



Shepherdstown
WEST VIRGINIA

TOWN HALL
104 N. King Street
P.O. Box 248 (mail)
Shepherdstown, WV 25443
304-876-2312

Grants Committee Meeting Agenda
Tuesday, September 1, 2026, 6:30 p.m.
Town Hall, 104 N. King Street

Join online by Zoom:

<https://us06web.zoom.us/j/86067120451?pwd=fWNLscmYpiOmof8Pknlig4oZKNXa8i.1>

Or join by telephone:

Dial: (301) 715-8592
Meeting ID: 860 6712 0451
Passcode: 818383

1. Getting Committee Online
2. Call to Order
3. Approval of Minutes
4. Public Comment
5. Ongoing Business
 - a. Review Submitted Grants and Updated Tracker
 - i. Region 9 x3
 - b. Update on Grant RFQ Applications and Coordination with Grants Committee
 - c. Update on Charter Expectations to Inform Grants Committee Charter
6. General Committee Discussion
7. Adjournment

Materials:

Committee charter draft
Region 9 grants

SHEPHERDSTOWN GRANTS COMMITTEE MEETING MINUTES

Tuesday, August 4, 2026 - 6:30 p.m.

Town Hall - 104 North King Street, Shepherdstown

DRAFT

1. Call to Order

Meeting called to order at 6:30 p.m.

2. Attendance

- a. Members Present:** Emily Samide (E Samide); Mary Fortuna (M Fortuna), attending by Zoom.
- b. Staff Present:** Carl Musser (C Musser); Hunter Wetzel (H Wetzel).
- c. Visitors Present:** Harriot Pearson

3. Approval of Minutes

- a.** E Samide moved to approve the previous meeting minutes. M Fortuna seconded. The motion was approved without objection.

4. Public Comment

- a.** No public comment was received.

5. Ongoing Business

- a. Shuttle Concept and Emergency Planning:** M Fortuna reported that Jefferson County planning does not score rail hazardous-material incidents as a Shepherdstown risk, which may limit access to emergency preparedness funding. She also noted that transportation funding would require coordination with EPTA. The committee agreed to recommend that emergency and hazardous-material planning be established as an explicit Town priority and to continue exploring the shuttle concept.
- b. Chesapeake Bay Trust and Trail Grants:** Fall Chesapeake Bay Trust opportunities had not yet been confirmed. Region 9 is handling trail and Green Streets related applications on the Town's behalf, including design concepts for East German Street, East Washington Street, and a Mill Street to boat ramp trail; construction funding would still be required.
- c. Grant Opportunity Tracker and Fall Priorities:** The committee removed the Walmart Spark opportunity from consideration, discussed forwarding the Department of Justice microgrant to Chief King, and determined that the current Homeland Security opportunity was not a strong fit. Longer term possibilities included watershed funding for Town Run, a battlefield land acquisition grant requiring mapping and eligibility follow-up, and electronic device recycling funding.
- d. Final Intake Form:** The committee reviewed the grant intake process and agreed that the form should confirm alignment with Town priorities before routing a proposal to the appropriate committee or department. E Samide moved to adopt the intake form with modifications; M Fortuna seconded. No opposition was recorded.
- e. Grant RFQ Applications:** Selection of the engineering consultant was expected to be completed the following week.
- f. Norfolk Southern Grant:** The committee confirmed that the application had been submitted. The final packet is saved in SharePoint, with recommendation letters transmitted separately, and the completed application is to be provided to Town Council as required.

6. New Business

- a. Committee Charter Draft:** The committee reviewed the draft charter and discussed the regular meeting day, officer roles, staff preparation of minutes, stakeholder participation, online records, reporting completed applications to Town Council, and use of official communication channels. Adoption was deferred pending further review by the Mayor and clarification of Town wide guidance for committee charters.

7. Action Items

- a.** Report to Town Council that the committee recommends establishing emergency planning for hazardous material response as an explicit Town priority, based on the Comprehensive Plan emphasis on community safety.
- b.** Present electronic device recycling to Town Council as a potential Town priority.
- c.** Present the MARC shuttle concept to Town Council as a potential Town priority.
- d.** E Samide will export the final grant intake form as a PDF and edit the process steps.

Discussion

- a.** The committee discussed restoring Grants Committee agendas, minutes, and packets to the Town website. Staff reported that the request had been submitted and the documents would be uploaded once website access was restored.
- b.** Members agreed to develop the Town Council priority summaries between meetings and refine them at the September 1 Grants Committee meeting.

9. Adjournment

- a.** E Samide moved to adjourn. M Fortuna seconded. The meeting adjourned at approximately 7:33 p.m.

Shepherdstown Grants Committee Charter

Purpose

The Shepherdstown Grants Committee ("Committee") is established as a volunteer advisory committee to support the Town of Shepherdstown in identifying, evaluating, and developing grant funding opportunities that advance municipal priorities and community needs. The Committee serves in an advisory capacity to the Mayor, Town Council, Town Administrator, and other designated municipal officials and departments.

The Committee's purpose is to enhance the Town's capacity to pursue external funding, strengthen coordination among stakeholders, promote transparency in grant activities, and increase the likelihood of successful grant applications.

Authority

The Committee functions as an advisory body and does not possess independent authority to obligate the Town, execute contracts, submit grant applications on behalf of the Town, accept grant awards, or make financial commitments. All official actions relating to grant submissions, grant acceptance, grant expenditures, and grant administration remain subject to applicable Town policies, ordinances, resolutions, and approvals by authorized municipal officials and governing bodies.

Membership

The Committee shall consist of a minimum of three (3) volunteer members appointed in accordance with Town procedures.

The Town Council may appoint additional members as needed to provide expertise in areas such as:

- Grant writing and administration
- Finance and budgeting
- Economic development
- Historic preservation
- Parks and recreation
- Infrastructure and public works
- Community engagement
- Nonprofit or governmental program management

Members shall serve without compensation.

The Committee may recommend non-voting advisors, subject matter experts, or municipal staff liaisons to support specific grant initiatives.

Officers

The Committee shall annually elect, from among its members:

- Chair
- Vice Chair

The Chair shall preside over meetings and coordinate Committee activities. The Vice Chair shall perform the duties of the Chair in the Chair's absence. The Chair shall ensure meeting records and recommendations are maintained and communicated to the appropriate Town officials.

Responsibilities

The Committee's responsibilities may include:

1. Grant Opportunity Identification

- Monitor federal, state, regional, private foundation, and other funding opportunities.
- Maintain awareness of funding sources aligned with municipal priorities.

2. Project Development Support

- Assist in identifying projects and initiatives that may be competitive for grant funding.
- Facilitate coordination among stakeholders to develop project concepts.

3. Grant Application Assistance

- Support research, data collection, community outreach, and other preparatory activities related to grant proposals.
- Assist municipal staff and officials, upon request, in grant development efforts.

4. Strategic Planning

- Support priorities for grant-seeking activities based on Town goals, capital plans, community needs, and available resources.

5. Grant Tracking and Reporting

- Maintain a record of grants pursued, awarded, declined, pending, or completed.
- Review grant outcomes and lessons learned to improve future efforts.

6. Community Engagement

- Encourage stakeholder participation and community awareness regarding opportunities funded through grants by maintaining online documentation.

7. Policy Recommendations

- Recommend grant-related policies, procedures, and best practices to improve organizational readiness and compliance.

Meetings

The Committee shall meet regularly on the first Tuesday of each month.

Meetings may be conducted in-person, virtually, or in a hybrid format that allows both physical and remote participation, consistent with applicable laws, regulations, and municipal policies.

Special meetings may be called by the Chair or by a majority of Committee members when necessary to address time-sensitive grant opportunities or other urgent matters.

Meeting agendas should be distributed in advance whenever practical, and meeting minutes shall be maintained as part of the Committee's official records.

Quorum and Voting

A quorum shall consist of two (2) members of the minimum 3 members, or a simple majority. E.g. For a current membership of 4, 3 constitute a quorum; for a current membership of 5, 3 constitute a quorum; and so forth.

No official recommendation shall be made without the presence of a quorum.

Except where otherwise required by law or Town policy, actions and recommendations of the Committee shall be approved by a majority vote of members present.

Members participating remotely through approved hybrid meeting methods shall be considered present for purposes of establishing a quorum and voting.

Conflict of Interest

Committee members shall conduct their activities with integrity, impartiality, and transparency. Members shall avoid actual conflicts of interest as well as situations that could reasonably create the appearance of a conflict.

Any member who has a financial, professional, organizational, or personal interest that may be affected by a grant opportunity, recommendation, funding decision, or related activity shall disclose the nature of the interest as soon as practicable. Following disclosure, the member should abstain from discussions, evaluations, recommendations, or votes where impartiality could reasonably be questioned.

Committee members shall not use their position to secure special privileges, financial benefit, or preferential treatment for themselves, family members, employers, businesses, or affiliated organizations.

Records and Transparency

The Committee shall maintain appropriate records of meetings, recommendations, and activities. Records shall be managed in accordance with applicable public records requirements and Town policies.

Committee recommendations shall be documented and communicated to the Mayor, Town Council, Town Administrator, or other designated officials for consideration.

Staff Support

The Town may designate staff members to serve as liaisons to the Committee. Staff support may include meeting coordination, grant administration, record maintenance, and communication with municipal departments and external funding agencies.

Amendments

This Charter may be amended by the Town Council or other authorized municipal body upon recommendation of the Committee or at the initiative of the governing body.

Effective Date

This Charter shall become effective upon approval by the Town Council of the Corporation of Shepherdstown and shall remain in effect until amended or repealed.

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown German 1 Street Sidewalk Expansion)

APPLICATION FOR FUNDING

08/04/2026

Applicant Profile

Name

Prefix

First Name*

David

Middle

Last Name*

Deamer

Suffix

Email Address*

ddeamer@region9wv.com

Project Location

Maps and photographs ARE REQUIRED to fully show the project location. Project location MUST be shown on a US Geological Survey (USGS) Map and included with the application. Failure to do so may result in your application being classified as incomplete and returned. In addition to the required USGS Map and photographs, please attach any other materials which may assist in the review/rating of your application. (Attach additional sheets, as necessary.)

