



Smart Growth America
Improving lives by improving communities



National Complete
Streets Coalition

Complete Streets Leadership Academy

Program Overview and Application

June 2022

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General information

Summary

Smart Growth America (SGA), in partnership with the Center for Disease Control and Prevention (CDC) and is seeking state departments of transportation (DOT) to receive free technical assistance through **Complete Streets Leadership Academies**. Each selected state DOT awarded assistance (up to three states) will have its own Complete Streets Leadership Academy program, and each Academy will include participation from the state department of transportation, the state health department, the Federal Highway Administration (FHWA), and multidisciplinary teams from three local jurisdictions in the state.

The program will include a series of virtual and in-person workshops taking place over approximately 30 hours over six to nine months, and will culminate in each of the three local jurisdictions planning and implementing a “quick-build” temporary street safety demonstration project using proven safety countermeasures and approaches such as “tactical urbanism” and creative placemaking. Each local jurisdiction will receive a subaward of \$10,000 directly from SGA for materials for their demonstration project.

Strong preference will be given to state DOT applicants willing to allow and support these demonstration projects on state-owned roads.

The lead applicant in each state must be a state DOT. Applying state DOTs are required to include one local jurisdiction as a co-applicant, and are encouraged to include all three local jurisdictions in their application. SGA will assist selected DOTs in engaging the department of health and FHWA participants.

Program overview: workshop series and demonstration projects

The Complete Streets Leadership Academy is a technical assistance program designed to help cross-jurisdictional transportation and health partners in a single state remove barriers to daily physical activity by providing safe and convenient access to jobs, shops, and schools for people traveling actively, whether by walking, biking, using mobility assistive devices, rolling, or taking transit.

Participants will attend approximately 30 hours of workshops spread over several months, some virtual and some in-person. Through these workshops, participating jurisdictions will engage in peer-to-peer learning and work to identify and overcome barriers in state and local policies and practices to implement a Complete Streets approach that supports activity-friendly routes to everyday destinations.

Over the course of the workshop series each participating local jurisdiction will also work with the state DOT, and state health agency, to plan and **implement a “quick-build” demonstration project**, using proven safety countermeasures, tactical urbanism, and creative placemaking to temporarily transform a street or intersection on a state road into a safer, activity-friendly route. SGA will work with each community to help them identify a site for their project, so communities are not expected to identify projects as part of their applications.

At the conclusion of the programs, SGA will prepare two final deliverables: a short (5-8 pages) recommendations memo for the state DOT to share findings, peer examples, resources and suggestions for next steps; and case studies of the three local demonstration projects in each state (see recent examples of case studies [here](#)).

Technical assistance participants

Complete Streets Leadership Academies are multidisciplinary. Each program will include:

- Up to five participants from the state DOT
- Up to 3 participants from the state health agency
- FHWA headquarters and regional staff
- Cohorts of approx. 10 participants from each of the three local jurisdictions

Once selected, each local jurisdiction will engage a cohort of approximately 10 city or county staff, engineers, planners, public health practitioners, community advocates, and related professionals from their towns, cities, and/or tribal communities to attend the workshop sessions and help plan their demonstration projects.

Applicant state DOTs are responsible for identifying local jurisdictions to participate. SGA will assist each state DOT in engaging FHWA and the state health agency once they are selected to receive assistance.

Hybrid virtual and in-person format

Based on the current state of the COVID-19 pandemic, Smart Growth America anticipates facilitating the workshop series using a hybrid in-person/virtual format (subject to change).

Smart Growth America currently anticipates holding up to three in-person workshops per Leadership Academy program, one in each of the three participating local jurisdictions in each state. Smart Growth America will reimburse travel costs for each jurisdiction and the state representatives to attend each in-person session. Receipts will be required for reimbursement and restrictions on eligible expenses will apply.

Subawards to local jurisdictions and in-kind contributions

Each of the three local jurisdictions from a given state will receive a subaward of \$10,000 directly from Smart Growth America to support materials and supplies for the demonstration project (these funds will not pass through the state DOT).

In turn, each local jurisdiction will host one of the three workshops in person, and will be responsible for securing a meeting space and providing coffee and lunch for up to two days for approximately 45 people.

