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

**Policy Development Technical Assistance Application**

**OVERVIEW**

Towns that have not adopted a complete streets policy may apply for technical assistance to develop local complete streets policies for all or parts of its road network. Policy development may include related activities such as (but not limited to) the development of a street network typology, design guidelines, and a prioritized list of implementation projects. Technical assistance is offered by Southwest Region Planning Commission (SWRPC). Technical assistance from other qualified organizations or businesses will be considered on a case-by-case basis.

**WHAT ARE COMPLETE STREETS?**

**Complete Streets are** designed and operated to prioritize safety, comfort and access to destinations for all people who use the street, especially people whose needs have not been met through a traditional transportation approach, including youth, older adults, people living with disabilities, and people who cannot afford or do not have access to a car. There is no singular design prescription for Complete Streets. Each one is unique and responds to its community context. A complete street may include sidewalks, bike lanes (or wide paved shoulders), frequent and safe crossing opportunities, median islands, accessible pedestrian signals, curb extensions, narrower travel lanes, roundabouts, and more. A complete street in a rural area will look quite different from a complete street in a highly urban area, but both are designed to balance safety and convenience for everyone using the road. Many municipalities in Southwest New Hampshire have complete streets policies including Greenville, Harrisville, Hinsdale, Jaffrey, Keene, Marlborough, Peterborough, Swanzey, Troy, Walpole, and Winchester. Alstead, Antrim and Temple are expected to adopt policies later this year.

**MINIMUM REQUIREMENTS**

1. Applicants are required to notify SWRPC of their intent to apply for this funding opportunity by scheduling a phone call or in person consultation with SWRPC staff by **August 30, 2024** using the contact information below.
2. 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).
3. Applicants must include a letter of support from the governing board (Select Board) expressing 1) support for the request for technical assistance, 2) the reasoning and justification for the municipality’s request for policy development technical assistance, and 3) a commitment to complete the project by December 31, 2025 (see Attachment A for template letter of support).
4. Applicants must also submit a quote and scope of services documenting the policy development technical assistance proposal.
5. The project application is complete.

**APPLICATION SUBMISSION INSTRUCTIONS**

The requested materials must be received by **September 27, 2024 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

[completestreets@mastnh.org](mailto:completestreets@swrpc.org)

**PROJECT SELECTION PROCESS**

The Steering Committee has appointed a Subcommittee to review, score and rank policy development technical assistance requests 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).

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

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

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

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

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

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

Yes \_\_\_\_

No \_\_\_\_

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

* Summary of proposed activities and schedule.
* Envisioned participants.

1. PROJECT NEED AND PURPOSE: 15 POINTS. Please provide justification for requesting technical assistance for the development of a complete streets policy.
2. IN-KIND MATCH: 10 POINTS. Use the space below to document the source and quantity of in-kind match your community will commit towards the complete streets project. Show evidence/degree of such commitment.

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. Examples of in-kind match include but are not limited to: hours of staff and volunteer time at project meetings, time spent updating the Town website and fees for meeting spaces.

1. CASH MATCH: 10 POINTS. Use the space below to document the source and quantity of cash match your community will commit towards the complete streets project. Show evidence/degree of such commitment.

Cash match is not required. However, 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. Examples of cash match include but are not limited to: payments to a project consultant or costs associated with project promotion.

1. 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.
2. PROJECT OUTREACH AND EDUCATION: 20 POINTS. Please describe the public outreach and education activities that will be conducted to promote the proposed project and how the Town will be involved.