County or Counties

No answer provided

City/Town/Area

Shepherdstown

USGS Map

 Shepherdstown Project Location.pdf

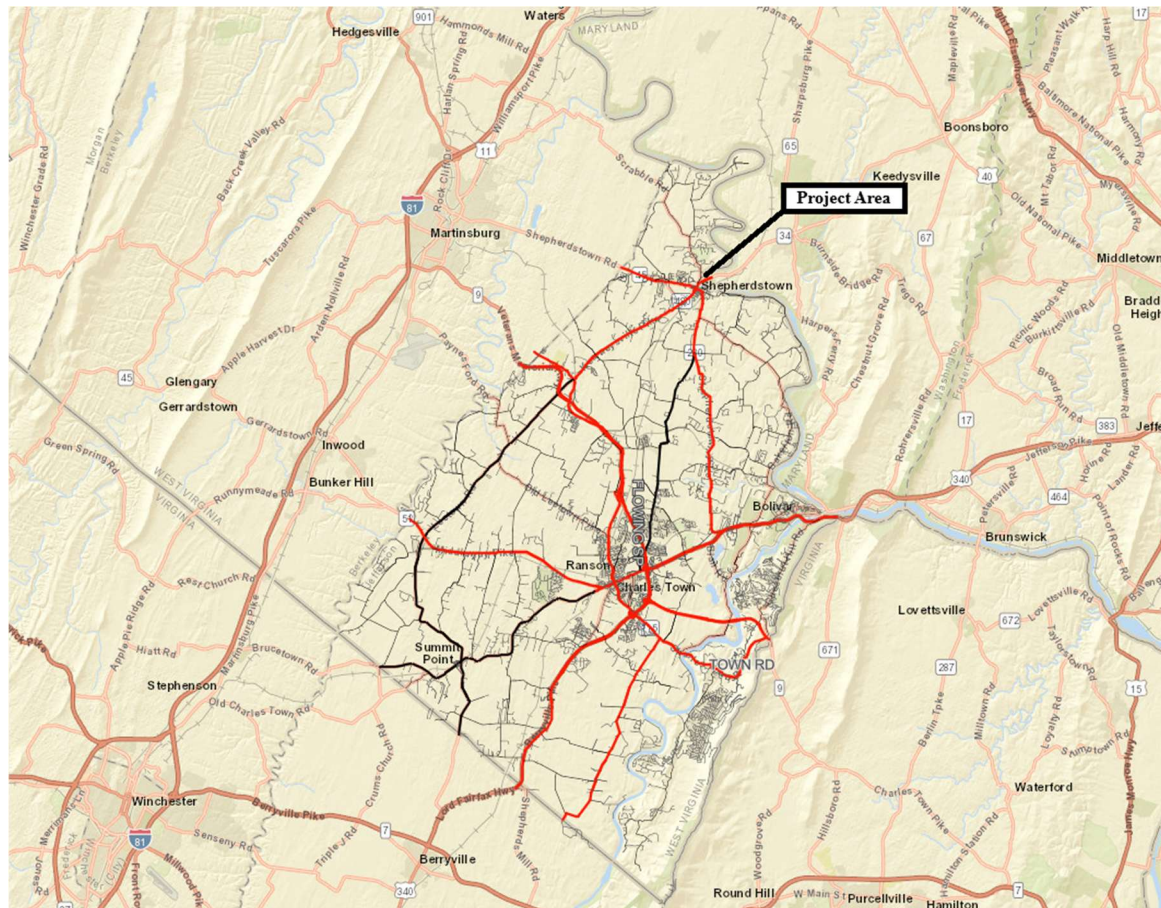
TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown German 2
Street Sidewalk Expansion)

APPLICATION FOR FUNDING

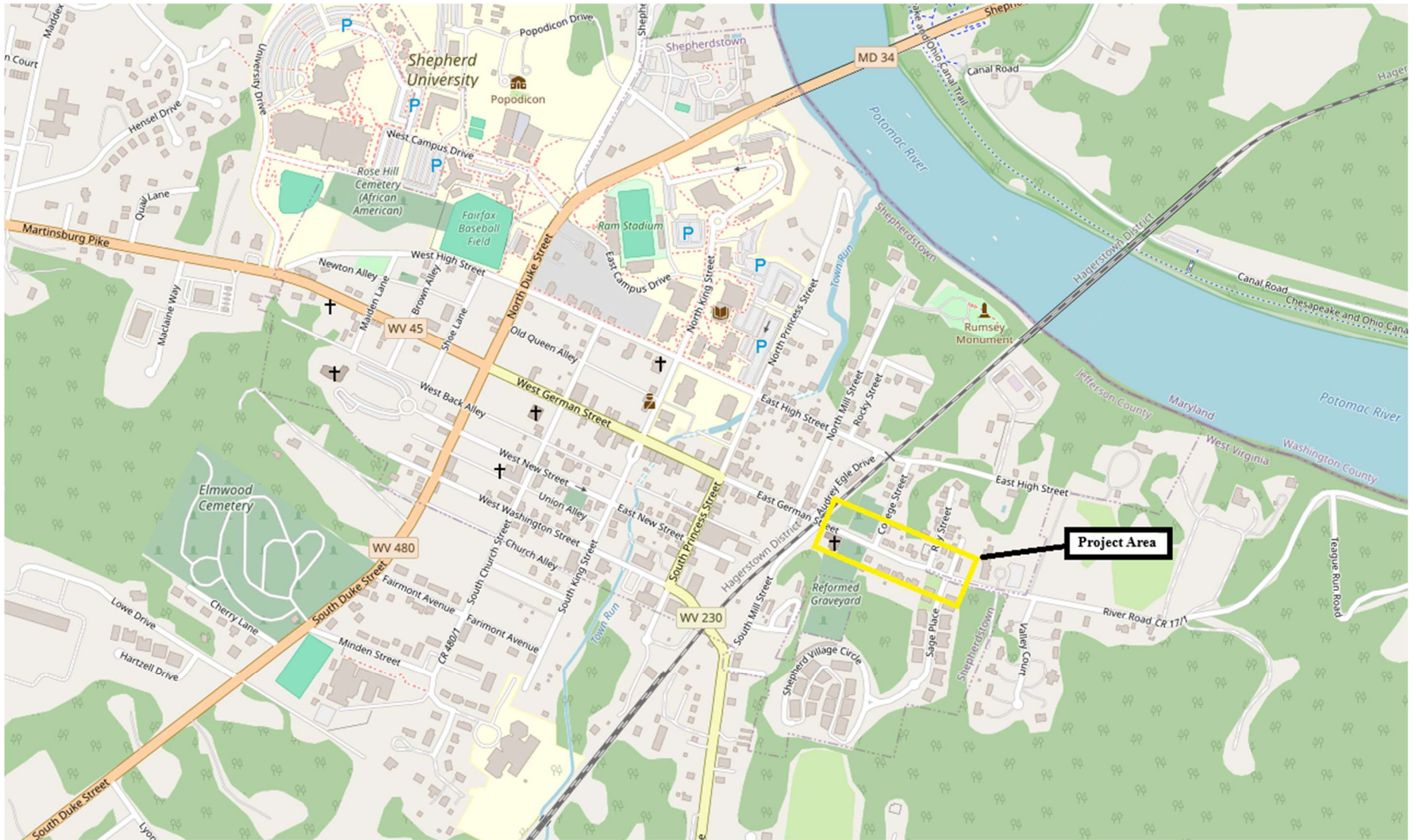
08/04/2026

East German Street Sidewalk Expansion to Sage Place
Corporation of Shepherdstown
Project Area Map

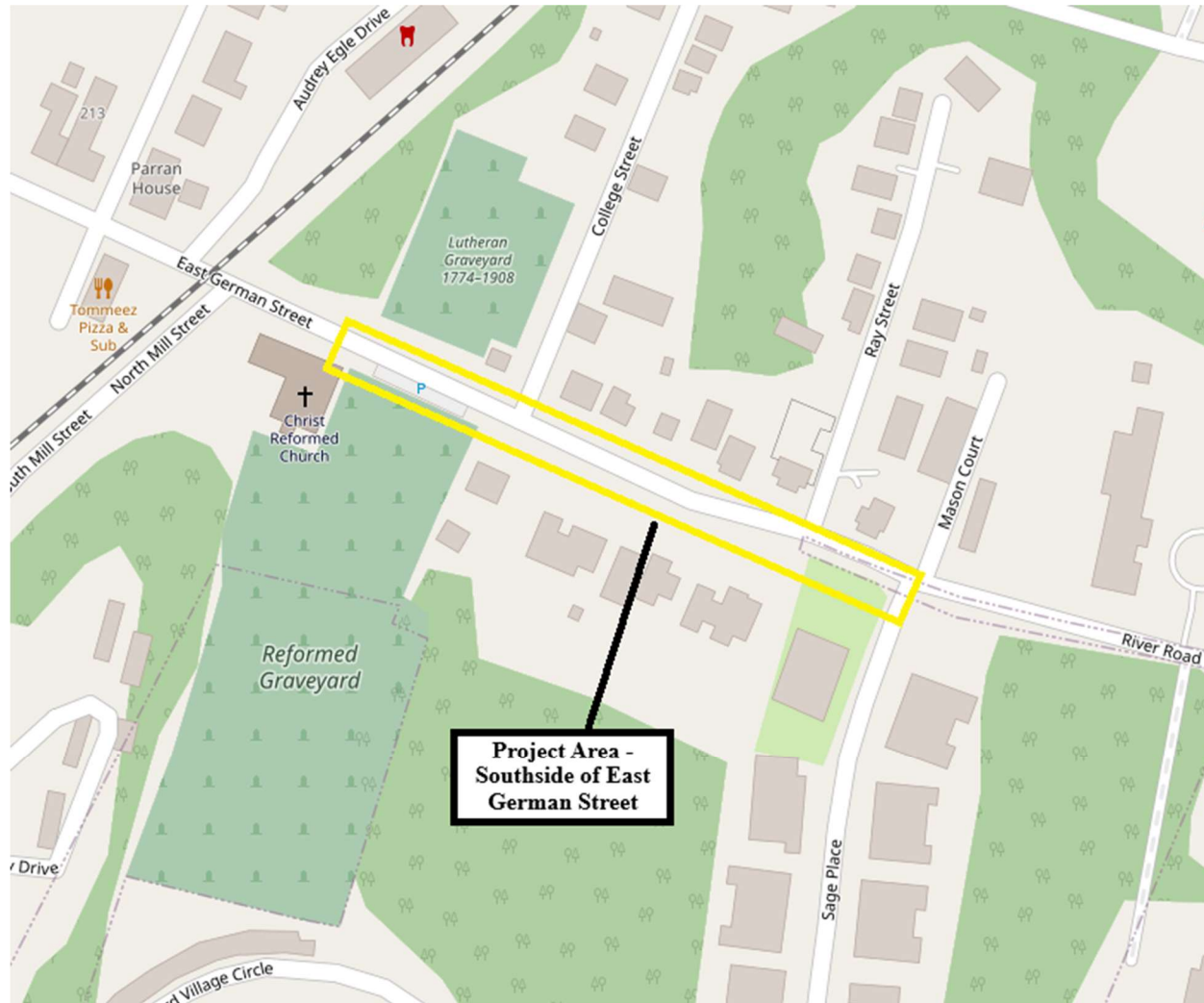
Regional Project Area



Corporation of Shepherdstown Project Area



Eastside of Shepherdstown Project Area





TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown German 7 Street Sidewalk Expansion)

APPLICATION FOR FUNDING

08/04/2026

Project Location (cont.)

Additional Supporting Documents

No attachment was added

Project Information (General)

Construction Phase Only

Is this a continuation of a Recreational Trails project previously approved for funding?*

Yes

No

Will this requested funding result in a completed project?*

Yes

No

Will this project involve the rehabilitation of an existing trail(s)?*

Yes

No

Will this project involve new trail construction?*

Yes

No

What is the approximate length of the new trail(s) to be built?

600

Unit of Measurement (new trail)*

Miles

Linear Feet

Location

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown German Street Sidewalk Expansion) 8

APPLICATION FOR FUNDING

08/04/2026

For trails or improvements along a trail the latitude and longitude should be identified for one end of the trail and a description of the location entered on the "Location" line. Latitude and longitude for all other types of facilities should be identified as close as possible to the actual point of construction.

Latitude

39.429

Longitude

-77.802

How was the location determined?

GPS

Taken from Topographi-
cal Map

Survey

Other

Location

Shepherdstown

Does the proposed project involve property acquisition?*

Yes

No

Does the proposed project involve a historic building or archaeological site?*

Yes

No

PROJECT INFORMATION

Describe fully the required relation to surface transportation.

