



Transportation Planning Grant Instructions

Please note the following limitations and special conditions on Transportation Planning Grants.

- The maximum amount of any Transportation Planning Grant is \$200,000.
- If a community is applying for Transportation Planning funds and has remaining funds in a Reserve Grant, those funds must be expended before Transportation Planning funds may be used.
- The Commission will not provide funding for any municipal employee for more than two years and will not pay the full cost of any municipal employee. Please see section 1.6 of the 2021 CMF Guidelines for additional detail.
- Transportation Planning grants may be submitted as a joint application between more than one community which are also eligible for a Regional Planning Incentive Award. Please see section 1.5 of the 2021 CMF Guidelines for additional detail.

Application Instructions

Please fill out the entire application form. Additional sheets may be added if necessary.

1. Project Information

- a. Please enter the name of the municipality or other government entity if not a municipality.
- b. Enter the project name here. Please limit the project name to 10 words. This information will be used to identify the project and may be posted on the MGC website, so please be as descriptive as possible within the word limit.
- c. Enter a brief project description. These descriptions may be posted on the MGC website as well as being used for press releases, etc. Please try to be as descriptive as possible while limiting the description to 50 words.
- d. Enter the primary contact person for this grant. This should be the person responsible for the day-to-day activities of the grant.
- e. Please provide the telephone number and e-mail address for the primary contact person.
- f. Please provide the mailing address of the primary contact person.

2. Impact Description/Connection to the Gaming Facility – This section is critical to the award of a grant. The direct purpose of the Community Mitigation Fund is to assist communities in offsetting the costs related to the construction and operation of a gaming establishment. Therefore, there must be a direct nexus to a gaming establishment in order for the Commission to award a grant.

- a. In this section, fully describe the impact that is being caused by the gaming facility. Please provide as much detail as you can. These impacts must be supported by documentation or evidence.
- b. In this section, please identify what documentation or evidence exists that supports that the gaming facility is causing the impact. These could include studies or surveys prepared by the community, Mass Gaming Commission research studies, or other sources of documentation. Please append relevant sections of the documentation with your application.
- c. Please describe how the proposed project will address the impact identified in this section.

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3. Proposed Use of Transportation Planning Funds

- a. Please enter the amount of funding being requested. Please be aware of the funding limits for the category. If any project proposes to exceed the funding limit for the category, a waiver request must be submitted with the application. Please see Section 3.5 of the 2021 Community Mitigation Fund Guidelines for the waiver process.
- b. Describe how the funds are proposed to be used. This section should provide a detailed discussion of the project scope and budget as well as a proposed implementation schedule. The project scope should be sufficiently detailed to allow the review team to understand what the project is and what the outcomes of the project are.
- c. Provide documentation that ensures that the funds will be used for the cost of mitigating the impact of a gaming establishment. For instance, the application should include any invoices or estimates that would quantify the costs associated with the impact. These should fully describe the costs of the identified impact.
- d. In this section, describe how the request will address the impact identified in Section 2 of the application. This section should demonstrate to the review team that implementation of this grant will address the identified impact. Please provide as many specifics as you can in this section.
- e. Please describe how you plan to measure the effectiveness of the project in mitigating the impact.
- f. If this application is for a joint grant request, please provide the amount requested by each community for the joint request as well as any Regional Planning Incentive Award requested. Additional detail should be provided for the use of the Incentive Award. Please see Section 1.5 of the 2021 CMF Guidelines for additional detail regarding joint applications.

4. Consultation with MassDOT/Regional Planning Agency

- a. For roadway and transit projects, the applicant should consult with MassDOT to obtain their input on the project and determine if there are any opportunities for more regional planning activities. The results of this consultation should be included in this section of the application.
- b. For all types of transportation planning projects, the applicant should consult with the appropriate regional planning agency to obtain input on the project and identify opportunities for regional efforts. The results of this consultation should be included in this section of the application.

5. Matching Funds from Governmental or Other Entity

- a. Please identify any sources of matching funding that will be provided by the community or other governmental entity. This is particularly important if the applicant is requesting funding for personnel costs.
- b. Please identify any other contributions by the community such as in-kind services that would count towards a community's match.

6. Relevant Excerpts from Host or Surrounding Community Agreements and Massachusetts Environmental Policy Act (MEPA) Decision

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- a. In this section, please include any excerpts from the Host or Surrounding Community Agreements that relate to the casino impact identified in Section 2. If your community does not have an agreement with a licensee, please indicate that here.
 - b. The CMF cannot fund projects that were required to be completed by the licensee or that were subject to any agreements between the licensee and the applicant. Please demonstrate that the proposed project is not part of any such agreement or regulatory requirement.
 - c. Please provide any relevant sections from the MEPA certificate on the casino project or comments submitted to MEPA by the applicant that relate to the proposed Transportation Planning project.
 - d. Please explain how the identified transportation impact was addressed, or not addressed, by the MEPA decision.
 - e. If MEPA did not require mitigation for the transportation impact, provide justification why CMF funding should be used to plan for mitigation. For example, a community could provide information if the significance of impacts of trip generation totals exceed projected estimates.
- 7. Internal Controls/Administration of Funds** – Please provide descriptions of the relevant internal controls that the community/governmental entity has in place to ensure the appropriate expenditure and tracking of grant funds.
- 8. Certification by Municipality/Governmental Entity** – This section should be signed by a municipal official or other government official that has the authority to enter into a contract on behalf of that community or governmental entity.