



CTAP Local Government Discretionary Account

Program Overview

The Community Technical Assistance Program (CTAP) is a New Hampshire Department of Transportation (NH DOT) five-year initiative to assist the 26 communities that will be affected by the rebuilding of Interstate 93. The purpose of CTAP is to promote beneficial growth patterns and development practices to minimize the negative effects of growth on community services, remaining open space, schools, existing traffic patterns, quality of the environment, and existing residential and commercial development. The Local Government Discretionary Account is a Year One Program of CTAP intended to help local governments undertake a project that addresses an immediate concern to their community and helps to achieve the broad goals of CTAP.

Description and Criteria

- a. Projects under this program must support achievement of the CTAP goals (see attached list of the CTAP goals; more detailed information is available in the “*Themes, Goals & Outcomes, and Year One Priority Actions,*” available online at www.rebuildingI93.com).
- b. At the request of a community, the Regional Planning Commissions will help communities to define their project and advise them on completing the application.
- c. Projects funded by the Local Government Discretionary Account should reflect a new initiative or component of an existing initiative that would not otherwise be undertaken at this time by the community (e.g., conduct a specific project identified in the Master Plan but unfunded to this point). Funding from the Local Government Discretionary Account is not intended to replace funding previously allocated to a project or reimburse a community for costs previously incurred.
- d. Up to \$15,000 is available for the first year for each city or town (communities may undertake more costly projects by contributing other funds to the total project cost). Communities can undertake multiple projects if desired, provided the total amount requested through CTAP is no more than \$15,000. Administrative costs paid by CTAP are limited to five (5) percent (for a maximum of \$750) of the total grant for the project(s) and cannot include the purchase of equipment.
- e. There are two options for receiving services and/or funding under this program:
 - (1) A community manages an approved project and submits invoices to their Regional Planning Commission for reimbursement, up to \$15,000.
 - (2) The Regional Planning Commission manages the approved project, including identifying and contracting directly with subcontractors and/or providing services themselves, at the direction of the community. Services valued at up to \$15,000 are provided to the community, but no money is transferred.

- f. Projects funded under this program must comply with Department of Transportation policies regarding the procurement of services. In particular, all subcontracts must be in writing and those exceeding \$10,000 need to contain certain contract language, including a “Certification of Consultant/subconsultants.” The Regional Planning Commission and/or Department of Transportation will assist communities in complying with these contracting policies.
- g. The funds do not expire and do not need to be spent in the first year.
- h. Products from these projects shall be made available for public distribution and a copy of any final deliverable shall be submitted to CTAP. Published materials shall acknowledge CTAP as contributing support to the project.
- i. Communities will be asked to complete a one-page project profile, summarizing their project and outcome(s) achieved, using a form supplied by CTAP.

Application Process

- a. If desired, the community confers with their Regional Planning Commission regarding their project idea(s). The Regional Planning Commissions will help communities to define their project and advise them on completing the application.
- b. An application form must be approved by the planning board and the governing body. Projects need not, however, originate or be managed by the planning board or governing body. Communities may include multiple projects on one application or submit separate applications provided the total value of all projects is \$15,000 or less.
- c. Applications should be submitted to the relevant Regional Planning Commission. The director of the Regional Planning Commission will review the application and either forward the application to NHDOT for approval or work with the applicant to revise the proposal to better support achievement of the CTAP goals.
- d. The New Hampshire Department of Transportation’s CTAP Project Manager will review and approve all projects. If necessary, the CTAP Project Manager will offer suggestions for improving the project to better support achievement of the CTAP goals and direct the community, working with the Regional Planning Commission, to revise their application.



Local Government Funding Request from CTAP Discretionary Fund

Date: _____ **Town/City:** _____

Contact for Project: _____ **Phone (Day):** _____

Contact Email Address: _____ **Phone (Eve):** _____

Project Title: _____

Amount of Funding Requested from CTAP: _____

Additional Funds Contributed toward Project (if applicable) and Source of those Funds:

Project Description (include additional pages or materials as needed):

What does the community hope to achieve with this project and how does that outcome support achievement of the goal(s) of CTAP? How will you measure success?