This project directly supports and complements the surface transportation network along East German Street, a

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown German Street Sidewalk Expansion)

APPLICATION FOR FUNDING

08/04/2026

public roadway that serves as a key local corridor for vehicular, pedestrian, and rail-adjacent travel through Shepherdstown. By constructing a sidewalk along the south side of this street, the project provides a safe, dedicated space for pedestrian travel that is physically separated from motor vehicle traffic, reducing conflicts between modes and improving overall corridor safety. The project also addresses a rail-adjacent pedestrian environment, as the sidewalk extension crosses toward the nearby railroad tracks — a location where coordinated, well-designed pedestrian infrastructure is essential to safe multimodal operation. In this way, the project strengthens the surface transportation system as a whole: it does not merely serve pedestrians in isolation, but improves the safety and efficiency of the shared right-of-way used by vehicles, pedestrians, and the adjacent rail line alike, consistent with TAP's broader goal of creating an integrated, multimodal surface transportation network.

Of the qualifying activities, which ONE (1) best describes your proposed project?

This project best fits under:

Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation, including sidewalks, walkways, and curb ramps.

This is the most directly applicable category because the project is explicitly the design of a new sidewalk — a pedestrian facility — that closes a gap in the existing non-motorized transportation network along East German Street.

PROPOSED PROJECT DESCRIPTION

Fully explain the scope-of-work envisioned by this request:

- I What do you intend to complete with the requested funds?
- I How is the project eligible under the program's guidelines?
- I Why should this project be selected?
- I What is the expected benefit/use and by whom?

Scope-of-work explanation*

1. What do you intend to complete with the requested funds?

The Corporation of Shepherdstown seeks funding through the WVDOH Transportation Alternatives Program (TAP) to design a new sidewalk along the south side of East German Street, extending the existing pedestrian network

APPLICATION FOR FUNDING

08/04/2026

from its current terminus at the church to Sage Place, east of the railroad tracks. The proposed sidewalk segment is approximately 600 linear feet. The requested funds, totaling \$35,000, will cover engineering and design services necessary to bring this segment to construction readiness, including survey work, right-of-way review, drainage considerations, and preparation of construction-ready plans and specifications.

2. How is the project eligible under the program's guidelines?

This project is eligible under WVDOH's TAP guidelines because it directly supports the design of pedestrian infrastructure that improves non-motorized transportation options within an established community. The proposed sidewalk closes a critical gap in Shepherdstown's existing pedestrian network, connecting an active pedestrian route (currently ending at the church) to a residential area (Sage Place) that currently lacks safe pedestrian access. TAP funding specifically supports projects that provide safe and accessible transportation alternatives for pedestrians and cyclists, and this project's design phase is a necessary and eligible precursor to construction of that infrastructure.

3. Why should this project be selected?

This project should be selected because it addresses an existing, unmet pedestrian safety need in Shepherdstown. Currently, there is no sidewalk on the Sage Place side of East German Street, so residents of Sage Place who wish to walk into town must first cross East German Street — without the benefit of a continuous sidewalk — to reach the existing pedestrian network at the church. This required crossing, combined with the adjacent railroad tracks, creates an avoidable safety hazard for pedestrians, particularly children, older adults, and residents without access to a personal vehicle. At just 600 feet, this is a modest but high-impact gap: a relatively small, cost-effective investment that would allow residents to walk safely along the south side of East German Street without needing to cross the road at all. Completing the design phase now positions the Corporation of Shepherdstown to move quickly into construction, eliminating this unnecessary crossing and extending a safe, continuous pedestrian corridor through a currently underserved section of town.

4. What is the expected benefit/use and by whom?

The completed sidewalk will directly benefit residents of Sage Place by eliminating the need to cross East German Street to access the existing pedestrian network, allowing safe, direct walking access to downtown Shepherdstown, local schools, churches, and community services. It will also benefit visitors and the broader Shepherdstown community by improving overall walkability and connectivity in an area where the built pedestrian network currently ends abruptly. Given Shepherdstown's role as a walkable, historic downtown and college town (home to Shepherd University), this connection supports both everyday resident use and broader community and economic goals tied to pedestrian access.

OWNERSHIP/MAINTENANCE

Describe the ownership and maintenance of the project once completed.*

The Corporation of Shepherdstown will own and maintain the sidewalks upon completion.

Is the owner the project Sponsor?*

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown German 11 Street Sidewalk Expansion)

APPLICATION FOR FUNDING

08/04/2026

Yes

No

ESTIMATED COSTS FOR PROJECT

On an attached sheet, detail elements and costs (e.g., excavation, roofing, electrical, plumbing HVAC, etc.) The cost estimate should be detailed enough to allow the project to be phased (if budgetary constraints dictate). In addition, a detailed cost estimate will allow ineligible work elements to be eliminated without causing the entire project to be deemed ineligible.

Detailed Elements and Costs Estimate*

 Thrasher OPC - Shepherdstown TAP Projects-Sage Pl.pdf



COMPLEX PROJECTS
REQUIRE RESOLVE
THRASHER'S GOT IT

Shepherdstown WV- Project Design Cost - 08.11.26					
New Sidewalk from Sage Place to Railroad Tracks					
#	Description	Unit	Amount	Cost Per Unit	Total
1	Design Costs	LS	1	\$ 24,000.00	\$ 24,000.00
2	Survey Costs	LS	1	\$ 15,000.00	\$ 15,000.00
SubTotal =					\$ 39,000.00

ESTIMATED COSTS FOR PROJECT (cont.)

Engineering and Design*

\$	48,750	USD
----	--------	-----

Construction*

\$	0	USD
----	---	-----

Other

\$		USD
----	--	-----

Other

\$		USD
----	--	-----

Other

\$		USD
----	--	-----

Other

\$		USD
----	--	-----

SPONSOR'S MATCH INFORMATION

Total Project Cost

48750

Funds Requested (80% of Total)

39000

Sponsor's Match (20% of Total)

9750

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown German 14 Street Sidewalk Expansion)

APPLICATION FOR FUNDING

08/04/2026

Heading

If the project is approved for funding, will you be able to begin the project within six (6) months of the NOTICE TO PROCEED?

Yes

No

ENVIRONMENTAL ASSESSMENT REVIEW QUESTIONNAIRE

Completion of the Environmental Assessment Review Questionnaire is required for each project. The questionnaire must be completed, signed, and the signature attested to process the application. Failure to do so may result in your application being classified as incomplete and returned.

SOCIOECONOMIC IMPACT(S)

Please identify the public benefit and the relationship to transportation of this project including economic and tourism development. Indicate if this project contributes to existing or proposed transportation/community development plans:*

Yes

No

Describe the current ownership, acres, and impact on properties (e.g., businesses, residences, vacant property, etc.)*

During the design process, the engineering firm will determine the best route to limit the impact on private property owners along the East German Street corridor.

Is any public land to be used (e.g., United States Forest Service, other United States Managed Property, City Park, County Park, State or National Forest, etc.)?*

Yes

No

Will any building, business, residence, or structure (in whole or in part) be acquired, relocated or demolished by this project?*

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown German Street Sidewalk Expansion) 15

APPLICATION FOR FUNDING

08/04/2026

Yes

No

Are persons/residents to be relocated due to the project?*

Yes

No

Is any farmland being taken by the project?*

Yes

No

Is this project either different from or in conflict with planned growth, land use, or current zoning for the area?*

Yes

No

Will this project compliment the current planned growth or land use for the area?*

Yes

No

Please Describe

-Public Benefit and Relationship to Transportation

This project provides a direct public benefit by closing a safety gap in Shepherdstown's pedestrian network, allowing residents of Sage Place to travel safely into town without crossing East German Street. This improves both mobility and safety for a broad cross-section of the public, including children, older adults, and residents without access to a personal vehicle. As a component of the surface transportation system, the sidewalk improves the safety and connectivity of the shared right-of-way used by pedestrians, vehicles, and the adjacent rail corridor, supporting a more balanced, multimodal transportation network within the town.

-Economic and Tourism Development

Shepherdstown is a historic, walkable downtown and home to Shepherd University, drawing both residents and visitors who rely on safe pedestrian infrastructure to access local businesses, restaurants, and cultural sites. Improving pedestrian connectivity between residential areas like Sage Place and the downtown core supports continued foot traffic to local businesses, strengthening the town's economic vitality. Because Shepherdstown's identity and tourism appeal are closely tied to its walkability and historic character, investment in pedestrian infrastructure directly reinforces the town's economic development and tourism goals — extending the same standard of pedestrian access residents and visitors already rely on in the downtown core to a neighboring residential area.

-Consistency with Existing or Proposed Plans

This project directly implements the goals of the 2025 Shepherdstown Comprehensive Plan, specifically Goal #4 (Administer a Range of High Quality and Affordable Services for Residents, Businesses, and Visitors), Subcategory 4F (Transportation Services), Action Item PS18 (Improve Pedestrian Safety in Town), which calls for identifying

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown German Street Sidewalk Expansion) 16

APPLICATION FOR FUNDING

08/04/2026

opportunities to improve pedestrian safety through methods such as sidewalks, crosswalks, signage, and related infrastructure. By designing a new sidewalk to close an existing gap that currently forces pedestrians to cross East German Street without a marked or safe crossing, this project is a direct, actionable implementation of PS18 – rather than a new or unplanned use of public right-of-way, it fulfills an already-identified community priority.

CULTURAL IMPACT(S)

Are any parks or recreational facilities to be affected directly or indirectly by the project?*

Yes

No

Will this project directly impact churches or schools?*

Yes

No

Please describe the positive impact.

This project will extend the sidewalk from the Christ Reformed Church to Sage Place. The sidewalk currently terminates in front of the church. The new sidewalk will allow pedestrians to safely travel along German Street next to the church.

Please describe the negative impact.

There are no anticipated negative impacts to the church.

Are there any historical markers, structures (buildings over 50 years old), historical events, famous people associated with the project or project area?*

Yes

No

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown German 17 Street Sidewalk Expansion)

APPLICATION FOR FUNDING

08/04/2026

Describe the impact (positive and negative) this project will have on the historic property. If the project will have no impact, please describe why this project will not impact the historic property.

Yes. The project is located within the Town of Shepherdstown, a designated historic place, and includes Christ Reformed Church, a historic structure over 50 years old located at the point where the existing sidewalk currently terminates. The project consists of sidewalk design only, within the existing public right-of-way, and is not anticipated to result in any ground disturbance, alteration, or impact to the church building or any other historic structure. State Historic Preservation Office (SHPO) consultation will be conducted as part of the project development process to ensure no adverse effect on historic resources.

Are there any archaeological features, old building foundations, or other cultural/historical/scenic features known within the project area which may be disturbed during the project work elements?*

Yes

No

Is the project either located within or directly adjacent to a historic district?*

Yes

No

NATURAL ENVIRONMENT IMPACT(S)

Are there any wetlands directly or indirectly affected by the project?*

Yes

No

Is the project in a flood plain (100 year or less)?*

Yes

No

Are there any known or purported endangered or threatened species within the project corridor or area?*

Yes

No

Will any unique natural features and/or areas be negatively impacted?*

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown German 18 Street Sidewalk Expansion)

APPLICATION FOR FUNDING

08/04/2026

Yes

No

Are any designated or proposed Wild and Scenic Rivers within the project area?*

Yes

No

PERMITS

Will this project cross, lie within, or directly affect any section of roadway currently on or under the jurisdiction of the West Virginia Division of Highways (WVDOH)?*

Yes

No

Will this project, at any time, during or after construction, stop, or alter traffic patterns of a roadway on the State Highway System?*

Yes

No

Please contact the West Virginia Division of Highways' District Office, for your area, concerning this project prior to submitting your project application. Please indicate the person contacted and the date of contact. See Appendix 3 for a list of WVDOH District Offices.

