**Monadnock Region Complete Streets Implementation Grant, 2023**

**Non-Infrastructure Application**

**OVERVIEW**

The Non-Infrastructure Application funds “non-infrastructure” complete streets-related activities. MAST is targeting a total of up to $40,000 in awards in this category.[[1]](#footnote-1) One or more projects may be selected for funding through a competitive application review process. Applicants may submit more than one application. This is a reimbursement program and is administered by staff from Southwest Region Planning Commission and Cheshire Medical Center.

**Eligible Activities**

This grant opportunity is intended to support complete streets related planning, preliminary engineering, community education, and encouragement activities in Southwest New Hampshire. For municipalities with adopted complete streets policies, non-infrastructure activities may include the following:

1. The purchase of services from a NH licensed professional engineer to develop preliminary engineering plans, cost estimate(s) and related bid document(s) for one or more complete streets project proposals in a municipality;
2. Costs to conduct one or more “pop-up” demonstration events in a municipality[[2]](#footnote-2); or
3. Other non-infrastructure planning, encouragement or education-related projects having a nexus to developing and maintaining local complete streets. Communities wishing to submit their own non-infrastructure project ideas are advised to consult with the MAST Complete Streets Subcommittee via the contact information below by **August 11, 2023.**

**MINIMUM REQUIREMENTS**

1. Applicants must be a municipality located in the Monadnock Region of New Hampshire.  The Monadnock Region includes communities of the Southwest Region Planning Commission planning district [as delineated by the New Hampshire Office of Planning and Development](https://www.nheconomy.com/getmedia/38fa3f4c-85a9-4cff-90c5-e99becdcf3a3/towns-counties-rpcs.pdf).
2. Applicant must be a municipality which has adopted a complete streets policy through its governing body.
3. 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, 2024 (see Attachment A for template letter of support).
4. The project has the approval of the landowner or right-of-way owner (including NHDOT) associated with the project area, if applicable.
5. The project application is complete.

**APPLICATION SUBMISSION INSTRUCTIONS**

The completed (typed) application and requested materials must be received by **September 22, 2023 at 5:00 p.m.** in order to be considered. Applications may be e-mailed to [completestreets@mastnh.org](mailto:completestreets@mastnh.org), or mailed/hand-delivered to:

Monadnock Alliance for Sustainable Transportation

c/o Southwest Region Planning Commission

37 Ashuelot Street

Keene, NH 03431

**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 established 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 recommendations of the Complete Streets Subcommittee and approve grant awards in the fall of 2023. For more information about this funding opportunity, please see [www.mastnh.org/2023-complete-streets-grant](http://www.mastnh.org/2023-complete-streets-grant) or contact Henry Underwood of SWRPC staff at [hunderwood@swrpc.org](mailto:mbrunner@swrpc.org) or (603) 357-0557 x 18.

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. PROJECT OVERVIEW: 10 POINTS. Please describe the proposed project. This section should address the following:

* + A description of the geographic area(s) associated with the proposed project activity;
  + The scope of work relating to the proposed project activity;
  + The owner(s) of property, right-of-way and/or infrastructure that may be impacted by the project activity or by its transformation into a future complete street (if applicable); and
  + Identification of the anticipated users of the transportation facility if it were to become a complete street.

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 based on the applicant’s ability to make a convincing argument that the local match will be implemented and the proportion of the match to the project total. 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 based on the applicant’s ability to make a convincing argument that the local match will be implemented and the proportion of the match to the project total. 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.

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

1. ALIGNMENT WITH LOCAL & REGIONAL PLANS & POLICIES: 15 POINTS. Please describe how the proposed project is aligned with local and/or regional plans, citing specific language from documents, plans, and/or policies (reference to applicable sections of the locally adopted complete streets policy is required). 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.).
2. SUPPORT FROM COMMUNITY: 10 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. PROJECT OUTREACH AND EDUCATION: 20 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, posters, comment cards, 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. Include information about public outreach and education goals for the project including the number of people you expect to reach through your proposed activities. Explain how you will evaluate and measure those goals.

1. The target budget is for proposals applying for assistance through the Non-Infrastructure Application as well as the Complete Streets Policy Development Program. [↑](#footnote-ref-1)
2. Please note that SWRPC has an inventory of “pop up” supplies and materials available for use or loan. Contact SWRPC for more information about our inventory. [↑](#footnote-ref-2)