Program Summary

The Westchester County Department of Planning (the Department) is issuing notice of the availability of $15 million through the Westchester County capital budget fund BPL39 to assist Westchester County municipalities with the design and implementation of Complete Streets projects on municipal roads. The goal of the program is to implement Complete Streets projects that increase travel options and support the safe use of roads by all users with a focus on vulnerable users, including pedestrians, bicyclists, and wheelchair users. Municipalities may apply for up to 50% of total project costs and may apply for either design and construction or construction only. Applications are due **Friday September 19th, 2025.** Projects will be selected on a competitive basis following the submission of a complete application and review by a selection committee.

Complete Streets Background

What are Complete Streets

Complete Streets are designed and operated to enable safe use and support mobility for all users. Those include people of all ages and abilities, regardless of whether they are travelling as drivers, pedestrians, bicyclists, or public transportation riders. Complete Streets approaches vary based on community context. They may address a wide range of elements, such as sidewalks, bicycle lanes, bus lanes, public transportation stops, crossing opportunities, median islands, accessible pedestrian signals, curb extensions, modified vehicle travel lanes, streetscape, and landscape treatments. The implementation of well-designed Complete Streets reduces risks for all road users, promotes physical activity, and supports the economic vitality of communities.

Complete Streets in Westchester

Westchester County Government supports Complete Streets and has taken a number of steps to advance Complete Streets policies and infrastructure at a county-wide level. In 2013, the Westchester County Board of Legislators approved the passage of ACT NO 170 – 2013, which states that it shall be the policy of the County to consider the feasibility of Complete Streets improvements when constructing and renovating County-owned roadways. The County, through the Departments of Planning, and Public Works and Transportation, has supported Complete Streets, Walkable Community, and Safe Routes to School Workshops in over 20 Westchester County municipalities. These workshops bring community members together to learn about Complete Streets and identify context-appropriate solutions that would make streets safer and more inviting for all users. The Department of Planning's design section has developed designs and prepared construction documents for streetscapes and shared use paths throughout the County. On a local level, a number of municipalities and villages within the county have enacted Complete Streets policies or completed projects that improve safety and accessibility for all road users.

Despite these many positive developments, Complete Streets infrastructure across Westchester County is inconsistent and in many cases non-existent. Pedestrian and bicycle facilities vary extensively among the

county's cities, towns, and villages. Sidewalks are most prevalent in cities and older, more compact villages, but network gaps and unsafe street crossings exist. Opportunities for walking are more limited in car-oriented areas lacking sidewalks and in communities with incomplete sidewalk networks. The County has an extensive off-road trail system that allows for biking. However, the large majority of streets do not have bicycle infrastructure. Biking and walking is challenging on many roads including those with high speeds, no sidewalks, narrow or non-existent shoulders, and high traffic volumes.

Demonstrating its commitment to Complete Streets, Westchester County has appropriated $15 million in the Adopted Capital Budget and Five Year Capital Program to the Complete Streets Fund, BPL 39, to be administered by the Department of Planning. This fund will provide up to a 50% match for the design and implementation of Complete Streets projects to all Westchester municipalities, including cities, towns, and villages.

Program Description

The Complete Streets Municipal Assistance Program will provide Westchester municipalities with up to a 50% match for the design and implementation of Complete Streets infrastructure. Municipalities will submit one application covering both design and construction, however, the program will be executed in two distinct phases. These are Design and Engineering (phase 1), and Construction and Construction Management (phase 2). The structure of these phases is described below.

Applicants that have already completed Design and Engineering, including construction documents and cost estimates, may apply for Construction and Construction Management funding only. In all other instances, applicants must apply for projects that include both Design and Engineering and Construction and Construction Management. Applicants may not apply for only Design and Engineering funding, as the fund is intended to result in the implementation of Complete Streets projects rather than only the design phase.

All applications will be reviewed following the submission deadline and will be evaluated and funding allocated based on the "Evaluation Criteria" specified later in this document and funding availability. The funding is competitive. Applying does not guarantee funding, and an applicant may only receive a portion of their requested grant amount.

Design and Engineering (Phase 1) Details

Scope of Work

Design and Engineering encompasses the development of engineering and design plans, including the preparation of detailed construction plans and specifications necessary for bidding purposes. The intention of the fund is to support the construction and implemention of projects that have already gone through concept development, conducted engagement, and received community support. The Design and Engineering phase will take these concepts and turn them into construction ready plans.

Applications are expected to include evidence that public engagement including a public hearing has already performed. If a project is selected which has had insufficient community engagement, this is expected to be performed prior to funding.

Funding and Procurement

Design and Engineering will be funded 100% by Westchester County and the work will be conducted by a planning and engineering firm which the County will select and manage. The firm that will conduct this work will be selected from a list of vendors that the County's Department of Public Works & Transportation pre-qualification board has approved as capable of completing the required complete streets design and engineering tasks. The County will issue one capital bond to cover Design and Engineering for all selected projects. The primary intent of this streamlined process is to significantly reduce the administrative work associated with obtaining a consultant and issuing a bond for each project individually.