WVDOH Contact

First Name*

Ken

Last Name*

Clohan

Role or Title

Traffic Engineer

Email Address

Kenneth.L.Clohan@wv.gov

Phone Number

304-260-4392

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown German 19 Street Sidewalk Expansion)

APPLICATION FOR FUNDING

08/04/2026

Contact Date

08/13/2026

Have you acquired the needed permits from the WVDOH?*

Yes

No

Will the project either disturb (through clearing, grubbing and/or construction) one or more acres or create erosion, sedimentation or other types of "pollution"?*

Yes

No

Are any erosion/sediment permits required?*

Yes

No

Are you familiar with procedure for obtaining construction permits?*

Yes

No

Will this project involve the relocation of any utilities?*

Yes

No

Has the utility company(ies) been notified?*

Yes

No

Presentational Text

WATER QUALITY / STREAM IMPACT

Identify all bodies of water (streams, creeks, rivers, lakes, wetlands, reservoirs, ponds, marshes, bogs, etc.) in the project area and describe the affects the project will have on them.

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown German 20 Street Sidewalk Expansion)

APPLICATION FOR FUNDING

08/04/2026

N/A

Will there be any disturbance of the water of any stream, creek, pond, lake, river, or banks thereof below the average high water mark at anytime during the construction of this project?*

Yes

No

Will this project involve a change in the vertical or horizontal clearance of a navigable stream?*

Yes

No

AIR QUALITY IMPACT

Will this project have any adverse impact to air quality?*

Yes

No

NOISE IMPACT

What permanent negative impacts will occur if this project is completed?

There will not be any permanent negative impacts to noise.

HAZARD WASTE / UNDERGROUND TANKS

Are there any waste/contaminated sites along or in the project area (e.g., sanitary landfills, dumps, gas stations, old storage tanks [buried or above ground], contaminated soils, pipelines, or industrial/household drainage)?*

Yes

No

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown German 21 Street Sidewalk Expansion)

APPLICATION FOR FUNDING

08/04/2026

Will the proposed project require the disturbance of any suspected or confirmed asbestos?*

Yes	No
-----	----

Does lead paint contamination exist?*

Yes	No
-----	----

DRAINAGE IMPACT

Will this project alter or change the current flow of storm water (e.g., construction of new sidewalks where none currently exist)?*

Yes	No
-----	----

Is drainage in place to handle the runoff?*

Yes	No
-----	----

Have you acquired the necessary permits for storm water management?*

Yes	No
-----	----

Signature

Signature*

Date

RECREATIONAL TRAILS PROGRAM(Shepherdstown Rumsey Path)

APPLICATION FOR FUNDING

1

07/29/2026

Applicant Profile

Name

Prefix

First Name*

David

Middle

Last Name*

Deamer

Suffix

Email Address*

ddeamer@region9wv.com

Project Location

Maps and photographs ARE REQUIRED to fully show the project location. Project location MUST be shown on a US Geological Survey (USGS) Map and included with the application. Failure to do so may result in your application being classified as incomplete and returned. In addition to the required USGS Map and photographs, please attach any other materials which may assist in the review/rating of your application. (Attach additional sheets, as necessary.)

County or Counties*

Jefferson County

City/Town/Area

Shepherdstown

USGS Map

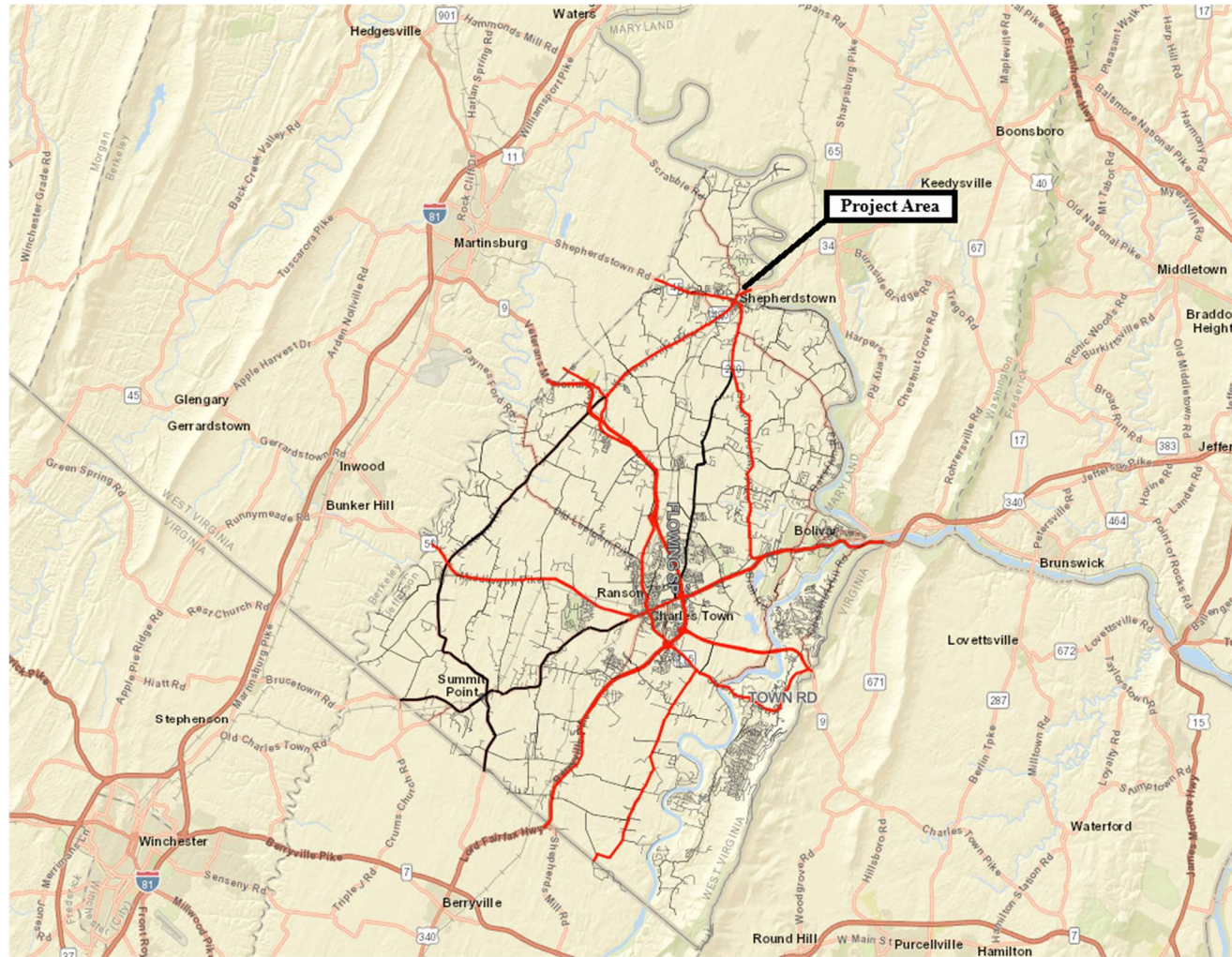
 Rumsey Path Project Area Mapping.pdf

APPLICATION FOR FUNDING

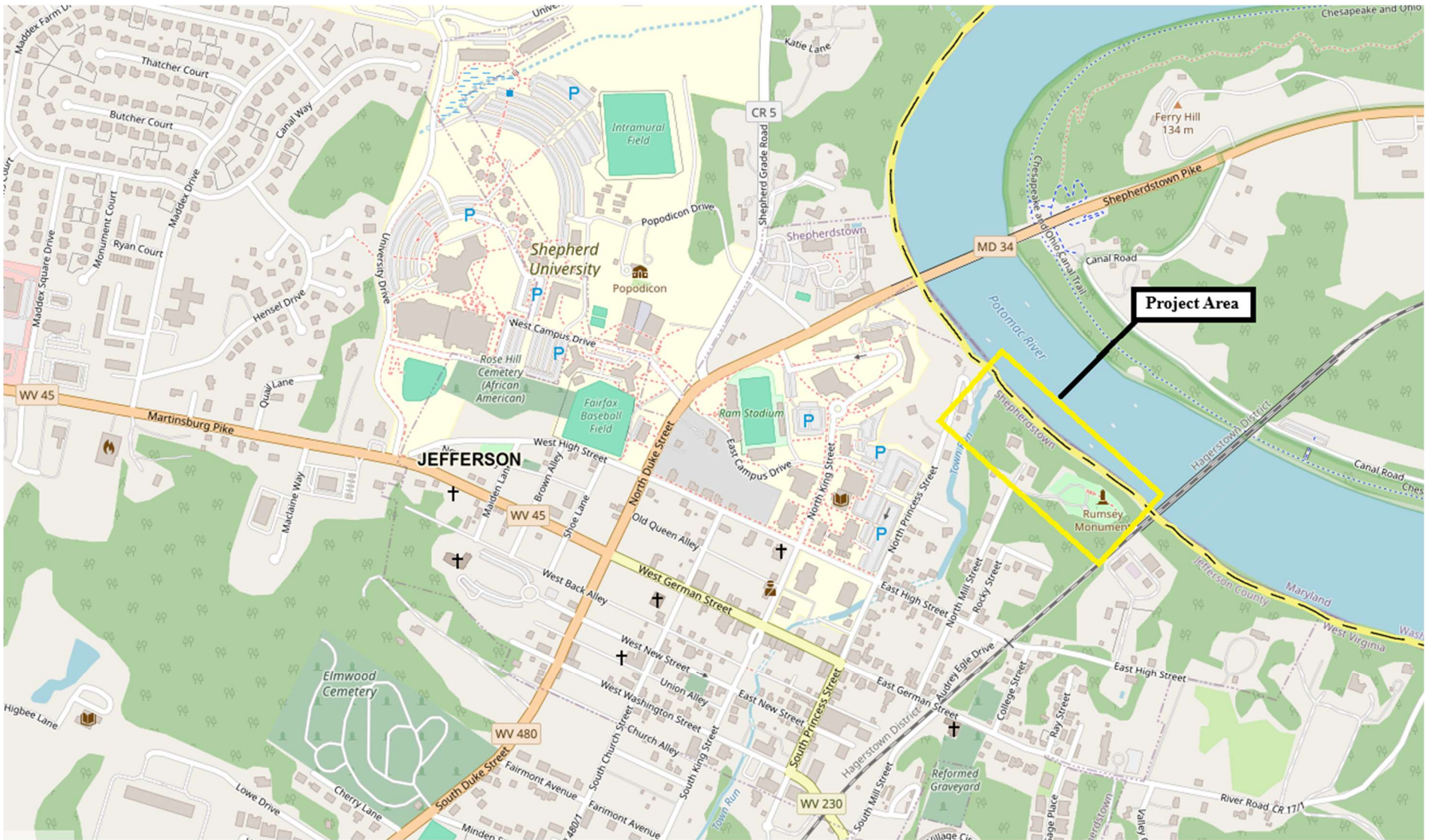
07/29/2026

James Rumsey Monument Path
Sponsor – Corporation of Shepherdstown
County – Jefferson County, WV

