**Monadnock Region Complete Streets Implementation Grant, 2024**

**Infrastructure Application**

**OVERVIEW**

The Infrastructure Application is designed to support permanent complete streets implementation projects in Southwest New Hampshire that enhance safety, mobility and accessibility for users of all ages, abilities and modes of travel. 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 meant to fund construction activities (including necessary design or engineering) that implement an adopted municipal Complete Streets policy. Higher priority will be given to projects where grant funds will play a significant role in enhancing safety, mobility and accessibility for all road users. Projects that are primarily intended to maintain, rehabilitate or reconstruct infrastructure through in-kind improvements will be given lower priority and may be excluded from consideration.

**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, 2025 or December 31, 2026 when requiring a waiver (see Attachment A for template letter of support).[[1]](#footnote-1)
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 27, 2024 at 5:00 p.m.** in order to be considered. Applications may be e-mailed to <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

**PROJECT SELECTION PROCESS**

The MAST Steering Committee has established a Subcommittee to review, score and rank applications and make funding award recommendations to the Steering Committee. As part of its review, the Complete Streets Subcommittee may seek clarifying information from applicants in order to fully understand and rank proposals. The Steering Committee will consider the recommendations of the Complete Streets Subcommittee and approve grant awards in the fall of 2024. For more information about this funding opportunity, please visit [mastnh.org/2024-complete-streets-grant](http://www.mastnh.org/2024-complete-streets-grant) or e-mail [completestreets@mastnh.org](mailto:completestreets@mastnh.org).

**APPLICANT INFORMATION**

Please respond to the following requests for information.

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

Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 \_\_\_\_

Completed cost estimate form (use Attachment B).

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 \_\_\_\_

Will the proposed project require a waiver from the project completion deadline from December 31, 2025 to December 31, 2026? If so, please provide justification.

No \_\_\_\_

Yes \_\_\_\_

1. A. MAP OR VISUAL: 5 POINTS. Please attach a map or visual that clearly shows the project limits, route or street names, a north arrow, a scale, and notation about any existing or anticipated pedestrian, bicycle and/or transit rider trip generating land uses in or near the project area. Applicants are encouraged to use mapping resources such as the GRANITView web mapping application, which is available at [granitview.unh.edu](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 and cultural resource 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 (e.g. pedestrians, bicyclists, motorists, etc) of the transportation facility.

1. A. PROJECT NEED AND PURPOSE: 10 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.

1. B. PROJECT FEASIBILITY: 15 POINTS. Please explain how the proposed project is feasible and can be completed within the proposed budget and implementation timeline. As appropriate, attach documentation to provide evidence that such issues have been examined. The narrative should address:

1) Potential barriers to construction like historic and cultural resources, environmental constraints, acquisition of land or right-of-way or other related issues.

2) Known or potential issues relating to labor or materials.

Applications will be awarded points based on the applicant’s ability to make a convincing argument.

1. 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. PROJECT SUSTAINABILITY: 10 POINTS. Please describe how the project will be sustained over time, including what funding resources, contractors, staff, volunteers, and/or equipment will be used for maintenance, if applicable. This section should estimate the expected “useful life” of the project (in years) and anticipated maintenance tasks that will need to be conducted during that period to extend the life of the infrastructure.
2. PERFORMANCE METRICS[[2]](#footnote-2): 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 project is expected to influence each performance metric. Applicants are strongly encouraged to consult other resources, such as “Evaluating Complete Streets Projects: A Guide for Practitioners” (AARP, 2015) for additional ways to evaluate the proposed project. Applicants are encouraged to reach out to SWRPC staff to discuss performance metric ideas during the application development process.
3. ALIGNMENT WITH LOCAL & REGIONAL PLANS & POLICIES: 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 (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.). More points will be awarded to responses showing a clear nexus to local and regional plans and policies.
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[[3]](#footnote-3): 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 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. Applicants expressing hardship in completing project construction activities by December 31, 2025 may apply for a one-year extension by responding to the question on page 3. [↑](#footnote-ref-1)
2. Please note that a condition of this grant is that post-implementation data collection must be completed and results shared with MAST by December 31, 2025 or December 31, 2026 when requiring a waiver. Also note that at least 10% of grant awards will be withheld from reimbursement until full documentation of performance measure and public outreach activities (see Section 10) are submitted to MAST as documented in the final grant agreement. [↑](#footnote-ref-2)
3. Please note that a condition of this grant is that public outreach and education activities must be completed and results shared with MAST by December 31, 2026 or December 31, 2027 when requiring a waiver. Also note that at least 10% of grant awards will be withheld for reimbursement until full documentation of public outreach activities and performance measures (see section 7) are submitted to MAST as documented in the final grant agreement. [↑](#footnote-ref-3)