Project Management

Although the consultant will be selected and managed by the County, the sponsoring municipality will be fully involved during the design and engineering process. The intent of the design and engineering process is to accomplish the goals that the applying municipality set forth in their application. With that in mind, the sponsoring municipality will designate at least one project manager to participate in project discussions and attend project management meetings. The project manager will work alongside representatives from the County's Departments of Planning and Public Works & Transportation, as well as the selected planning firm. The municipality will have the opportunity to review and provide feedback on design plans.

Construction and Construction Management (Phase 2) Details

Scope of Work

Construction and Construction Management funding is to be used for project construction and construction management. An operation and maintenance (O&M) plan will be prepared during the development of detailed construction documents. All operation and maintenance activities will be a condition of an Inter-Municipal Agreement (IMA) and all associated O&M costs will be the responsibility of the municipality.

Funding and Procurement

An applicant that only applies for Construction and Construction Management funding will be eligible to apply for up to 50% of costs. If an applicant applies for Design and Engineering (phase 1) and Construction and Construction Management (phase 2), the maximum the County will fund towards Construction and Construction Management (phase 2) will be the difference between the 50% total project reimbursement maximum and the cost of Design and Engineering (phase 1) that will be fully funded by the County. For example, if design costs $100k and construction is $900k for a total project cost of $1 million, the County will fund up to $500k ($100k for design and engineering and $400k for construction).

Applicants must utilize a competitive process for procuring construction services, and each construction project will be bonded individually.

Project Requirements

Who May Apply

Funding is open to Westchester County municipalities. Applications may be submitted by individual municipalities or jointly in cases where project areas cross municipal boundaries. Where projects involve multiple municipalities only one application should be submitted and financial commitment and letters of support need to be provided by all municipalities involved.

Municipalities identified in the 2009 settlement between the County and the U.S. Department of Housing and Urban Development must comply with the County's Discretionary Funding Policy.

Eligible Roads

The intent of the project is to fund Complete Streets projects on municipal owned roads. If a project area intersects a property owned by another party, appropriate permissions must be obtained.

Eligible Project Activities

To be eligible, projects must have a primary purpose of enhancing safety, accessibility, and mobility for road users—including pedestrians, bicyclists, public transit riders, and motorists. This can include the construction or improvement of sidewalks, crosswalks, bike lanes, pedestrian signals, curb ramps, and traffic-calming measures such as curb extensions and speed humps. Streetscape enhancements that promote walkability, such as street trees, lighting, and benches, may be included when integrated into broader mobility goals. Similarly, infrastructure intended to enhance drainage and provide flood mitigation improvements may be incorporated, but cannot be the primary purpose.

The funds are intended to support the design and implementation of substantial, new complete streets elements. As such projects that are focused on routine maintenance, repair, beautification without a safety and mobility component, or primarily on vehicle capacity are not eligible.

For a project to be eligible for County funding, the applicant must provide in their application a clear description of existing concerns, how the proposed project addresses these concerns, and the benefits of project implementation. This description should include available transportation data including crash data, speed data, and travel patterns. It should also include details on the size of the area, population, and land use information. Anticipated changes to travel patterns as a result of the project should be described. Wherever possible, quantitative data should be provided alongside qualitative descriptions.

Award Size

The Westchester County Complete Streets Fund has been established with a total of $15 million. There will be a minimum award of $100,000 and a maximum amount of $6,000,000 per project. There is no specified number of awards that the County intends to award. The County reserves the right to award less than the amount requested by applicants and to not award the total Fund budget during this application cycle.

Applicant Financial Commitment

To be awarded funding, an applicant must participate financially by providing a minimum share of 50% of the project cost through local funds, grants or other funds and assume 100% of all operating and maintenance costs. Applicants need to provide proof of funding commitment in their application. Although applicants may apply for funding for up to 50% of the project cost, it is not guaranteed that awards will be

for the full amount requested; the County may reduce its level of contribution after a review of project scopes of work and cost

To be eligible for Design and Engineering funding, applicants must provide at least a conceptual cost estimate. Applicants applying for construction and construction management must provide detailed construction plans and a detailed cost estimate.

Funding Requirements

Applicants must refrain from using the funding to replace project funding that has already been appropriated. It is the intention of this program to enable the completion of additional Complete Streets projects, not to offset the costs for projects that are already underway utilizing other funding sources.

Complete Streets and Project Commitment

Applicants must demonstrate a commitment to the planning and implementation of Complete Streets. This may include legislation such as a Complete Streets ordinance, or otherwise indication of how the municipality has addressed complete streets as part of its comprehensive planning and land use regulations. For the proposed project, applicants are also expected to include evidence that public engagement including a public hearing has been performed. If a project is selected which has had insufficient community engagement, this is expected to be performed prior to funding.

Start Dates and Period of Performance

The County expects to obligate Westchester County Complete Streets award funding via a signed grant agreement between the Department and the recipient, as flexibly and expeditiously as possible, within 12 months after awards have been announced. The expected period of performance for Design and Engineering (phase 1) agreements is between 12 months and two years, depending on the scope and extent of the grant activities. The period of performance for Construction and Construction Management (phase 2) agreements may not exceed five years.