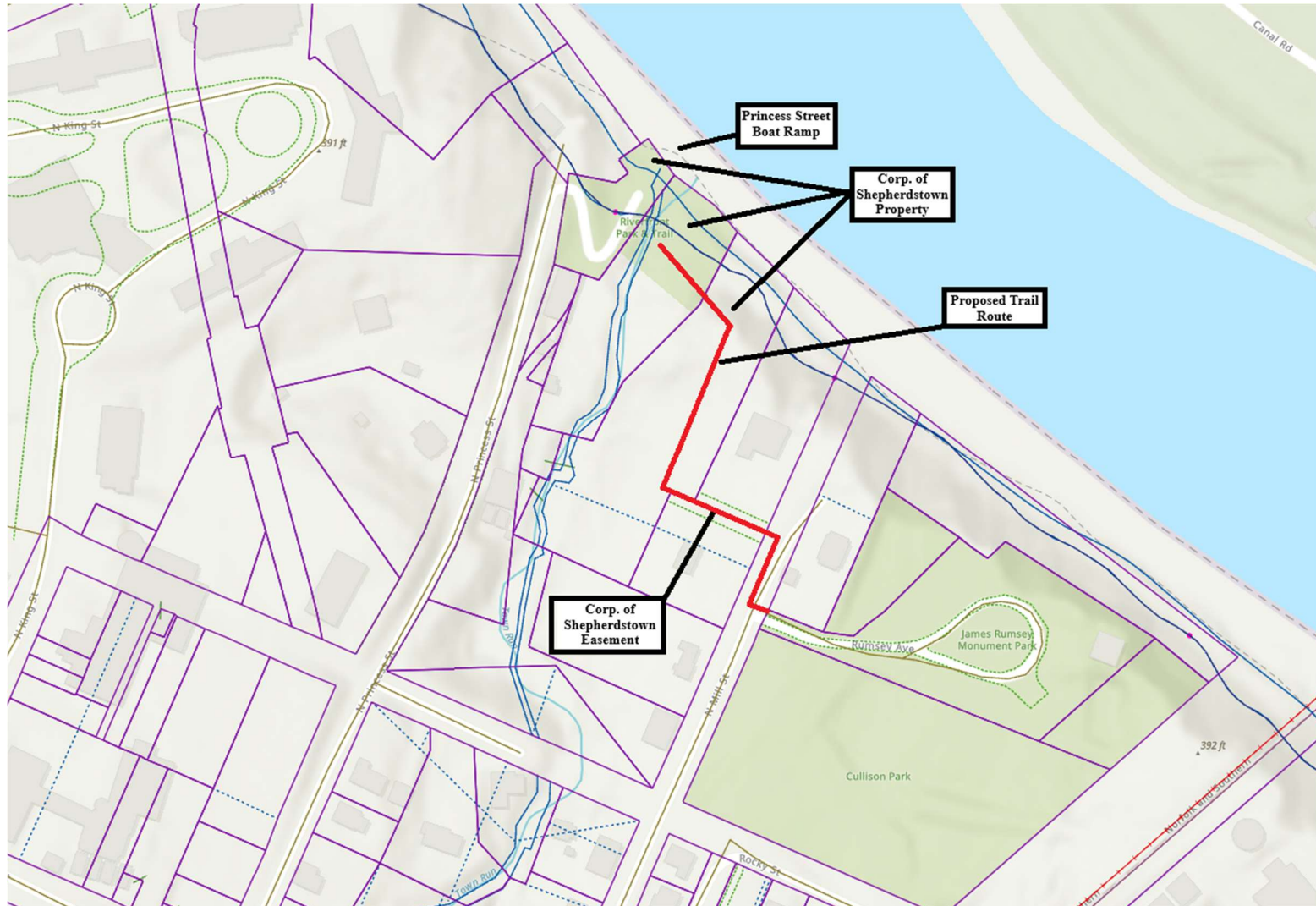
Regional Project Area



Shepherdstown Project Area



Potential Trail Route and Property Ownership



James Rumsey Park Images



Existing Pedestrian Conditions and Easement



Riverfront Park and Boat Launch



RECREATIONAL TRAILS PROGRAM(Shepherdstown Rumsey Path)

APPLICATION FOR FUNDING

9

07/29/2026

Project Location (cont.)

Additional Supporting Documents

No attachment was added

Project Information (General)

Construction Phase Only

Is this a continuation of a Recreational Trails project previously approved for funding?*

Yes

No

Will this requested funding result in a completed project?*

Yes

No

Will this project involve the rehabilitation of an existing trail(s)?*

Yes

No

Will this project involve new trail construction?*

Yes

No

Location

For trails or improvements along a trail the latitude and longitude should be identified for one end of the trail and a description of the location entered on the "Location" line. Latitude and longitude for all other types of facilities should be identified as close as possible to the actual point of construction.

Latitude

39.433

RECREATIONAL TRAILS PROGRAM(Shepherdstown Rumsey Path)

APPLICATION FOR FUNDING

10
07/29/2026

Longitude

-77.8

How was the location determined?

GPS

Taken from Topographi-
cal Map

Survey

Other

Location

James Rumsey Monument Park, Shepherdstown, WV

Does the proposed project involve property acquisition?*

Yes

No

Does the proposed project involve a historic building or archaeological site?*

Yes

No

PROJECT INFORMATION

Describe fully the required relation to surface transportation.

This project is intended to design a non-motorized, pedestrian path between the James Rumsey Monument Park and the Riverfront Park and Princess Street Boat Launch in Shepherdstown, WV. This project is aligned with the WV Department of Highway's goals for the Recreation Trail Program.

Of the qualifying activities, which ONE (1) best describes your proposed project?

This project aligns with the goal of developing a non-motorized path for pedestrians to safely travel between community assets.

RECREATIONAL TRAILS PROGRAM(Shepherdstown Rumsey Path)

APPLICATION FOR FUNDING

11

07/29/2026

PROPOSED PROJECT DESCRIPTION

Fully explain the scope-of-work envisioned by this request:

- I What do you intend to complete with the requested funds?
- I How is the project eligible under the program's guidelines?
- I Why should this project be selected?
- I What is the expected benefit/use and by whom?

Scope-of-work explanation*

Project Summary

The Corporation of Shepherdstown requests \$60,000 in design and engineering funds to develop a safe, dedicated walking trail connecting two of the town's key riverfront recreation assets: James Rumsey Monument Park and the Princess Street Boat Launch and Riverfront Park. The proposed trail, roughly 0.10 to 0.25 miles in length depending on final alignment, will pass through an undeveloped, town-owned wooded lot along the Potomac River, closing a short but critical gap in Shepherdstown's pedestrian and recreational network.

This phase of the project covers survey, design, and engineering only, laying the groundwork for a future construction phase.

Project Need

James Rumsey Monument Park and the Princess Street Boat Launch and Riverfront Park are two of Shepherdstown's most visited outdoor destinations, drawing both residents and the significant number of tourists who visit the town each year. Despite their proximity, no safe, formal walking connection currently exists between them. Today, people traveling between the two sites must either:

• Cut through the undeveloped, wooded lot on informal, unimproved paths with uneven terrain, exposed roots, and no accessible surface; or

• Walk out to and along North Mill Street, East High Street and North Princess Street, which lacks adequate pedestrian accommodations and carries significant vehicle traffic, particularly during peak tourist season.

Neither option is acceptable for a town that markets itself as a walkable, tourist destination in the State of West Virginia. Visitors unfamiliar with the terrain, families with strollers, older adults, and anyone with mobility limitations are effectively excluded from making this connection safely. The wooded lots connecting these two parks is already owned by the Corporation of Shepherdstown, removing right-of-way acquisition as a barrier and making this an efficient, high-value project for available funding. The Corporation of Shepherdstown already has acquired a necessary easement with private landowners for the pedestrian path.

Project Description

The proposed project will design a formal, purpose-built walking trail through the Corporation-owned wooded parcel linking the two parks. Design and engineering work funded under this request will determine:

APPLICATION FOR FUNDING

07/29/2026

The final trail alignment within the 0.10–0.25 mile range, balancing directness with tree preservation and topography

Any drainage, grading, or minor structural needs (e.g., short boardwalk sections or culverts) given the site's proximity to the Potomac River

Signage, wayfinding, and trailhead treatments at both endpoints

An engineer's opinion of probable construction cost to support a future construction-phase application

The project site sits in close proximity to Shepherd University, giving students, faculty, and staff convenient walking access to both riverfront parks. This proximity broadens the trail's user base beyond tourists and residents to include the university community, supporting active, healthy transportation options for students living and studying nearby.

Community and Regional Benefit

Safety: The trail eliminates the current choice between navigating unimproved forest terrain or walking along busy streets, providing a dedicated, purpose-built pedestrian route.

Recreation and Connectivity: The project links two significant public recreation assets along the Potomac River, allowing residents and visitors to move seamlessly between them on foot. The trail's proximity to Shepherd University also extends this connectivity benefit to students and university staff, giving the campus community a safe walking route to riverfront recreation.

Tourism and Economic Development: Shepherdstown draws substantial tourism traffic to its historic downtown and riverfront. A safe walking connection between these destinations supports longer visits, increased foot traffic to local businesses, and an improved visitor experience consistent with the town's identity as a walkable riverfront community.

Accessibility: Formalizing this connection with proper design will open the route to residents and visitors who cannot currently use the informal forest path, including those with mobility limitations, families with young children, and older adults.

This project directly implements the Corporation of Shepherdstown's 2025 Comprehensive Plan, under Goal #4 (Administer a Range of High Quality and Affordable Services for Residents, Businesses, and Visitors), Subcategory 4E (Parks and Recreation Services), Action Item PS10 — “Build Connections Between Shepherdstown Parks on the River: Provide direct pedestrian connections between Riverfront Park and the James Rumsey Monument.”

Budget Summary

Task Estimated Cost

Survey, design, and engineering \$60,000

Total Request \$60,000

Conclusion

This project represents a small but high-impact investment: a short trail connecting two well-used public assets, on land the Corporation already owns, that removes a genuine safety gap for both residents and visitors. Funding design and engineering now positions Shepherdstown to move quickly into construction and deliver a safe, accessible riverfront connection for the community.

OWNERSHIP/MAINTENANCE

Describe the ownership and maintenance of the project once completed.*

RECREATIONAL TRAILS PROGRAM(Shepherdstown Rumsey Path)

APPLICATION FOR FUNDING

13

07/29/2026

The Corporation of Shepherdstown will own and maintain the trail once it is constructed.

Is the owner the project Sponsor?*

Yes

No

ESTIMATED COSTS FOR PROJECT

On an attached sheet, detail elements and costs (e.g., excavation, roofing, electrical, plumbing HVAC, etc.) The cost estimate should be detailed enough to allow the project to be phased (if budgetary constraints dictate). In addition, a detailed cost estimate will allow ineligible work elements to be eliminated without causing the entire project to be deemed ineligible.

Detailed Elements and Costs Estimate*

 Thrasher OPC - Shepherdstown TAP Projects-Walking Trail.pdf



COMPLEX PROJECTS
REQUIRE RESOLVE
THRASHER'S GOT IT

Shepherdstown WV- Project Design Cost - 08.11.26					
Walking Path from Rumsey Monument Park to the Boat Ramp					
#	Description	Unit	Amount	Cost Per Unit	Total
1	Design Costs	LS	1	\$ 40,000.00	\$ 40,000.00
2	Survey Costs	LS	1	\$ 20,000.00	\$ 20,000.00
SubTotal =					\$ 60,000.00

RECREATIONAL TRAILS PROGRAM(Shepherdstown Rumsey Path)

APPLICATION FOR FUNDING

15
07/29/2026

ESTIMATED COSTS FOR PROJECT (cont.)

Engineering and Design*

\$	75,000	USD
----	--------	-----

Construction*

\$	0	USD
----	---	-----

Other

\$	0	USD
----	---	-----

Other

\$	0	USD
----	---	-----

Other

\$	0	USD
----	---	-----

Other

\$	0	USD
----	---	-----

SPONSOR'S MATCH INFORMATION

Total Project Cost

75000

Funds Requested (80% of Total)

60000

Sponsor's Match (20% of Total)

15000

APPLICATION FOR FUNDING

07/29/2026

If the project is approved for funding, will you be able to begin the project within six (6) months of the NOTICE TO PROCEED?

