



## MassDOT Complete Streets Funding Program Project Prioritization Plan Instructions

General Information	Description	Additional Resources (if applicable)
<b>Municipality</b>	City or Town name (choose from the drop-down menu)	
<b>MassDOT District</b>	MassDOT district the municipality belongs to (this field will auto-fill)	<a href="#">MassDOT Districts</a>
<b>Date</b>	Date form is completed (this field will auto-fill)	
<b>Name</b>	Name of person filling out the form	
<b>Title</b>	Title of person filling out the form	

Project Information	Description	Additional Resources (if applicable)
<b>Rank</b>	Municipalities should enter ranked projects based on the results of their local prioritization process.	
<b>Project Name</b>	Name of the project. It is helpful to include street name and improvement type to track various projects and improvement type over time.	
<b>Project Description</b>	Brief description of the project components and what it intends to accomplish.	
<b>Environmental Justice Population?</b>	Using the MassGIS Mapping Tool, determine if the project is within or serves a designated Environmental Justice population cluster. Select Yes or No from the drop down list.	<a href="#">MassGIS Online Mapping Tool</a>
<b>Project Limits</b>	The general physical extents of the project (i.e. intersection, roadway limits, corridor, etc.). Multiple improvements along a corridor or contiguous roadway segment, such as five rapid flash beacons at five intersections along Main Street can be listed as one project. All other improvements at multiple locations must be identified by each location.	
<b>Project Start Location: X,Y Coordinates</b>	Using the MassGIS Mapping Tool, hover over the project site and report the X,Y coordinates from the bottom right corner of the map. Ensure that "Show Coordinates" is toggled ON and that MA State Plane meters units are selected by using the toolbar below the map.	<a href="#">MassGIS Online Mapping Tool</a>
<b>Project End Location: X,Y Coordinates</b>	Using the MassGIS Mapping Tool, hover over the project site and report the X,Y coordinates from the bottom right corner of the map. Ensure that "Show Coordinates" is toggled ON and that MA State Plane meters units are selected by using the toolbar below the map. If the project is at a single location, such as an intersection, the start location is sufficient.	<a href="#">MassGIS Online Mapping Tool</a>

<b>Complete Streets Project Origin</b>	<p>Identify the analysis or planning document that identified the complete street project need. Select the type/origin of the Complete Streets project from the drop-down list:</p> <p><i>Capital Improvement Program (CIP)</i></p> <p><i>Complete Streets Needs Assessment</i></p> <p><i>Roadway Maintenance Plan</i></p> <p><i>ADA Transition Plan/Assessment</i></p> <p><i>Safety Audit</i></p> <p><i>Bicycle/Pedestrian Audit</i></p> <p><i>Master Plan</i></p> <p><i>Scheduled Utility Work</i></p>	
<b>Complete Streets Project Type</b>	<p>There are four major categories of projects (Traffic &amp; Safety, Bicycle Facilities, Pedestrian Facilities, Transit Facilities) all identified by a prefix. Below each category is an extensive numbered list of associated project types. This list is provided in the excel worksheet link at the bottom of the Prioritization Plan template labeled "Eligible Projects". Select the category letter and number corresponding with project category and type. For example, a Road Diet Project would fall under "S" for Traffic &amp; Safety and under number "10" for Road Diets. So enter "S10". If you do not see a Complete Street project type listed, write in as "O" for other and specify under project description.</p>	<a href="#">MassDOT Eligible Projects List</a>
<b>Complete Streets Needs Addressed?</b>	<p>Indicate which of the following Complete Streets needs will be addressed by the project by placing an "X" in the cell (select all that apply):</p> <p><i>Safety: Addresses high crash location, reduces vehicular speeds, etc.</i></p> <p><i>ADA accessibility: Wheelchair ramps added, etc.</i></p> <p><i>Pedestrian mobility: New/improved crosswalks, sidewalks/paths, pedestrian signals, etc.</i></p> <p><i>Bicycle mobility: New bike lanes, wider shoulders, signal accommodation, bicycle parking, etc.</i></p> <p><i>Transit operations and access: Enhanced stop amenities, queue jump lanes, stop consolidation, etc.</i></p> <p><i>Vehicular operations</i></p>	

	<i>Freight operations</i>	
<b>In Coordination with Other Complete Streets Eligible Communities?</b>	Indicate if the project is in coordination with another, adjacent Complete Streets eligible community or communities? If the project is in coordination with another, adjacent Complete Streets eligible community or communities, list the community or communities.	
<b>Total Project Cost</b>	Total cost estimate for the project, including as applicable, ROW, utilities, design, construction.	Note: ROW, utilities, design not included in Complete Streets funding.
<b>Complete Streets Funding Requested</b>	Construction funding requested from Complete Streets program (up to 100% of total construction cost). Funding can range up to \$400,000 (with no minimum) for each municipality.	
<b>Other Funding Source(s) (if applicable)</b>	List anticipated funding sources and amounts, outside of the MassDOT Complete Streets Funding Program. Example: Chapter 90, \$30,000; Safe Routes to School,\$80,000.	
<b>Anticipated Construction Duration</b>	Enter anticipated construction duration in number of months (e.g. 5).	
<b>Desired Construction Start Date</b>	Enter desired start date of construction - month and calendar year (e.g. August 2016).	