Application Instructions

All applications are to be submitted online through survey 123.
Potential applicants should review the application and prepare and save their responses and necessary attachments prior to completing the online form. The online application should be completed in one sitting as it will be difficult to return to a partially completed response**.**

Municipalities may apply for multiple projects. A separate application should be submitted for each application.

Evaluation Criteria

Applications will be prioritized according to two main themes: (1) The importance of the project, and (2) the likelihood of the project to be completed.

The importance of the project:

- The nature and extent of the recorded or potential safety risks posed by the existing street infrastructure
- The degree to which the project will reduce the identified safety risks
- The extent to which the project will encourage and increase the convenience and comfort of travel by foot, transit, and bicycle
- The anticipated number of people that will benefit from the project
- The importance of the project to the broader community and overall street network, considering how it connects to existing pedestrian, bicycle, and transit infrastructure as well as key trip origins and destinations

The likelihood of the project to be completed

- The expected timeline for the project, including how reasonable the timeline is, and the applicant's commitment to completing the project
- The level of commitment that the applicant has demonstrated towards planning for and implementing Complete Streets generally
- The level of commitment demonstrated towards planning and implementing the proposed project, including; conducting significant public and stakeholder outreach, and submitting letters of support from relevant entities
- Demonstrated proof of the availability of funds for the local match and funding from other sources for the project

Application and Review Process

Timeline

Action	Date
Complete Streets Fund Program Launched	June 3rd 2025
Complete Streets Info Sessions	Thursday, June 12th – 11 AM Monday, June 23rd – 1 PM Tuesday, July 1st – 11 AM Tuesday, July 15th – 1 PM
Pre-Application Meeting with County	July-August 2025
Full Application Due	Friday September 19th 2025
Application Review	September 19th – October 31st
County Bonds for Financing	October 2025 – January 2026
Local municipality enters into an Inter-Municipal Agreement (IMA) with the County	Early-Mid 2026

The process for implementing complete streets projects with County funding assistance is as follows:

1. **Review materials and attend Info Sessions -** The County will be offering four info sessions: Thursday, June 12th at 11am, Monday, June 23rd at 1pm, Tuesday, July 1st at 11am, and Tuesday, July 15th at 1pm. The intent of the info sessions is to provide participants with an understanding of the application process, goals of the programs, and project eligibility. All municipalities considering applying are strongly encouraged to attend. To register, eligible applicants must reach out to Stephen Courage, Associate Transportation Planner at sace@westchestercountyny.gov or 914-995-1622 to receive a meeting invitation.
2. **Pre-Application meeting with the County -** Applicants may meet with County staff to discuss the proposed project before preparing and submitting additional material. At the meeting, the scope of the proposed project will be reviewed and an early determination made on whether the project meets the Complete Streets criteria for participation. Additional information needed for a full application will be discussed.
3. **Submit complete application for funding** - Applications along with supporting material are due Friday September 19th. The County has the right to reject incomplete applications.
4. **Review by County** - Applications will be reviewed by a committee consisting of County staff. After confirming that the application is complete and meets the project requirements, the committee will review the application based on the evaluation criteria. The committee may request additional information in conjunction with its review.
5. **County bonds for financing** - Once projects are selected by the committee, the County will proceed with legislation to issue bonds for the County funding portion of the projects. The bonding process includes review and approval by the County Planning Board and review and approval by the County Board of Legislators. In order to issue bonds for funding, the County will require an operation and maintenance agreement to ensure that the project is maintained.

6. **Local municipality enters into an Inter-Municipal Agreement (IMA) with the County** - The local municipality must enter into an IMA with the County. The IMA will specify any additional actions necessary for the municipality to demonstrate compliance with requirements included in the Complete Streets Fund. As a condition of the IMA, the municipality will submit quarterly status reports to the County. Costs incurred prior to the execution of the IMA are not eligible and cannot be reimbursed.
7. **Local municipality submits reimbursements for eligible costs** - The IMA will include a detailed project budget specifying both local and County funding amounts. Once the IMA has been executed and the terms of the IMA have been met, the local municipality may submit requests for reimbursement. The County will fund up to 50% of eligible project costs on a reimbursement basis. Additional supporting information such as invoices and payroll information may be required by the County as specified in the IMA. Costs incurred prior to the execution of the IMA are not eligible and cannot be reimbursed.

Resources

Westchester County's Complete Streets Policy: This is a link to Act 170 -2013 which adopts a Complete Streets Policy for County roadways

Overview of Complete Streets, including best practices.

Smart Growth America: What are Complete Streets Provides an introduction to Complete Streets, including examples of Complete Streets Projects, as well as recommendations for developing Complete Streets Policies and an inventory of existing Complete Streets policies.

Complete Streets: Best Policy and Implementation Practices American Planning Association

Boston Complete Streets Provides policy and design guidance for the city of Boston. The comprehensive project and website won a 2015 APA award and is a valuable resource for other communities. A video introduction and full report of the project are available.

Model Language

Complete Streets Policies at the Local Level | ChangeLab Solutions This page contains a model Complete streets ordinance, resolution, and comprehensive plan language.