

Massachusetts Complete Streets Funding Program Required Municipal and Portal Actions for Each Tier

The Complete Streets Funding Program Portal was developed to manage the transactions of the three Tiers of the Program. The Portal is only accessible to one registered municipal representative. MassDOT provides this overview of the Portal Instructions along with links to the necessary forms, templates and examples for those who would like to review in advance of registration.

Tier 1 Required Municipal Actions

1. Have a municipal employee attend Complete Streets 101 or 201 Workshop
2. Submit a Complete Streets Policy (Bylaw, Ordinance, or Administrative Policy) that has been approved by the highest elected official or board with one public meeting, or alternatively
3. Upload Intent to Become a Complete Streets Eligible Municipality letter (allows municipality to qualify for Technical Assistance funding in Tier 2).

*NOTE: For Complete Streets Policies that were passed prior to February 1, 2016, but not by the highest elected official, a municipality can have its highest elected official fill in the Complete Streets Policy Support Template to indicate their endorsement of the policy. The policy still needs to score 80 or above.

Tier 1 is designed to assist municipalities in receiving training and submitting a Complete Streets Policy. Municipalities that complete all of the Tier 1 requirements can move to Tier 2.

To become a Tier 1 Municipality you must enter information specific to your Trained Representative and Municipal Contact Administrator, Manager, or Highest Elected Official and upload a Complete Streets Policy for scoring.

Alternatively, your municipality may move to Tier 2 and qualify for technical assistance funding by committing to passing a Complete Streets Policy and attend training within a year. To do so use the template provided to submit an Intent to Become a Complete Streets Municipality letter for review. The letter of intent to complete Tier 1 requirements must use the provided template.

For more information refer to the [Complete Streets Funding Program Guidance document](#).

Portal Process

The process of submitting Tier 1 documents for review is as follows:

1. Identify Complete Streets 101 or 201 trained municipal employee on Representative Information page.
2. Upload your municipal Complete Streets Policy (Include Complete Streets Policy Support Template if necessary). Once submitted for review the document can no longer be removed from your profile. However, new documents can be uploaded at later dates as the review process, or your own update process, warrants.
3. Alternatively, download the [Intent to Become a Complete Streets Eligible Municipality template](#) (that commits your municipality to completing a Complete Streets Policy and Prioritization Plan within a year), fill it in, and upload it to Tier 1 of the Portal using the Upload Document button.

Tier 2 Required Municipal Actions

1. Develop a Complete Streets Prioritization Plan (must use template provided), or
2. Apply for technical assistance to develop a Complete Streets Prioritization Plan

Tier 2 looks to the municipality to determine its Complete Streets needs and prioritize its Complete Streets infrastructure projects through the development of a Complete Streets Prioritization Plan. To become a Tier 2 Municipality you must develop and upload a Complete Streets Prioritization Plan based on the template provided.

MassDOT is offering up to \$50,000 in Technical Assistance for the development of a Complete Streets Prioritization Plan. This funding can support activities such as network gap analysis or safety audit to determine a municipality's needs for Complete Streets. Each municipality will be required to enter into a contract in order to provide reimbursement (must use form provided).

For more information refer to the [Complete Streets Funding Program Guidance document](#).

Portal Process

The process of submitting Tier 2 documents for review or requesting Technical Assistance is as follows:

1. Download the [Complete Streets Prioritization Plan](#) document template to your computer to fill out. This is a multi-year plan and it is suggested that a five-year timeline be used.
2. Upload the finished Complete Streets Prioritization Plan to Tier 2 of the Portal using the Upload Document button.

To request Technical Assistance to develop your Complete Streets Prioritization Plan:

1. Download the [Technical Assistance Contract Form Template](#), fill in.
2. Download Attachment A: [Scope of Work Template](#) and fill in (for work to be conducted by your Consultant or Regional Planning Agency). Include the timeline for work to be conducted.
3. Develop Attachment B: Work Estimate utilizing the following forms:
 - a. [Workhour Estimate Forms \(MS Excel - 125 KB\)](#) (Scoping Workbook 1.4) forms.
 - b. [Consultant's Employee Hourly Direct Salary Rates \(HED-640\)](#)
4. Consultants must have **FAR audit and approval by the A&E Board**. Regional Planning Agency overhead rates must also be approved.

The contracting process will be managed outside of the Portal. **Email** your completed Technical Assistance request packet to CompleteStreetsProgram@dot.state.ma.us.

Proceed with the reimbursement process through the District State Aid Office.

Tier 3 Required Municipal Actions

Tier 3 of the program presents municipalities with the opportunity to receive funding for Complete Streets infrastructure projects listed in their Complete Streets Prioritization Plan. Municipalities can only enter Tier 3 after the successful completion of Tier 1 and Tier 2.

MassDOT is offering up to \$400,000 in Project Funding.

1. Identify projects that you are requesting funding for from your approved Complete Streets Prioritization Plan. Projects must be able to be constructed within the fiscal year (ending June 30).
2. Once MassDOT approves the projects selected from the Prioritization Plan for funding, each municipality will be required to enter into a contract agreement in order to provide reimbursement (must use form provided).

Portal Process

The process of submitting the Tier 3 documents for review is as follows:

1. Download the Tier 3 [Project Application Template](#) to your computer and fill in the projects from your Complete Streets Prioritization Plan that you are requesting funding for in the fiscal year. A [sample Project Application](#) provides an example of how to properly fill out the template with requested project information.
2. Upload the completed Project Application document from your computer to Tier 3 of the Portal using the Upload Document button.
3. The municipality will receive notification through the Portal of an approved or partially approved list of projects.
4. Upon approval notification, the municipality will download the [Tier 3 Construction Funding Agreement](#) and fill it out. Required attachments include [Exhibit A - Scope of Work Narrative](#) (for each approved project) describing the work to be completed, and [Exhibit B - Preliminary Estimate spreadsheet template](#). A sample [Scope of Work Narrative](#) that describes the projects listed in the sample Project Application is provided, enabling you to see the necessary level of detail for both documents for the same projects. If you have one type of project at multiple locations, provide one narrative and list the locations. A sample [Preliminary Estimate spreadsheet template](#) is also provided.
5. Email the [Tier 3 Construction Funding Agreement](#) and attachments to the Complete Streets Program Administrator at CompleteStreetsProgram@dot.state.ma.us.
6. The contracting process will be managed outside of the Portal and the reimbursement process will be handled by the District Aid Engineer. The Method of Payment is described in the [Tier 3 Construction Funding Agreement](#).