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**Monadnock Region Complete Streets Implementation Grant, 2020 Application**

**OVERVIEW**

A total of $90,000 is available for complete streets implementation projects in Southwest New Hampshire that enhance safety and mobility for users of all ages, abilities, and modes of travel. One or more projects may be selected for funding award through a competitive application review process. Therefore, please make an effort to consider and describe whether certain phases of your proposed project have priority over others, or if aspects of the project can be scaled back or eliminated. Doing so may increase your chances of funding. Applicants may submit more than one application.

**Eligible Activities**

This grant opportunity is meant to fund construction activities that implement an adopted municipal Complete Streets policy. Note: Communities wishing to apply for grant funds in support of non-infrastructure improvements as part of their proposal are advised to consult in advance with the MAST Complete Streets Subcommittee via the contact information below.

**MINIMUM REQUIREMENTS**

1. Applicant must be a municipality which has adopted a complete streets policy through its governing body.
2. Applicants must include a letter of support from the governing board (Select Board, City Council) expressing support for the proposed project and committing project completion by December 31, 2021 (see Attachment A for template letter of support).
3. The project has the approval of the landowner or right-of-way owner (including NHDOT) associated with the project area, if applicable.
4. The project application is complete.

**APPLICATION SUBMISSION INSTRUCTIONS**

The completed (typed) application and requested materials must be received by **July 31, 2020 at 5:00 p.m.** in order to be considered. Applications may be mailed, e-mailed, or hand-delivered to:

Monadnock Alliance for Sustainable Transportation

c/o Southwest Region Planning Commission

37 Ashuelot Street

Keene, NH 03431

[hunderwood@swrpc.org](mailto:hunderwood@swrpc.org)

**Note: Attachment B (Project Cost Estimate Form) must be fully completed and submitted in electronic format (Excel compatible).**

**PROJECT SELECTION PROCESS**

The MAST Steering Committee has appointed a Subcommittee to review, score, and rank applications and make funding award recommendations to the MAST Steering Committee. As part of its review, the MAST Complete Streets Subcommittee may seek clarifying information from applicants in order to fully understand and rank proposals. The MAST Steering Committee will consider the recommendation by the Complete Streets Subcommittee and present a final recommendation to the Southwest Region Planning Commission Board of Directors. The target for decisions of grant award(s) is late 2020. For more information about this funding opportunity, please see <http://www.mastnh.org/2020-complete-streets-grant> or contact Henry Underwood of SWRPC staff at [hunderwood@swrpc.org](mailto:mbrunner@swrpc.org) or (603) 357-0557.

Municipality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Municipality has adopted a Complete Streets policy and/or resolution.

Yes \_\_\_\_

No \_\_\_\_

Letter from the governing board attached (see Attachment A for template letter).

Yes \_\_\_\_

No \_\_\_\_

Written approval from landowner and/or right-of-way owner attached, if applicable.

Yes \_\_\_\_

No \_\_\_\_

N/A \_\_\_\_

If you are putting in more than one application (such as for two different project locations), please prioritize them in order of importance (where 1 is the most important, 2 is second most important, etc.)

Priority \_\_\_\_

1. A. MAP OR VISUAL: 5 POINTS[[1]](#footnote-1). Please attach a map or visual that clearly shows the project limits, route or street names, a north arrow, a scale, and pedestrian, bicycle and/or transit rider trip generating land uses. Applicants are encouraged to use mapping resources such as the GRANITView web mapping application, which is available at <https://granitview.unh.edu>.

B. PROJECT OVERVIEW: 5 POINTS. Please describe the proposed project. This section should address the following:

* + The size and/or length of the project area including a description of the project limits,
  + The treatment, elements and/or improvements proposed for the project area including information about design and materials;
  + Potential environmental impacts of the project;
  + The owner(s) of the transportation facility and/or owner(s) impacted by the project;
  + Whether this is a discrete project or part of a set of proposed phased improvements; and
  + Identify the anticipated users of the transportation facility.

