

**RPC/DEC MUNICIPAL ROADS GRANTS-IN-AID PROGRAM  
EQUIPMENT PURCHASE**

**TO:** Vermont Municipal Officials, Missisquoi River, Lamoille River, and Lake Memphremagog Watersheds  
**RE:** Letter of Intent to Participate in a **Municipal Roads Grants-in-Aid Program:  
 Equipment Purchase**

Vermont Department of Environmental Conservation (DEC) will offer select municipalities funding to purchase up to one piece of equipment that will support Municipal Roads General Permit (MRGP) implementation. Your municipality is eligible for equipment funding, as the majority of your municipality is located within the SFY 2019 targeted watersheds: Missisquoi River, Lamoille River, and Lake Memphremagog. Equipment eligible for purchase is described below. Municipalities must enroll in the SFY 2019 Grants-in-Aid program and construct best management practices on hydrologically connected municipal road segments in order to be eligible for purchase of equipment in SFY 2019. DEC will reimburse up to 80% of the municipality’s documented equipment cost. If demand exceeds funds available, equipment purchase will be further prioritized for municipalities with the greatest number of hydrologically connected municipal road miles.

**Equipment eligible for purchase:**

<b>Equipment type</b>	<b>Total maximum amount</b>	<b>State maximum award (80% of equipment cost)</b>	<b>Cash match required (20% of equipment cost)</b>
Roller compactors for attachment to grader to improve road crown	\$7,500	\$6,000	\$1,500
Leaf blowers to clean leaves and sediment from ditches and reduce culvert plugging	\$5,500	\$4,400	\$1,100
Small hydroseeders (300-400 gallons) to accelerate revegetation of disturbed soil areas (municipalities with current access to shared hydroseeders are not eligible to purchase hydroseeders under Grants-in-Aid)	\$6,500	\$5,200	\$1,300
Plate compactors to install drainage culverts	\$4,000	\$3,200	\$800
Tractor-mounted shoulder discs to remove high road shoulders	\$8,000	\$6,400	\$1,600
Haybale shredder to distribute hay mulch on disturbed soil areas	\$7,600	\$6,080	\$1,520

**Participating municipalities agree to:**

- Purchase equipment, upon notice to proceed, to support implementation of the MRGP by October 31, 2018, or if more time is necessary, by the final completion date of June 30, 2019.
- Sign the commitment letter to confirm the municipal responsibilities of the program.
- Document equipment purchase costs and provide a minimum of 20% local cash match for purchase of equipment. Funds from other federal or state grant programs or local match for those other federal and state grant programs cannot be included as match.
- Work with your Regional Planning Commission to report purchase of equipment using the DEC-provided template (page 4 of this invitation letter) and seek reimbursement from DEC.
- Submit a signed operation and maintenance agreement to operate and maintain equipment according to manufacturer’s specifications for a minimum of ten years.
- Attend, if necessary, an Agency of Transportation Local Roads or equipment manufacturer workshop, providing training on the use, construction, and maintenance for the applicable piece of equipment.
- Submit the MRGP Notice of Intent (NOI) form and pay the \$240 MRGP administrative processing fee, due to DEC by July 31, 2018, to be eligible for Grants-in-Aid funds. DEC will send a letter to all municipalities that

require MRGP coverage in May 2018 with information on applicable fees and schedules and a link to the NOI form. (Note: MRGP NOI form and administrative processing fee do not apply to MS4 communities.)

**DEC agrees to:**

- Determine the monies appropriated to each participating municipality for purchase of equipment.
- Make payments on a reimbursement basis, upon receipt of invoices submitted from Regional Planning Commissions on behalf of participating municipalities. DEC will reimburse 80% of documented costs for purchase of equipment.

**Regional Planning Commissions agree to:**

- Assist municipalities by: (a) serving as the municipalities' point-of-contact and fiscal agent for reimbursement of expenses under the program; (b) assisting municipalities in selecting equipment for purchase; and (d) aiding towns in reporting deliverables.
- Secure letters of intent to participate in the program coordinated statewide through the Northwest Regional Planning Commission in St. Albans.

If you have any questions about the Municipal Grants-in-Aid Program equipment purchase, please contact your Regional Planning Commission. For questions about the Municipal Roads General Permit please refer to the DEC website: <http://dec.vermont.gov/watershed/stormwater/permit-information-applications-fees/municipal-roads-program>.