Yes

No

ENVIRONMENTAL ASSESSMENT REVIEW QUESTIONNAIRE

Completion of the Environmental Assessment Review Questionnaire is required for each project. The questionnaire must be completed, signed, and the signature attested to process the application. Failure to do so may result in your application being classified as incomplete and returned.

SOCIOECONOMIC IMPACT(S)

Please identify the public benefit and the relationship to transportation of this project including economic and tourism development. Indicate if this project contributes to existing or proposed transportation/community development plans:*

Yes

No

Describe the current ownership, acres, and impact on properties (e.g., businesses, residences, vacant property, etc.)*

The Rumsey Path Project will be located on parcels owned by the Corporation of Shepherdstown. A small section will be located on an existing easement that the Corporation of Shepherdstown acquired from a private landowner. The total project area will be located on 3-5 acres across several parcels.

Is any public land to be used (e.g., United States Forest Service, other United States Managed Property, City Park, County Park, State or National Forest, etc.)?*

Yes

No

Describe impact of project on the land and attach a letter from public authority (if Project Sponsor is not owner) granting permission to use property (see Cultural Impact Question #1).*

APPLICATION FOR FUNDING

07/29/2026

The project will be located in close proximity to the James Rumsey Monument Park, Riverfront Park, Princess Street Boat Launch and Cullison Park. All parks are owned by the project sponsor, the Corporation of Shepherdstown.

Has the property received monies from the Land and Water Conservation Fund?*

Yes

No

Will any building, business, residence, or structure (in whole or in part) be acquired, relocated or demolished by this project?*

Yes

No

Are persons/residents to be relocated due to the project?*

Yes

No

Is any farmland being taken by the project?*

Yes

No

Is this project either different from or in conflict with planned growth, land use, or current zoning for the area?*

Yes

No

Will this project compliment the current planned growth or land use for the area?*

Yes

No

Please Describe

This project directly implements the Corporation of Shepherdstown's 2025 Comprehensive Plan, under Goal #4 (Administer a Range of High Quality and Affordable Services for Residents, Businesses, and Visitors), Subcategory 4E (Parks and Recreation Services), Action Item PS10 – “Build Connections Between Shepherdstown Parks on the River: Provide direct pedestrian connections between Riverfront Park and the James Rumsey Monument.

RECREATIONAL TRAILS PROGRAM(Shepherdstown Rumsey Path)

APPLICATION FOR FUNDING

18
07/29/2026

CULTURAL IMPACT(S)

Are any parks or recreational facilities to be affected directly or indirectly by the project?*

Yes

No

Please describe the positive impact.

The project will be located in close proximity to the James Rumsey Monument Park, Riverfront Park, Princess Street Boat Launch and Cullison Park. This trail will be a recreational asset by connecting each of these parks with a safe, non-motorized path.

Please describe the negative impact.

There will not be any negative impacts to parks or recreational facilities.

What percentage or number of acres of the park/recreational facility will be taken by this project?

1

Will this project directly impact churches or schools?*

Yes

No

Are there any historical markers, structures (buildings over 50 years old), historical events, famous people associated with the project or project area?*

Yes

No

APPLICATION FOR FUNDING

07/29/2026

Describe the impact (positive and negative) this project will have on the historic property. If the project will have no impact, please describe why this project will not impact the historic property.

The project will be located in the Corporation of Shepherdstown Historic District. The Corporation of Shepherdstown Historic District, located in Shepherdstown, West Virginia, is a remarkably well-preserved 18th- and 19th-century colonial village listed on the National Register of Historic Places. Established in 1762, Shepherdstown is celebrated as the oldest continuous European-settled community in present-day West Virginia. Today, the historic district functions as a vibrant commercial and residential hub overseen by strict municipal preservation standards.

This path will allow tourists and residents to safely travel between historical landmarks without having to use their vehicles.

Are there any archaeological features, old building foundations, or other cultural/historical/scenic features known within the project area which may be disturbed during the project work elements?*

Yes

No

Is the project either located within or directly adjacent to a historic district?*

Yes

No

NATURAL ENVIRONMENT IMPACT(S)

Are there any wetlands directly or indirectly affected by the project?*

Yes

No

Is the project in a flood plain (100 year or less)?*

Yes

No

Are there any known or purported endangered or threatened species within the project corridor or area?*

Yes

No

Will any unique natural features and/or areas be negatively impacted?*

APPLICATION FOR FUNDING

07/29/2026

Yes

No

Are any designated or proposed Wild and Scenic Rivers within the project area?*

Yes

No

PERMITS

Will this project cross, lie within, or directly affect any section of roadway currently on or under the jurisdiction of the West Virginia Division of Highways (WVDOT)?*

Yes

No

Will this project, at any time, during or after construction, stop, or alter traffic patterns of a roadway on the State Highway System?*

Yes

No

Will the project either disturb (through clearing, grubbing and/or construction) one or more acres or create erosion, sedimentation or other types of "pollution"?*

Yes

No

Are any erosion/sediment permits required?*

Yes

No

Are you familiar with procedure for obtaining construction permits?*

Yes

No

Will this project involve the relocation of any utilities?*

Yes

No

Has the utility company(ies) been notified?*

RECREATIONAL TRAILS PROGRAM(Shepherdstown Rumsey Path)

APPLICATION FOR FUNDING

21
07/29/2026

Yes

No

Presentational Text

WATER QUALITY / STREAM IMPACT

Identify all bodies of water (streams, creeks, rivers, lakes, wetlands, reservoirs, ponds, marshes, bogs, etc.) in the project area and describe the affects the project will have on them.

The project will be located in close proximity to the Potomac River and Town Run in Shepherdstown. The project team will carefully design the trail to avoid any impact to these waterways.

Will there be any disturbance of the water of any stream, creek, pond, lake, river, or banks thereof below the average high water mark at anytime during the construction of this project?*

Yes

No

Will this project involve a change in the vertical or horizontal clearance of a navigable stream?*

Yes

No

AIR QUALITY IMPACT

Will this project have any adverse impact to air quality?*

Yes

No

NOISE IMPACT

What permanent negative impacts will occur if this project is completed?

There will be no permanent negative impact to noise in the project area.

RECREATIONAL TRAILS PROGRAM(Shepherdstown Rumsey Path)

APPLICATION FOR FUNDING

22
07/29/2026

HAZARD WASTE / UNDERGROUND TANKS

Are there any waste/contaminated sites along or in the project area (e.g., sanitary landfills, dumps, gas stations, old storage tanks [buried or above ground], contaminated soils, pipelines, or industrial/household drainage)?*

Yes

No

Will the proposed project require the disturbance of any suspected or confirmed asbestos?*

Yes

No

Does lead paint contamination exist?*

Yes

No

DRAINAGE IMPACT

Will this project alter or change the current flow of storm water (e.g., construction of new sidewalks where none currently exist)?*

Yes

No

Please explain when and how this will be addressed.

Have you acquired the necessary permits for storm water management?*

Yes

No

Signature

Signature*

APPLICATION FOR FUNDING

07/29/2026

Date

MM/DD/YYYY

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown Washington Street Sidewalk Improvements)

APPLICATION FOR FUNDING

08/05/2026

Applicant Profile

Name

Prefix

First Name*

David

Middle

Last Name*

Deamer

Suffix

Email Address*

ddeamer@region9wv.com

Project Location

Maps and photographs ARE REQUIRED to fully show the project location. Project location MUST be shown on a US Geological Survey (USGS) Map and included with the application. Failure to do so may result in your application being classified as incomplete and returned. In addition to the required USGS Map and photographs, please attach any other materials which may assist in the review/rating of your application. (Attach additional sheets, as necessary.)

County or Counties

No answer provided

City/Town/Area

Shepherdstown

USGS Map

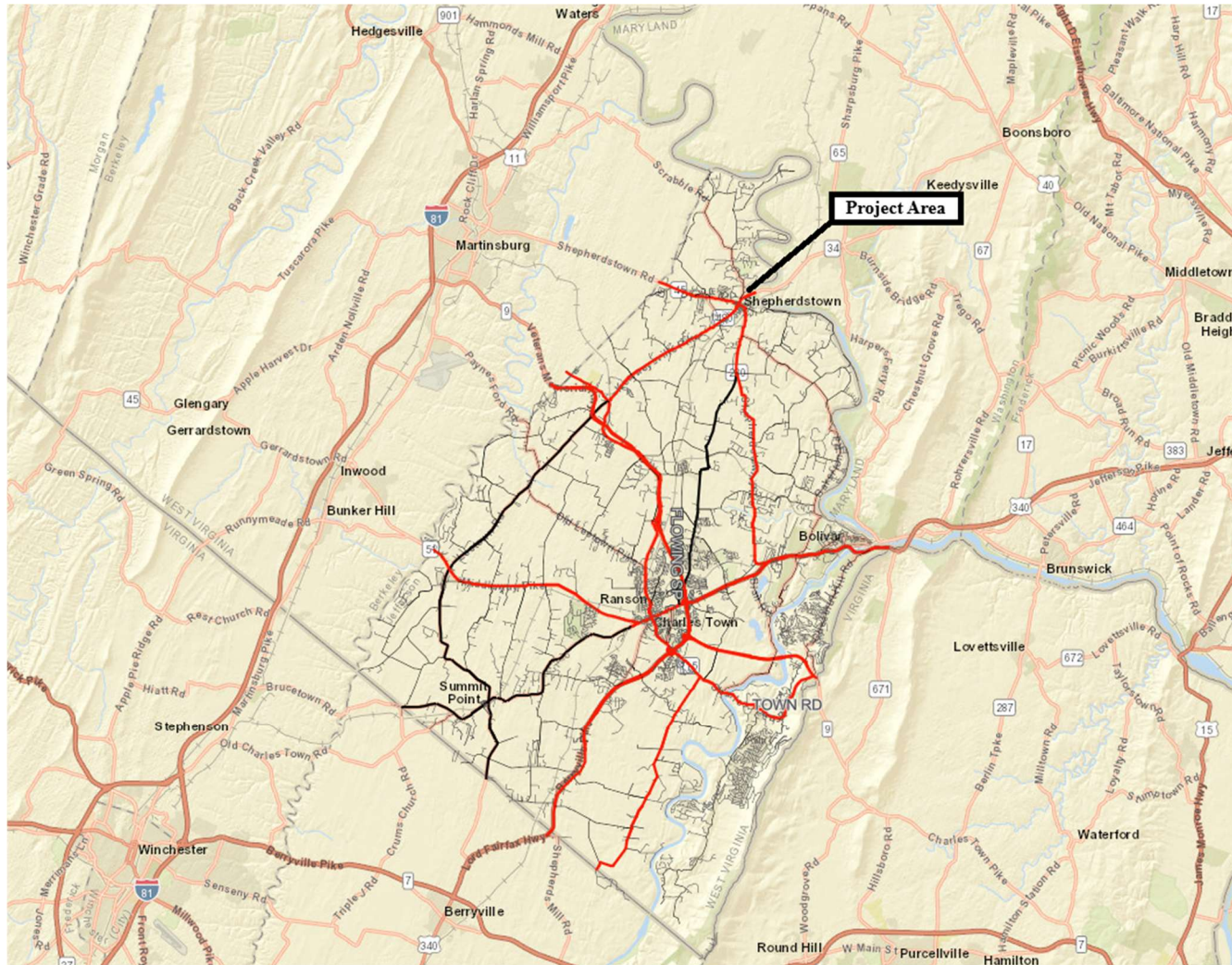
 Project Area Map - W. Washington St. Sidewalk Improvements.pdf

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown Washington
Street Sidewalk Improvements)