1. PROJECT NEED AND PURPOSE: 15 POINTS. Please describe the need and purpose for the proposed project. The need should explain the problem or issue that the project is intended to resolve including information about who will benefit from the project. The purpose should explain the objectives of the project and should make a compelling argument for how the project will address the need.
2. IN-KIND MATCH: 10 POINTS. Use the blank template in Attachment B (Project Cost Estimate Form) to document the source and quantity of in-kind match your community will commit towards the complete streets project.

Use the space below (or attachments) to show evidence/degree of such commitment(s). Applications will be awarded points (up to 10) based on evidence/degree of the commitment. However, in-kind match is not required. For examples of in-kind match, please see Attachment B.

Please ensure that costs in Attachment B and any other provided documentation are consistent.

1. CASH MATCH: 10 POINTS. Use the blank template in Attachment B (Project Cost Estimate Form) to document the source and quantity of cash match your community will commit towards the complete streets project.

Use the space below (or attachments) to show evidence/degree of such commitment(s). Applications will be awarded points (up to 10) based on evidence/degree of the commitment. However, cash match is not required. For examples of cash match, please see Attachment B.

Please ensure that costs in Attachment B and any other provided documentation are consistent.

1. PROJECT BUDGET: 10 POINTS. Use the blank template in Attachment B (Project Cost Estimate Form) to provide a total cost estimate including project match and implementation timeframe. Indicate the methodology used to determine the cost estimate, and include unit cost assumptions when available. Your request for “Grants Funds” may not exceed $90,000 (i.e. not including match).

Please ensure that costs in Attachment B and any other provided documentation are consistent.

1. PROJECT SUSTAINABILITY: 10 POINTS. Please describe how the project will be sustained over time, including what funding sources, contractors, staff, volunteers, and/or equipment will be used for maintenance, if applicable. This section should address the expected “useful life” of the project and anticipated maintenance needs.
2. PERFORMANCE METRICS: 10 POINTS. Please list and describe performance metrics that will be used to measure the impact of the proposed project and provide an estimated timeline for data collection (in general, performance metrics include a “before” and “after” component). Describe how the proposal is expected to influence each performance metric. Post-implementation data collection must be completed and results shared with SWRPC staff by December 31, 2022. SWRPC may be able to provide assistance with data collection for certain performance metrics, such as traffic counts and speed data. For a list of potential performance metrics, please see Attachment C. Applicants are strongly encouraged to consult other resources, such as “[Evaluating Complete Streets Projects: A guide for practitioners](https://www.smartgrowthamerica.org/app/legacy/documents/evaluating-complete-streets-projects.pdf)” (AARP, 2015) for additional ways to evaluate the proposed project.
3. ALIGNMENT WITH LOCAL & REGIONAL PLANS: 10 POINTS. Please describe how the proposed project is aligned with local and/or regional plans, citing specific language from documents, plans, and/or policies. Please include and attach supporting information to your application (e.g. section of Design Guidelines or Complete Streets Policy, section of Master Plan, Safe Routes to School Plan, Southwest Connects Regional Transportation Plan, etc.).
4. SUPPORT FROM COMMUNITY: 5 POINTS. Please attach documents which show evidence of support from at least three community stakeholder groups. This could be a signed letter of support, official meeting minutes for a board or committee in which support is expressed, or other official written documentation of support for the proposed project. Example community stakeholder groups include business organizations or business owners who will be affected by the proposed project, local schools, the local police department, local walking, running, or bicycling clubs, etc. Applicants are encouraged to provide a larger list of community partners as well as their roles in the project.

Item 1 Short Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Item 2 Short Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Item 3 Short Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. PROJECT OUTREACH AND EDUCATION: 10 POINTS. Please describe the public outreach and education activities that will be conducted to promote the proposed project, including the timing of education activities and any deliverables (i.e. educational brochure, development of a project webpage, press release, etc.). Describe the target audience(s) and how the proposed outreach and education will benefit the project and encourage their use of transportation options after the project is completed.

1. Total of 100 points possible [↑](#footnote-ref-1)