What types of public education and outreach has/will occur in conjunction with this project?

How will the project be implemented and managed? (Please include answers to the following: will the project be community-managed or RPC-managed? who is expected to perform what actions? and what role will community officials and/or volunteers have?)

Signature of Chair of Governing Body:

Signature of CTAP Representative:

Name of Chair of Governing Body:

Name of Chair CTAP Representative:

Please indicate any other Community Boards and Organizations who support this project (check all that apply and provide name of contact):

- Planning Board** _____
- Conservation Commission** _____
- Zoning Board** _____
- Historic District/Heritage Commission** _____
- Open Space Committee** _____
- Local Lake/River/Watershed Group(s)** _____
- Local Conservation Organization(s)** _____
- Business Organization(s)** _____
- Economic Development Committee/Organization(s)** _____
- School Board** _____
- Other** _____

GOALS FOR CTAP REGION

Developed Based on Input from Member Communities and Participating Organizations at CTAP Strategic Planning Exercise

- A. Economic Vitality** - Provide for a livable wage for all local residents, provide a solid business base, ensure an adequate supply of affordable and workforce housing, and have sustainable and balanced economic growth and tax base.
- B. Business Development** - Support broad-based business development that provides local employment and living wages.
- C. Agriculture** - Strengthen local farms and preserve farmland; encourage food self-sufficiency.
- D. Rural Working Landscape** – Protect and maintain lands, infrastructure, and economic systems that support local farming and forestry.
- E. Environmental Protection** - Protect natural resources in conjunction with supporting economic needs. Protect natural resources and environmental health, including groundwater and aquifers, wildlife and wildlife corridors.
- F. Green Infrastructure and Open Space** - Establish and conserve an inter-connected green infrastructure by preserving open space such as farmlands, productive forests, wildlife corridors, recreation areas, rivers, and other natural areas. Ensure convenient public access to open space, parks and recreational opportunities.
- G. Funding Municipal Services** - Local governments strive to establish stable, consistent funding approaches for public infrastructure and services.
- H. Delivering Municipal Services** - Ensure continuation of strong town services and schools; that municipal services such as schools, fire and police protection are able to grow sustainably to meet projected growth; and provide for world class public schools.
- I. Regional Cooperation** - Develop and support new methods of regional cooperation to support local government delivery of public services, allocate some financial resources on a regional basis, and meet environmental quality and open space objectives.
- J. Downtowns and Community Centers** - Target and support new and redevelopment in existing downtowns and community centers, reusing built infrastructure, and rehabilitating buildings of historic value. Promote walkable downtowns and villages, consistent with historic patterns in the region.
- K. Vibrant Communities** - Support and encourage cultural resources (arts, music), safe neighborhoods, diverse populations in communities (in terms of ages and economic class), and opportunities for parks and recreation. Foster an atmosphere wherein community members: are

involved in their local communities, know their neighbors, volunteer in their communities, and participate and engage in civic dialogue about local issues.

L. Transportation - Promote safe, efficient, accessible, and diverse multi-modal transportation solutions to services and goods, including bicycle and pedestrian paths, inner-city and intra-city transit options, and park and ride systems.

M. Innovative Land Use Patterns - Ensure a mixture of different land use types that includes commercial, industrial, and residential development, emphasizes compact development in town centers, encourages environmental remediation, and takes into full account the impact on the natural environment and community resources, and limits adverse impacts on rural character.

N. Rural Character and Small Town Feel - Maintain unique and diverse rural character and small town New England feel with vibrant town centers and main streets, walkable neighborhoods, and historic preservation of buildings and landscape.

O. Housing - Ensure a diversity of housing stock that is affordable for a range of income levels; renovate historic and existing structures; ensure buildings are energy efficient; and, housing decisions reflect local needs and priorities of all socio/economic groups.