APPLICATION FOR FUNDING

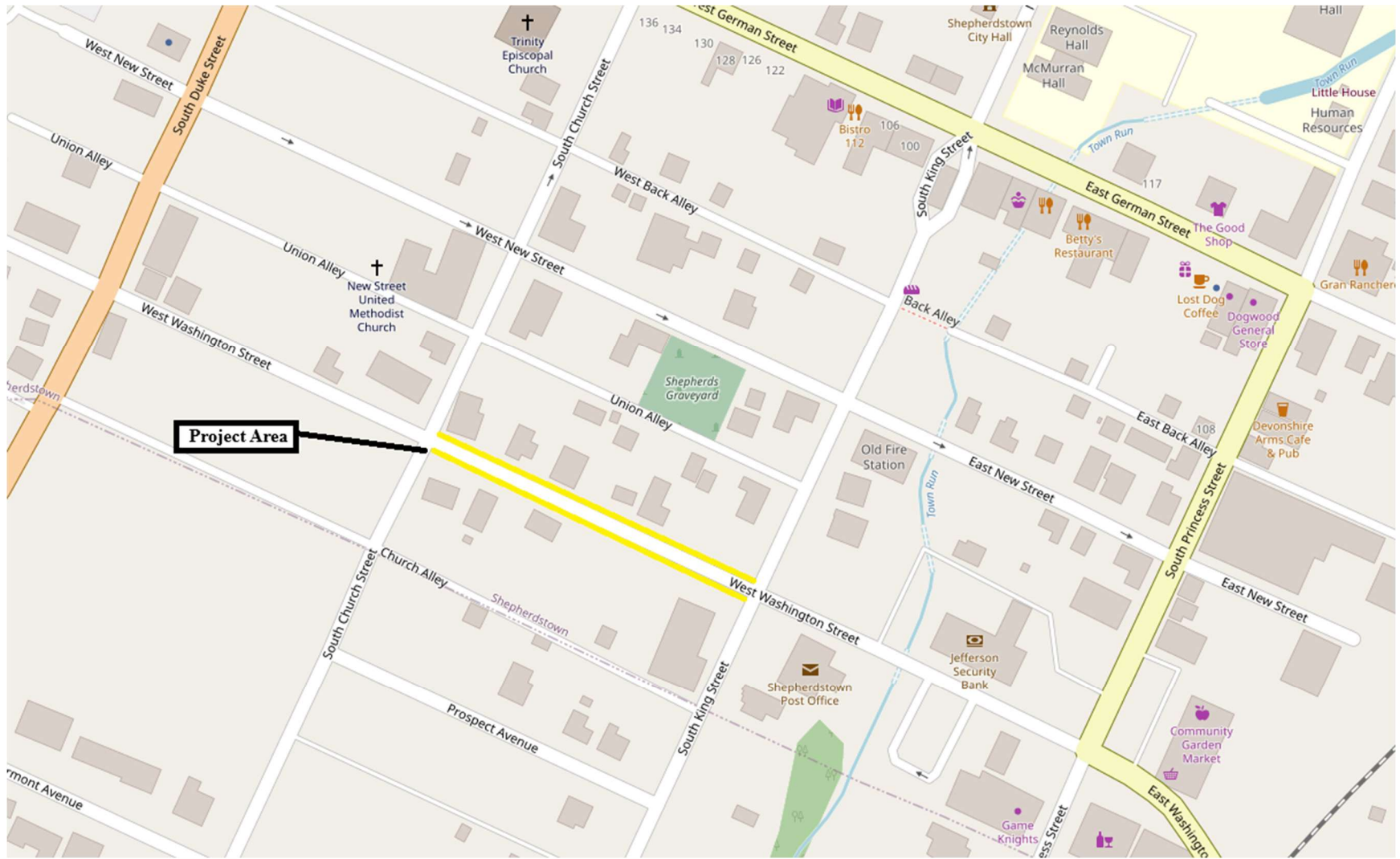
08/05/2026

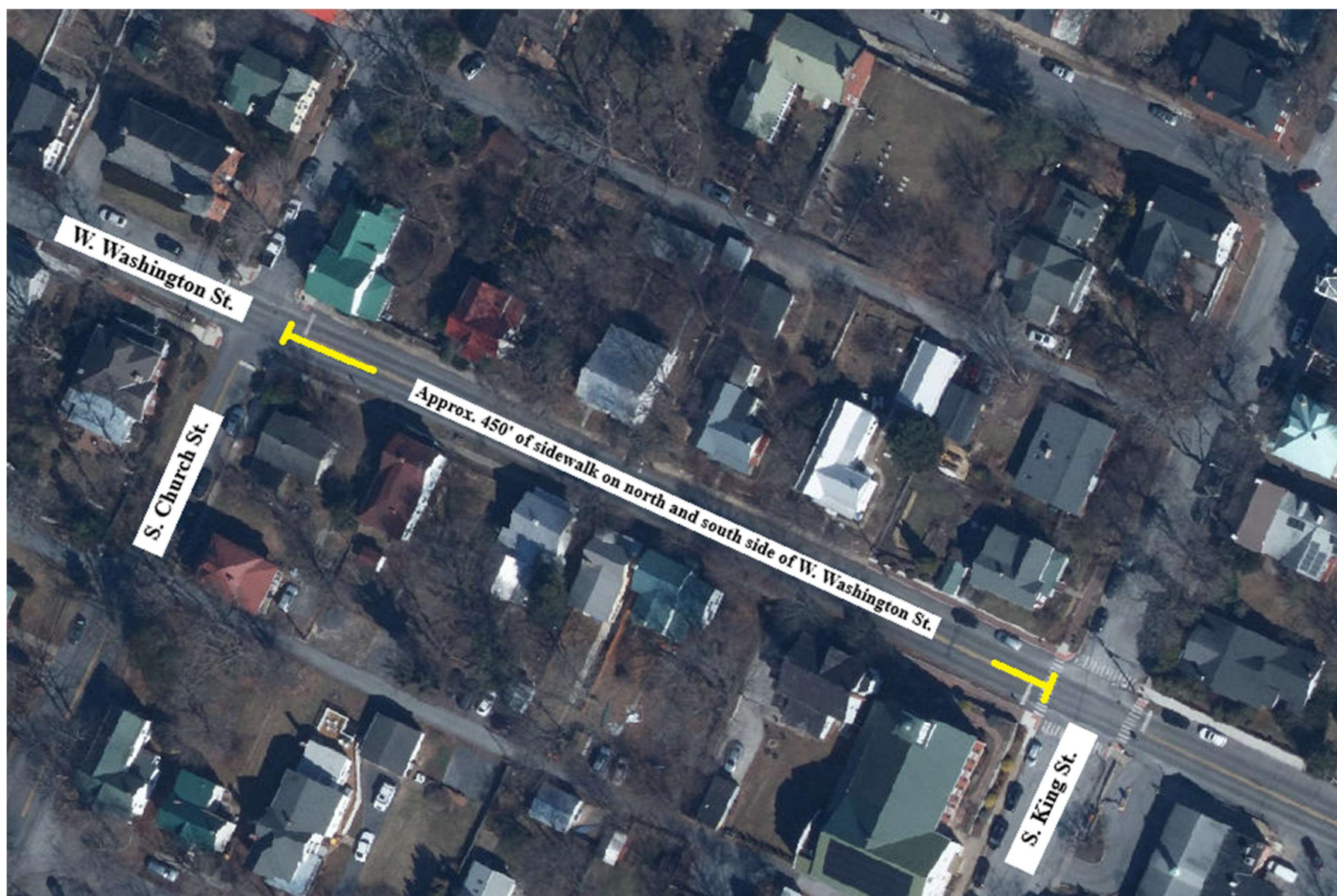
W. Washington St. Sidewalk Improvements
Corporation of Shepherdstown
Project Area Map



Corporation of Shepherdstown Project Area







Existing Site Conditions









TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown Washington Street Sidewalk Improvements)

APPLICATION FOR FUNDING

08/05/2026

Project Location (cont.)

Additional Supporting Documents

No attachment was added

Project Information (General)

Construction Phase Only

Is this a continuation of a Recreational Trails project previously approved for funding?*

Yes

No

Will this requested funding result in a completed project?*

Yes

No

Will this project involve the rehabilitation of an existing trail(s)?*

Yes

No

What is the approximate length of the trail(s) involved in rehabilitation?

900

Unit of Measurement (trail rehabilitation)*

Miles

Linear Feet

Will this project involve new trail construction?*

Yes

No

Location

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown Washington Street Sidewalk Improvements)

APPLICATION FOR FUNDING

08/05/2026

For trails or improvements along a trail the latitude and longitude should be identified for one end of the trail and a description of the location entered on the "Location" line. Latitude and longitude for all other types of facilities should be identified as close as possible to the actual point of construction.

Latitude

39.43

Longitude

-77.809

How was the location determined?

GPS

Taken from Topographi-
cal Map

Survey

Other

Location

Shepherdstown

Does the proposed project involve property acquisition?*

Yes

No

Does the proposed project involve a historic building or archaeological site?*

Yes

No

PROJECT INFORMATION

Describe fully the required relation to surface transportation.

This project directly relates to and strengthens the surface transportation network of the Town of Shepherdstown.

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown Washington Street Sidewalk Improvements)

APPLICATION FOR FUNDING

08/05/2026

West Washington Street is a public roadway that functions as a key local corridor for vehicular travel, connecting S. King Street and S. Church Street through the heart of Shepherdstown's downtown area. Sidewalks are a fundamental component of the surface transportation system, providing the dedicated, non-motorized travel space that allows pedestrians to move safely alongside vehicular traffic without competing for the same right-of-way.

Currently, the deteriorated condition of the sidewalks along this corridor — confirmed independently by both the HEPMPO's 2023 Sidewalk Inventory and the 2023 WV Local Technical Assistance Program (WV LTAP) assessment — compromises the safety and functionality of this surface transportation corridor. Cracked, uneven, and non-ADA-compliant sidewalk sections force some pedestrians into the roadway itself to avoid impassable or unsafe sections, creating direct conflicts between pedestrian and vehicular traffic. This is particularly hazardous on a corridor with regular vehicle traffic, on-street parking, and driveway access points, where drivers may not anticipate pedestrians walking in the travel lane.

By designing and reconstructing sidewalks on both sides of West Washington Street, this project restores a safe, physically separated pedestrian pathway that is fully integrated into the surface transportation system. This reduces vehicle-pedestrian conflict points, supports predictable and lawful pedestrian movement patterns, and brings the corridor into ADA compliance — ensuring the surface transportation system serves all users, including those using wheelchairs, mobility devices, or strollers, not just those in motor vehicles. In this way, the project does not create new infrastructure in isolation; it repairs and modernizes an essential, existing element of the surface transportation network, improving the safety, accessibility, and overall functionality of the corridor for all modes of travel that share it.

Of the qualifying activities, which ONE (1) best describes your proposed project?

This project is specifically for the design of sidewalk reconstruction — including bringing curb ramps and pedestrian pathways into ADA compliance — on both sides of West Washington Street.

PROPOSED PROJECT DESCRIPTION

Fully explain the scope-of-work envisioned by this request:

- I What do you intend to complete with the requested funds?
- I How is the project eligible under the program's guidelines?
- I Why should this project be selected?
- I What is the expected benefit/use and by whom?