Program timeline

Smart Growth America will select participating states in August 2022. **Programs will start Mid-Fall 2022.**

The exact schedule for each Complete Streets Leadership Academy will be determined in partnership with each state, based partially on ensuring that the demonstration projects occur during a season when people will be outside walking, biking, and rolling in the state (in some cases this will mean avoiding winter months). The workshops will take place over approximately 6-9 months, and the demonstration projects themselves will be in place toward the end of each program for between one week and one month, depending on each local jurisdiction's goals. Demonstration projects will take place in mid spring 2023.

Eligibility

Up to three states will be selected to receive technical assistance, and each state will have its own Complete Streets Leadership Academy program, with its own three local demonstration projects.

State departments of transportation must be the primary applicant. The primary state DOT contact listed must be at a department director level or equivalent. Each state DOT must have at least one

local jurisdiction as a co-applicant and are strongly encouraged to have three jurisdictions identified in their application (if they do not have three at the time of the application, Smart Growth America will work with the state to identify additional local jurisdiction participants). Smart Growth America encourages the inclusion of local jurisdictions with geographic diversity, as well as smaller towns and lower capacity communities.

Strong preference will be given to applications with state departments of transportation who are **willing to implement the demonstration project on a state-owned road.**

How to apply

Applications can be completed online at < <http://smartgrowthamerica.org/2022-complete-streets-leadership-academies>> or by submitting this PDF form by email Rayla Bellis at <rbellis@smartgrowthamerica.org>.

Application deadline

Applications will be accepted until **July 29, 2022 at 11:59pm ET**. We will conduct interviews with finalists during the month of Tentative timeline for application date .

Questions about the process?

For more information, please visit our website or direct questions to Rayla Bellis at <rbellis@smartgrowthamerica.org>

State department of transportation application (required)

State DOT applicant contact information

State Name	
Contact person name	
Contact person title (department director or equivalent)	
Contact person email	
Contact person phone	

State Commitments

If awarded this technical assistance, do you commit to allowing and supporting three temporary Complete Streets demonstration projects on state-owned roads using funds sub-granted directly to the jurisdictions from Smart Growth America? (Note that strong preference will be given to states who can commit to this).

- I commit to performing this action
- I cannot commit to this action

If awarded this technical assistance, do you commit to engaging a cohort of up to 5 representatives from the state DOT to participate in a series of virtual and in-person workshops (approximately 30 hours total)?

- I commit to performing this action
- I cannot commit to this action

State Application Questions

Please provide succinct, detailed answers to the following questions (approximately 100-250 words).

What are you hoping to achieve from this Academy? What do you see as your biggest <u>needs</u> regarding Complete Streets?	
What work has your state already done to implement Complete Streets? What do you see as your greatest <u>success</u> so far?	
What do you see as the biggest <u>barriers and challenges</u> to implementing Complete Streets in your state?	
Describe how public health currently factors into your state DOT's work? To what extent do you currently coordinate with the state health agency?	
Describe how equity factors into your Complete Streets work or your Complete Streets needs.	
Please list up to 5 individuals (names, titles, and departments) from the DOT who you expect to include in your cohort if awarded this technical assistance.	

Local jurisdiction #1 application (required)

Co-applicant: local jurisdiction #1 information

Jurisdiction #1 name (city, county or town)	
Contact person name	
Contact person title	
Contact person email	
Contact person phone	

Local Commitments

If awarded this technical assistance, do you commit to completing a Complete Streets demonstration project within the duration of the Academy?

- I commit to performing this action
- I cannot commit to this action

If awarded this technical assistance, do you commit to engage a cohort of approximately ten local decision-makers, staff, and stakeholders to participate in a series of virtual and in-person workshops (approximately 30 hours total)?

- I commit to performing this action
- I cannot commit to this action

If awarded this technical assistance, do you commit to providing a meeting space, coffee and lunch for one in-person workshop in your jurisdiction?

- I commit to performing this action
- I cannot commit to this action

Application Questions

Please provide succinct, detailed answers to the following questions (approximately 100-250 words).

