional Consultant Services

Do you intend on using in-house engineering/design services or do you intend on procuring professional engineering consultant services?

Procured Professional Services

Have you already procured consultant services?

No

If yes, was the professional consultant services obtained using the federal procurement process?

Project Maintenance

Please identify the organization responsible for ongoing maintenance of the project upon completion, the plan for maintenance costs, and if you have local or government support.

Who will maintain the project?

The Project Sponsor identified above

First Name

Last Name

Organization Name

Do you have a formalized maintenance agreement in place?

Describe the plan to provide for ongoing maintenance costs

The maintenance costs of this project will be incorporated into the existing operations and maintenance budget items for the Department of Public Works and Recreation and Parks Department. This includes maintenance of asphalt and concrete, pavement markings, tree trimming, and traffic control devices.

Project Costs

MDOT SHA will add ten percent to the total Grants funds requested for all awards. These costs help cover MDOT SHA's cost of design plan review, regulatory compliance, construction oversight, and material testing. This allows MDOT SHA to use Grants funding for administrative costs rather than passing these costs on to the sponsor. The sponsor will be responsible for the additional match associated with these costs.

*Final numbers are subject to change, depending on final project costs.

Requested Funds

Line Item		Description
Design/Project Development		This includes survey services and a natural resources inventory; stormwater management plan development and review, 50% design plans; 90% design plans; final design plans; bid document preparation; project management and public engagement; and a 15% contingency.
Unit Price/Hourly Rate	Total Units/Hours	Line Total
\$200,000.00	1	\$200,000.00

Applicant Requested Funds

\$200,000.00

Cost Match (TA projects must provide cash match)

Minimum Match Required	Total Match Provided
\$55,000.00	\$55,000.00

Total Match Insufficient

Match Provided vs Minimum

0

Do you have the cash in hand or is it promised after Awarded?		Description
Cash in hand		The City of Rockville will provide the required match as cash in hand. The Scott-Veirs Drive Shared Use Path project is included in city's capital improvement program and funding is allocated for the match.
Match Line Total		
\$55,000.00		

Application Summary Information

SHA Grant Management Cost

\$20,000.00

Grant Request Amount

\$200,000.00

Applicant Provided Match

\$55,000.00

Total Project Cost

\$275,000.00

Will this amount complete the project?

Yes

Will this amount complete an independent/stand-alone phase of the project?

Yes

If no, please describe how the applicant will make up the difference in project cost

Supporting Documents

Project map and detailed cost estimate must be uploaded with all applications. If seeking construction funding, design plans must be submitted. If seeking design funding, conceptual plans must be submitted.

All support letters should be addressed to the project sponsor.

Only information provided within the application, including attachments, will be considered as part of the application review.

LPA Evaluation



[City of Rockville_SHA_LPA_Evaluation_Fillable_Form.pdf \(0.98 MB\)](#)

Project Map



[FY 25 TAP - City of Rockville - Project Map.pdf \(0.52 MB\)](#)

Cost Estimate



[FY25 TAP - City of Rockville - Scott-Veirs Dr Shared Use Path Design Budget.pdf \(0.13 MB\)](#)

30% Design plans (for construction), concept (for design projects), or maintenance plan (for maintenance projects)



[Scott Drive and Veirs Drive SUP Feasibility Study Dec 2023 - Section 1.pdf \(15.53 MB\)](#)



[Scott Drive and Veirs Drive SUP Feasibility Study Dec 2023 - Section 2.pdf \(21.94 MB\)](#)

Please select any additional types of documentation you would like to upload with this application. Please note that no additional documentation is required.

Support Letters

Support Letters



[FY25 TAP - City of Rockville - Letters of Support.pdf \(1.43 MB\)](#)

Previous Studies

No File Was Uploaded

Environmental Documentation

No File Was Uploaded

Right-of-Way Documentation

No File Was Uploaded

Please specify what other documentation you are supplying with the application**Other Documents**

No File Was Uploaded

Acknowledgement

Review the information below and the applicant will certify the following:

Project development will comply with all state and federal regulations.**The project will advertise within two years of kick-off meeting.****The applicant organization will provide technical guidance and oversight throughout project development.****The budget accurately reflects cost of proposed project.****The applicant organization understands that these funds must be expended in a timely manner by submitting invoices every month or quarterly.****The applicant organization will be responsible for ensuring future maintenance and operating costs of the completed project.****The applicant organization understands that delays of project in a timely process may result in a loss of funding.****Are there any known contingencies that may delay the schedule such as property acquisition, another project, or assembly of funds?****Applicant understands and agrees with above statements**☒ I agree to be legally bound by this document.**Completeness Check****Please confirm the status of this application**

Please click the green "Approve" button below. This will pass the application to the TAP RTP Eligibility Check group for evaluation and comments.

Note: The application will be automatically assigned to anyone in the TAP RTP Eligibility Check group when you click the green "Approve" button. If you add members to the group after an application has been assigned, the new members will not have the ability to provide comment on the application.

Please provide any comments for applicant revisions in the box below and click the blue "Return for Revisions" button. The application will go back to the Initial Form and the applicant will receive an email notification with the comments you have entered below.

Corrections Required - Emailed to Applicant

Please click the red "Discard" button below. This will move the application to a Discarded Application workflow step. You will have the ability to return the application to this review step if needed.

Eligibility Group Check from TAP RTP Eligibility Group

Completed since May 14th, 2024 at 2:13 pm

SUBMITTER
SUBMITTED ON
STATUS & ACTIONS

Phillip Emeritz
phillip.emeritz@ey.com

May 14th, 2024 at 2:14 pm

Completed

Cheryl Ladota
cladota@mdot.maryland.gov

May 14th, 2024 at 2:14 pm

Completed

Britney Jackson
bjackson3@mdot.maryland.gov

May 14th, 2024 at 2:14 pm

Completed

Susan Solo
ssolo.consultant@mdot.maryland.gov

May 14th, 2024 at 2:14 pm

Completed

Tyler Ruth
truth.consultant@mdot.maryland.gov

May 14th, 2024 at 2:14 pm

Completed

Review of Eligibility Check

Please review the collected feedback from the Eligibility Check group.

Concatenated Feedback

Cheryl Ladota: Project is eligible for TA/SRTS

Check this box to edit/modify the concatenated feedback

Please confirm the final determination for this step of the review process:

- Approving the award will move this application to the RTP Under 250k or TAP + RTP Over 250k Group Check.

- Note: The application will be automatically assigned to anyone in the RTP Under 250k or the TAP and RTP Over 250k group when you click the green "Approve" button. If you add members to the group after an application has been assigned, the new members will not have the ability to provide comment on the application.
 - Rejecting the award will move this application to the Discarded Applications step.
- TA and RTP Over 250k Group Check
- You must complete TA and RTP Over 250k Group Check for this form.