

## ATTACHMENT A: TEMPLATE LETTER OF SUPPORT

### MONADNOCK REGION COMPLETE STREETS IMPLEMENTATION GRANT, 2024

#### Template – Infrastructure Application Sample Letter of Support

##### ***Instructions***

*The text shaded in yellow is for the town or city to fill in. The letter must be signed by the governing body or an authorized representative of the governing body. Please use the Town/City letterhead and provide in a file separate from other items in the application.*

[Date]

Monadnock Alliance for Sustainable Transportation  
c/o Southwest Region Planning Commission  
37 Ashuelot Street  
Keene, NH 03431  
[completestreets@mastnh.org](mailto:completestreets@mastnh.org)

Dear Monadnock Alliance for Sustainable Transportation:

The [Town of/City of Name] expresses its support for the recently submitted Infrastructure Application for a Monadnock Region Complete Streets Implementation Grant. [Please briefly describe why the Town/City supports the grant application].

If selected for funding under the Monadnock Region Complete Streets Implementation Grant, the [Town of/City of] commits to completing the project as proposed by [December 31, 2025, or December 31, 2026 for proposals requesting a waiver], and to provide documentation regarding our proposed performance metrics and public outreach and education activities by [December 31, 2026, or December 31, 2027 for proposals requesting a waiver]. The [Town of/City of] also understands that the Monadnock Alliance for Sustainable Transportation (MAST) will withhold reimbursement of at least 10% of the grant award until full documentation of performance metrics and public outreach activities are submitted.

Furthermore, the [Town of/City of] understands that Cheshire Medical Center (CMC) and Southwest Region Planning Commission (SWRPC) are serving in an administrative capacity in overseeing the use of grant funds on behalf of MAST. If selected for funding, the [Town of/City of] agrees to sign a release which will hold MAST, CMC and SWRPC harmless in the use of grant funds.

Signed,

[Town Select Board/City Council]