<p>What are you hoping to achieve from this Academy? What do you see as your biggest <u>needs</u> regarding Complete Streets?</p>	
<p>What has your jurisdiction already done to implement Complete Streets? What do you see as your greatest <u>success</u> in implementing Complete Streets so far?</p>	
<p>What do you see as the biggest <u>barriers and challenges</u> to implementing Complete Streets?</p>	
<p>What is your greatest <u>opportunity</u> to implement Complete Streets, and why?</p>	
<p>Describe how equity factors into your Complete Streets work or your Complete Streets needs. Who and where are the most vulnerable, underinvested communities impacted by health disparities in your jurisdiction?</p>	
<p>Please list the 8-15 individuals (names, titles, and departments/organizations) who you expect to include in your cohort if awarded this technical assistance. The ideal cohort will include transportation and public health professionals from multiple departments and partner organizations.</p>	

Local jurisdiction #2 application (optional but encouraged)

Co-applicant #2 information

Jurisdiction #1 name (city, county or town)	
Contact person name	
Contact person title	
Contact person email	
Contact person phone	

Commitments

If awarded this technical assistance, do you commit to completing a Complete Streets demonstration project within the duration of the Academy?

- I commit to performing this action
- I cannot commit to this action

If awarded this technical assistance, do you commit to engage a cohort of approximately ten local decision-makers, staff, and stakeholders to participate in a series of virtual and in-person workshops (approximately 20 hours total)?

- I commit to performing this action
- I cannot commit to this action

If awarded this technical assistance, do you commit to providing a meeting space, coffee and lunch for one in-person workshop in your jurisdiction?

- I commit to performing this action
- I cannot commit to this action

Application Questions

Please provide succinct, detailed answers to the following questions (approximately 100-250 words).

<p>What are you hoping to achieve from this Academy? What do you see as your biggest <u>needs</u> regarding Complete Streets?</p>	
<p>What has your jurisdiction already done to implement Complete Streets? What do you see as your greatest <u>success</u> in implementing Complete Streets so far?</p>	
<p>What do you see as the biggest <u>barriers and challenges</u> to implementing Complete Streets?</p>	
<p>What is your greatest <u>opportunity</u> to implement Complete Streets, and why?</p>	
<p>Describe how equity factors into your Complete Streets work or your Complete Streets needs. Who and where are the most vulnerable, underinvested communities impacted by health disparities in your jurisdiction?</p>	
<p>Please list the 8-15 individuals (names, titles, and departments/organizations) who you expect to include in your cohort if awarded this technical assistance. The ideal cohort will include transportation and public health professionals from multiple departments and partner organizations.</p>	

Local jurisdiction #3 application (optional but encouraged)

Co-applicant #3 information

Jurisdiction #1 name (city, county or town)	
Contact person name	
Contact person title	
Contact person email	
Contact person phone	

Commitments

If awarded this technical assistance, do you commit to completing a Complete Streets demonstration project within the duration of the Academy?

- I commit to performing this action
- I cannot commit to this action

If awarded this technical assistance, do you commit to engage a cohort of approximately ten local decision-makers, staff, and stakeholders to participate in a series of virtual and in-person workshops (approximately 20 hours total)?

- I commit to performing this action
- I cannot commit to this action

If awarded this technical assistance, do you commit to providing a meeting space, coffee and lunch for one in-person workshop in your jurisdiction?

- I commit to performing this action
- I cannot commit to this action

Application Questions

Please provide succinct, detailed answers to the following questions (approximately 100-250 words).

What are you hoping to achieve from this Academy? What do you see as your biggest <u>needs</u> regarding Complete Streets?	
What has your jurisdiction already done to implement Complete Streets? What do you see as your greatest <u>success</u> in implementing Complete Streets so far?	
What do you see as the biggest <u>barriers and challenges</u> to implementing Complete Streets?	
What is your greatest <u>opportunity</u> to implement Complete Streets, and why?	
Describe how equity factors into your Complete Streets work or your Complete Streets needs. Who and where are the most vulnerable, underinvested communities impacted by health disparities in your jurisdiction?	
Please list the 8-15 individuals (names, titles, and departments/organizations) who you expect to include in your cohort if awarded this technical assistance. The ideal cohort will include transportation and public health professionals from multiple departments and partner organizations.	

State and local supporting documents (required)

To help us assess state and community support for Complete Streets, Smart Growth America requires:

1. A letter of commitment from the State DOT secretary
2. One letter of commitment from each local jurisdiction signed by an elected official such as the mayor or a city councilmember for the local jurisdictions.

All letters should state the commitment of the DOT secretary or local elected leader to support Complete Streets, including implementation of a temporary demonstration project as part of the Academy.