



NEIGHBORHOOD SLOW STREETS

2018 Application Packet

Neighborhood Slow Streets is the City of Boston's program for calming traffic and improving safety on less-busy, residential streets. We work with residents to review an area, identify opportunities, and implement changes to slow traffic speeds and improve safety.

We will not consider single streets through Neighborhood Slow Streets. This program is not intended for busier, larger streets such as Tremont Street, Cummins Highway, or Bennington Street.

The Neighborhood Slow Streets program prioritizes areas with the most need. **We will use objective evaluation criteria to select 3 to 5 communities that:**

- ▶ Are home to higher percentages of youth, older adults, and people with disabilities
- ▶ Experience higher numbers of traffic crashes per mile that resulted in an EMS response
- ▶ Include, or border, community places: public libraries, BCYFs, schools, and parks
- ▶ Support existing and planned opportunities for walking, bicycling, and access to transit
- ▶ Are feasible for the City of Boston to implement improvements.

INSTRUCTIONS *Review these before you begin.*

NEW APPLICANT CHECKLIST

If you're applying for the first time, follow these directions. **Please keep your application simple.** Applications should be submitted by neighborhood associations, community groups, faith-based institutions, or other organized groups of neighbors. You are not expected to conduct any analysis or produce new reports. You only need to submit:

- Contact information** for the one or two people who will serve as the primary contact(s) for the program.
- A map of your zone** showing the boundaries of your proposed zone.
- Signatures from community members** who support the program.
- Three letters of support** from organizations, key community stakeholders, or officials.

RETURNING APPLICANT CHECKLIST

If your neighborhood applied last year, you only need to submit:

- Contact information** for the one or two people who will serve as the primary contact(s) for the program.
- Signatures from community members** who support the program.

Many zones submitted last year were large or otherwise in need of adjustment to fit the program. If you'd like to make adjustments to your zone, **you may submit a new zone map.** If your zone requires changes, we will work with you to identify those changes before we evaluate your zone.

SUBMITTING YOUR APPLICATION

Submit or postmark and mail your application by Friday, August 24, 2018.

Submit your entire application at once. Collect all necessary application materials, including letters of support, and submit them electronically or by mail.

By email: Collect all application materials, then email them to najah.casimir@boston.gov. Use the subject line "Neighborhood Slow Streets Application - [your neighborhood name]".

By mail: Put the contact information page, map, signature pages, and letters in one envelope and mail them to:

Boston Transportation Department
ATTN: Najah Casimir
1 City Hall Square, Room 721
Boston, MA 02201

You must submit your application by email or postmark and mail it by the deadline, **Friday, August 24, 2018**. We will not accept late applications. We will provide time for applicants to provide clarifying information after the deadline.

AFTER WE RECEIVE YOUR APPLICATION

We'll send you a confirmation email once we receive your application. We will check all applications for accuracy and completeness. We will contact you if your application is incomplete, if your proposed zone is too large, or if we have other clarifying questions.

We will need time to process the applications and complete the evaluations. All applications will be evaluated with the same objective criteria. **We will announce new communities in the fall of 2018.**

NEXT STEPS FOR SELECTED COMMUNITIES

The planning, design, and construction process takes approximately two years. The process kicks off with a community walk, hosted by the community contact. You can view more details about the program at boston.gov/neighborhood-slow-streets.

QUESTIONS?

Review our Frequently Asked Questions, available online at boston.gov/neighborhood-slow-streets#questions.

Contact Najah Casimir, Active Transportation Coordinator. She is available to answer your questions about the program and application. You can reach her at 617-635-4765 or najah.casimir@boston.gov. If you leave a voicemail, clearly state your full name and phone number.

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COMMUNITY PARTNER CONTACT INFORMATION

COMMUNITY/NEIGHBORHOOD NAME*:

THIS IS A (check one): Application for a new community

Application for a community that applied previously

APPLYING ORGANIZATION**:

CONTACT NAME:

EMAIL:

PHONE NUMBER:

MAILING ADDRESS:

ZIP CODE:

*Your community name should be unique to your community. It can be anything you want, but please **don't** use any of the names people generally use for Boston's neighborhoods.

**If none, write "N/A"

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MAP OF YOUR ZONE

Include a map of the proposed Neighborhood Slow Streets zone. **Your map should be simple** and show the boundaries of the zone. Boundaries should be major streets, parks, bodies of water, and the like.

Your proposed zone should not cover a large area. If your proposed zone is too large, we will work with you to identify a smaller zone. We may not be able to select large zones. Major streets will not be a part of the project.

If you need help creating a map or have questions about your zone, contact Najah Casimir at najah.casimir@boston.gov or 617-635-4765.

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SIGNATURES FROM COMMUNITY MEMBERS

We need to know that your community is ready to work with us on traffic-calming solutions. Let your neighbors know about this application before you submit it and have them sign the signature page.

Many communities hold neighborhood meetings. If you are able to attend one of these meetings, discuss the program with your neighbors and have them sign the signature page. If your community does not have community meetings or you cannot attend, talk to your neighbors individually and ask them to sign the signature page.

Use our signature page. Don't submit online petitions or surveys, we will not include them in the evaluation. *You must collect at least two full pages of signatures (24 signatures) from people who live in the zone. This helps show baseline community support. But, we will not factor the total number of signatures into your score.*

If you need copies of the signature page, contact Najah Casimir at najah.casimir@boston.gov or 617-635-4765.

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LETTERS FROM STAKEHOLDERS

Collect three letters of support from **key community stakeholders**. Extra letters from stakeholders are welcome, but we will not factor the total number of letters into your score.

Examples of key stakeholders include neighborhood nonprofit organizations, schools, and/or local elected officials. Letters must be from organizations that either serve the people who live in the zone or are within the zone. For example, a letter from the owner of a store that's located on the edge of the zone would not count. A letter from a non-profit that services people who live in the zone would count regardless of its office location. *A letter from the applicant organization will not count towards the three.*

Don't include form letters or other letters from individual residents.

You can find a sample letter on the next page.

SAMPLE LETTER OF SUPPORT

*Letter-writers: Please use personal or organizational letterhead. **Return this letter via PDF or hard copy to the applicants.** They will include your letter and others in their application package.*

[Date]

Boston Transportation Department
ATTN: Najah Casimir
1 City Hall Square, Room 721
Boston, MA 02201

Re: Neighborhood Slow Streets - [Neighborhood name]

Ms. Casimir:

I write to express my support for the Neighborhood Slow Streets application submission by [applicant's name/organization] in [Neighborhood name].

I am [identify your relationship, such as City Councilor, business owner, or representative of a local organization]. [Write 2-3 sentences about why you or your group supports the project].

[If applicable, describe what role you or your organization will play in building support for the project and participation in meetings and events].

Sincerely,

[signature]

[name, title, organization, contact information]

SIGNATURE PAGE

I live in this zone and support traffic calming, such as speed humps, in my neighborhood!

COMMUNITY/NEIGHBORHOOD NAME: _____

NAME OF PERSON COLLECTING SIGNATURES: _____

SIGNATURE	PRINT NAME	STREET ADDRESS	ZIP

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SIGNATURE	PRINT NAME	STREET ADDRESS	ZIP