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown Washington Street Sidewalk Improvements)

APPLICATION FOR FUNDING

08/05/2026

Scope-of-work explanation*

1. What do you intend to complete with the requested funds?

The Corporation of Shepherdstown seeks funding through the WVDOH Transportation Alternatives Program (TAP) for the design and engineering of sidewalk improvements along West Washington Street, between S. King Street and S. Church Street. The project addresses approximately 450 linear feet of sidewalk on both the north and south sides of the corridor — roughly 900 feet of sidewalk in total. The requested funds, totaling \$50,000, will cover engineering and design services necessary to bring this segment to construction readiness, including survey work, condition assessment, ADA compliance evaluation, right-of-way review, and preparation of construction-ready plans and specifications to replace or rehabilitate the existing deteriorated sidewalks on both sides of the street.

2. How is the project eligible under the program's guidelines?

This project is eligible under WVDOH's TAP guidelines under the qualifying activity of construction, planning, and design of pedestrian facilities, including sidewalks, walkways, and curb ramps. The Hagerstown/Eastern Panhandle Metropolitan Planning Organization's 2023 Shepherdstown Sidewalk Inventory identifies the existing sidewalks along this section of West Washington Street as being in very poor condition, and much of the sidewalk is no longer ADA-compliant. This finding is further supported by a 2023 assessment conducted by the West Virginia Local Technical Assistance Program (WV LTAP), which independently highlighted several issues with this section of sidewalk in the Town. TAP funding specifically supports projects that maintain, improve, and bring into compliance safe, accessible transportation alternatives for pedestrians, and this project's design phase is a necessary and eligible precursor to reconstructing this deteriorated, non-compliant infrastructure.

3. Why should this project be selected?

This project should be selected because it directly addresses documented, existing pedestrian infrastructure deficiencies that create real safety and accessibility barriers today. The HEPMPO's 2023 Sidewalk Inventory identifies this stretch of West Washington Street as being in very poor condition, and much of the existing sidewalk no longer meets ADA accessibility standards — creating unsafe walking conditions and barring safe access for residents and visitors using wheelchairs, mobility devices, or strollers. These findings are corroborated by an independent 2023 assessment from the West Virginia Local Technical Assistance Program (WV LTAP), which separately identified deficiencies along this same section of sidewalk. Having both a Town-level inventory and an independent technical assessment identify the same corridor as deficient underscores the credibility and urgency of this need. Because deficiencies exist on both sides of the street, addressing the corridor comprehensively — rather than piecemeal — ensures a consistent, safe, and accessible pedestrian experience for all users regardless of which side of the street they travel. Investing in design now allows the Town to move efficiently into construction and correct a documented safety and ADA compliance issue along a heavily used corridor.

4. What is the expected benefit/use and by whom?

The completed sidewalk improvements will benefit all residents, students, and visitors who travel along West Washington Street between S. King Street and S. Church Street, restoring safe, reliable, and ADA-accessible pedestrian access along a well-used corridor in the heart of Shepherdstown. Because sidewalks on both sides of the street will be improved, the project benefits pedestrians regardless of direction of travel, mobility needs, or destination, including access to nearby residences, businesses, and community destinations.

Shepherdstown's local economy relies heavily on tourism, drawing visitors to its historic downtown, shops, restaurants, and Shepherd University. Safe, walkable, and accessible sidewalks are essential to sustaining this tourism base — unsafe or ADA-non-compliant sidewalks pose a direct risk to visitors and residents alike and can discourage foot traffic to local businesses. By restoring safe and accessible pedestrian infrastructure along this corridor, the project

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown Washington Street Sidewalk Improvements)

APPLICATION FOR FUNDING

08/05/2026

directly supports the Town's economic vitality and its ability to continue welcoming visitors safely, while also ensuring residents have equitable, accessible mobility throughout the community.

OWNERSHIP/MAINTENANCE

Describe the ownership and maintenance of the project once completed.*

The Corporation of Shepherdstown will own and maintain the sidewalks upon completion.

Is the owner the project Sponsor?*

Yes

No

ESTIMATED COSTS FOR PROJECT

On an attached sheet, detail elements and costs (e.g., excavation, roofing, electrical, plumbing HVAC, etc.) The cost estimate should be detailed enough to allow the project to be phased (if budgetary constraints dictate). In addition, a detailed cost estimate will allow ineligible work elements to be eliminated without causing the entire project to be deemed ineligible.

Detailed Elements and Costs Estimate*

 Thrasher OPC Shepherdstown TAP Projects-Washington St.pdf



COMPLEX PROJECTS
REQUIRE RESOLVE
THRASHER'S GOT IT

Shepherdstown WV- Project Design Cost - 08.11.26					
Sidewalk Improvements on Washington Street					
#	Description	Unit	Amount	Cost Per Unit	Total
1	Design Costs	LS	1	\$ 25,000.00	\$ 25,000.00
2	Survey Costs	LS	1	\$ 20,000.00	\$ 20,000.00
SubTotal =					\$ 45,000.00

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown Washington Street Sidewalk Improvements)

APPLICATION FOR FUNDING

08/05/2026

ESTIMATED COSTS FOR PROJECT (cont.)

Engineering and Design*

\$	56,250	USD
----	--------	-----

Construction*

\$	0	USD
----	---	-----

Other

\$		USD
----	--	-----

Other

\$		USD
----	--	-----

Other

\$		USD
----	--	-----

Other

\$		USD
----	--	-----

SPONSOR'S MATCH INFORMATION

Total Project Cost

56250

Funds Requested (80% of Total)

45000

Sponsor's Match (20% of Total)

11250

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown Washington Street Sidewalk Improvements)

APPLICATION FOR FUNDING

08/05/2026

Heading

If the project is approved for funding, will you be able to begin the project within six (6) months of the NOTICE TO PROCEED?

Yes

No

ENVIRONMENTAL ASSESSMENT REVIEW QUESTIONNAIRE

Completion of the Environmental Assessment Review Questionnaire is required for each project. The questionnaire must be completed, signed, and the signature attested to process the application. Failure to do so may result in your application being classified as incomplete and returned.

SOCIOECONOMIC IMPACT(S)

Please identify the public benefit and the relationship to transportation of this project including economic and tourism development. Indicate if this project contributes to existing or proposed transportation/community development plans:*

Yes

No

Describe the current ownership, acres, and impact on properties (e.g., businesses, residences, vacant property, etc.)*

This project is intended to design a new sidewalk along W. Washington Street in Shepherdstown, WV. This corridor experiences heavy resident and tourist traffic throughout the year. The current condition of the sidewalk is poor and is in desperate need of repairs.

Is any public land to be used (e.g., United States Forest Service, other United States Managed Property, City Park, County Park, State or National Forest, etc.)?*

Yes

No

Will any building, business, residence, or structure (in whole or in part) be acquired, relocated or demolished by this project?*

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown Washington Street Sidewalk Improvements)

APPLICATION FOR FUNDING

08/05/2026

Yes

No

Are persons/residents to be relocated due to the project?*

Yes

No

Is any farmland being taken by the project?*

Yes

No

Is this project either different from or in conflict with planned growth, land use, or current zoning for the area?*

Yes

No

Will this project compliment the current planned growth or land use for the area?*

Yes

No

Please Describe

This project will help provide a safe corridor for non-motorized pedestrians to travel throughout the Town.

CULTURAL IMPACT(S)

Are any parks or recreational facilities to be affected directly or indirectly by the project?*

Yes

No

Will this project directly impact churches or schools?*

Yes

No

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown Washington Street Sidewalk Improvements)

APPLICATION FOR FUNDING

08/05/2026

Are there any historical markers, structures (buildings over 50 years old), historical events, famous people associated with the project or project area?*

Yes

No

Describe the impact (positive and negative) this project will have on the historic property. If the project will have no impact, please describe why this project will not impact the historic property.

The Shepherdstown Historic District, located within the municipal boundaries of the Corporation of Shepherdstown, West Virginia, is a highly preserved historic area recognized on the National Register of Historic Places. As the oldest town in West Virginia, its historic district serves as a hub of 18th-century colonial architecture, local commerce, and cultural heritage.

This project will be located within the historic boundary, but only to rehabilitate and improve the existing sidewalks along W. Washington St.

Are there any archaeological features, old building foundations, or other cultural/historical/scenic features known within the project area which may be disturbed during the project work elements?*

Yes

No

Is the project either located within or directly adjacent to a historic district?*

Yes

No

NATURAL ENVIRONMENT IMPACT(S)

Are there any wetlands directly or indirectly affected by the project?*

Yes

No

Is the project in a flood plain (100 year or less)?*

Yes

No

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown Washington Street Sidewalk Improvements)

APPLICATION FOR FUNDING

08/05/2026

Are there any known or purported endangered or threatened species within the project corridor or area?*

Yes

No

Will any unique natural features and/or areas be negatively impacted?*

Yes

No

Are any designated or proposed Wild and Scenic Rivers within the project area?*

Yes

No

PERMITS

Will this project cross, lie within, or directly affect any section of roadway currently on or under the jurisdiction of the West Virginia Division of Highways (WVDOH)?*

Yes

No

Will this project, at any time, during or after construction, stop, or alter traffic patterns of a roadway on the State Highway System?*

Yes

No

Please contact the West Virginia Division of Highways' District Office, for your area, concerning this project prior to submitting your project application. Please indicate the person contacted and the date of contact. See Appendix 3 for a list of WVDOH District Offices.

WVDOH Contact

First Name*

Ken

Last Name*

Clohan

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown Washington Street Sidewalk Improvements)

APPLICATION FOR FUNDING

08/05/2026

Role or Title

Traffic Engineer

Email Address

Kenneth.L.Clohan@wv.gov

Phone Number

304-260-4392

Contact Date

08/13/2026

Have you acquired the needed permits from the WVDOH?*

Yes

No

Will the project either disturb (through clearing, grubbing and/or construction) one or more acres or create erosion, sedimentation or other types of "pollution"?*

Yes

No

Are any erosion/sediment permits required?*

Yes

No

Are you familiar with procedure for obtaining construction permits?*

Yes

No

Will this project involve the relocation of any utilities?*

Yes

No

Has the utility company(ies) been notified?*

Yes

No

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown Washington Street Sidewalk Improvements)

APPLICATION FOR FUNDING

08/05/2026

Presentational Text

WATER QUALITY / STREAM IMPACT

Identify all bodies of water (streams, creeks, rivers, lakes, wetlands, reservoirs, ponds, marshes, bogs, etc.) in the project area and describe the affects the project will have on them.

N/A

Will there be any disturbance of the water of any stream, creek, pond, lake, river, or banks thereof below the average high water mark at anytime during the construction of this project?*

Yes

No

Will this project involve a change in the vertical or horizontal clearance of a navigable stream?*

Yes

No

AIR QUALITY IMPACT

Will this project have any adverse impact to air quality?*

Yes

No

NOISE IMPACT

What permanent negative impacts will occur if this project is completed?

No negative impact anticipated.

HAZARD WASTE / UNDERGROUND TANKS

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown Washington Street Sidewalk Improvements)

APPLICATION FOR FUNDING

08/05/2026

Are there any waste/contaminated sites along or in the project area (e.g., sanitary landfills, dumps, gas stations, old storage tanks [buried or above ground], contaminated soils, pipelines, or industrial/household drainage)?*

Yes

No

Will the proposed project require the disturbance of any suspected or confirmed asbestos?*

Yes

No

Does lead paint contamination exist?*

Yes

No

DRAINAGE IMPACT

Will this project alter or change the current flow of storm water (e.g., construction of new sidewalks where none currently exist)?*

Yes

No

Please explain when and how this will be addressed.

This project will improve existing sidewalks.

Have you acquired the necessary permits for storm water management?*

Yes

No

Signature

Signature*

TRANSPORTATION ALTERNATIVES PROGRAM(Shepherdstown Washington
Street Sidewalk Improvements)

APPLICATION FOR FUNDING

08/05/2026

Date

MM/DD/YYYY