Thank you for your attention, and we look forward to hearing from you soon.

**LETTER OF INTENT TO PARTICIPATE IN THE  
RPC/DEC MUNICIPAL ROADS GRANTS-IN-AID PROGRAM  
EQUIPMENT PURCHASE**

We, the Legislative Body of the Municipality of \_\_\_\_\_ certify that the municipality will:

- Upon a notice to proceed, purchase up to one piece of eligible equipment, indicated below, to support MRGP implementation and provide 20% cash match for equipment purchase by the final completion date of June 30, 2019. Funds from other federal or state grant programs or local match for those other federal and state grant programs cannot be included as match.
- .
- Indicate piece of equipment of interest for purchase (check one):
  - Roller compactors for attachment to grader to improve road crown (maximum reimbursement amount \$6,000)
  - Leaf blowers to clean leaves and sediment from ditches and reduce culvert plugging (maximum reimbursement amount \$4,400)
  - Small hydroseeders (300-400 gallons) to accelerate revegetation of disturbed soil areas (municipalities with current access to shared hydroseeders are not eligible to purchase hydroseeders under Grants-in-Aid) (maximum reimbursement amount \$5,200)
  - Plate compactors to install drainage culverts (maximum reimbursement amount \$3,200)
  - Tractor-mounted shoulder discs to remove high road shoulders (maximum reimbursement amount \$6,400)
  - Haybale shredder to distribute hay mulch on disturbed soil areas (maximum reimbursement amount \$6,080)
- Purchase the equipment following relevant municipal procurement practices or policies.
- Submit a signed operation and maintenance agreement to operate and maintain equipment according to manufacturer's specifications for a minimum of ten years.
- Work with regional planning commission to complete the equipment reporting template, including photographs of equipment in use (refer to page 4 of the invitation letter).
- Submit the MRGP Notice of Intent (NOI) form and pay the \$240 MRGP administrative processing fee, due to DEC by July 31, 2018, to be eligible for Grants-in-Aid funds. DEC will send a letter to all municipalities that require MRGP coverage in May 2018 with information on applicable fees and schedules and a link to the NOI form. (Note: MRGP NOI form and administrative processing fee do not apply to MS4 communities.)

Attendance of an Agency of Transportation Local Roads or equipment manufacturer workshop, providing training on the use, construction, and maintenance for the applicable piece of equipment, is strongly recommended.

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (Duly Authorized Representatives)

**Return signed commitment letter to: Municipal Roads Grants-in-Aid Program, c/o Northwest Regional Planning Commission, 75 Fairfield Street, St. Albans, Vermont 05478 or email to [GIA@nrpcvt.com](mailto:GIA@nrpcvt.com).**

**MUNICIPAL ROADS GRANTS-IN-AID PROGRAM  
FINAL PERFORMANCE REPORT  
EQUIPMENT PURCHASE**

**Project Information**

Municipality:

Report date:

Grants-in-Aid equipment funding amount:

Total match documented (20% cash of total equipment cost):

*For your reference. Do not  
return with Letter of Intent.*

**Indicate equipment type purchased:**

- Roller compactors for attachment to grader to improve road crown (maximum reimbursement amount \$6,000)
- Leaf blowers to clean leaves and sediment from ditches and reduce culvert plugging (maximum reimbursement amount \$4,400)
- Small hydroseeders (300-400 gallons) to accelerate revegetation of disturbed soil areas (municipalities with current access to shared hydroseeders are not eligible to purchase hydroseeders under Grants-in-Aid) (maximum reimbursement amount \$5,200)
- Plate compactors to install drainage culverts (maximum reimbursement amount \$3,200)
- Tractor-mounted shoulder discs to remove high road shoulders (maximum reimbursement amount \$6,400)
- Haybale shredder to distribute hay mulch on disturbed soil areas (maximum reimbursement amount \$6,080)

Report applicable performance measures:	Performance Measure Value
Estimated hours equipment in use per year (applies to all equipment purchases)	
Estimated road miles improved through use of equipment per year (applies to roller compactors, leaf blowers, plate compactors, tractor-mounted shoulder discs)	
Estimated acres stabilized through use of equipment per year (applies to hydroseeders and haybale shredder)	

**Attach photo of equipment purchased in use and submit as individual JPG files (minimum resolution 300 pixels per inch).**