

INVITATION TO PARTICIPATE IN MUNICIPAL ROADS GRANTS-IN-AID PROGRAM

TO: Vermont Municipal Officials
RE: Letter of Intent to Participate in a **Municipal Roads Grants-in-Aid Program:**
A New Program to Provide Funding Assistance in Municipal Road General Permit Compliance

Vermont's Regional Planning Commissions (RPC) and the Department of Environmental Conservation (DEC) invite your municipality to participate in another year of the **Municipal Roads Grants-in-Aid Program**. The intent of this program is to provide funding for municipalities to implement best management practices (BMPs) on municipal roads in compliance with the DEC **Municipal Roads General Permit (MRGP)**.¹

DEC has set aside \$2.6 million to support BMP implementation under this program. In addition, DEC has allocated \$100,000 for purchase of equipment for communities that have the majority of their land base in the Missisquoi River, Lamoille River and Lake Memphremagog basins. DEC intends to direct equipment funds to other basins in future years. DEC will work with the Regional Planning Commissions to make available grant funds to all participating Vermont municipalities that agree to the terms contained in the attached commitment letter. Your municipality must return the signed letter **by June 22, 2018** to be eligible (page 3 of this invitation letter).

DEC will offer participating municipalities funding to implement BMPs on hydrologically connected municipal road segments that currently do not meet standards.² A municipality's funding award depends upon:

- The number of hydrologically connected roads, sorted into five-mile increments. (DEC used its mapped Geographic Information Systems (GIS) data layer to estimate the number of hydrologically-connected municipal roads by Vermont municipality³); and
- The number of participating municipalities. Additional funds may become available should some municipalities decide not to participate. Refer to the attached DEC Base Offer for your municipality.

Grants-in-Aid awards will be made available through regional planning commissions, which will submit reimbursement requests to DEC on behalf of municipalities. DEC will reimburse up to 80% of the municipality's documented construction expenses, including in-kind support, for BMPs on hydrologically connected municipal roads.

Participating municipalities agree to:

- Construct the additional road BMPs on hydrologically connected municipal roads to bring road segments into full compliance with MRGP standards.
- Complete the project 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 project costs and provide a minimum of 20% local match (cash or in-kind) for BMP construction. Match for BMP construction can include in-kind contributions such as transportation, municipally-owned road equipment, crew labor, municipal staff time and other costs directly related to the BMP construction project. 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 select projects, conduct site visits, obtain technical assistance, complete the report template for each road segment and BMP (page 4 of this invitation letter) and seek reimbursement from DEC.
- 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

¹ Act 64 requires DEC to develop the MRGP. Municipalities will apply for coverage under the MRGP in July of 2018. Municipalities will be required to conduct road erosion inventories, develop road implementation schedules, and begin implementing road BMP priorities contained within those plans.

² Hydrologically connected roads are those that drain directly into surface waters (streams, rivers, ponds, lakes and wetlands).

³ DEC map layer for hydrologically-connected municipal roads in Vermont is available at: <http://anr.vermont.gov/maps/nr-atlas>.

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:

- Use a formula, based on the number of hydrologically connected municipal road miles, in determining the monies appropriated to each participating municipality.
- 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 BMP construction and purchase of equipment up to the final award amount for each municipality.

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) providing maps of connected road segments to participating municipalities; (c) providing technical assistance to towns in project selection, mapping and construction techniques; (d) posting clean water project signs for publicly visible projects during construction when feasible, and (e) aiding towns in tracking and reporting deliverables.
- Secure letters of intent to participate in the program coordinated statewide through the Northwest Regional Planning Commission in St. Albans.

Eligible BMPs according to the MRGP Standards:

- Grass and stone-lined drainage ditches and stone check-dams;
- Turnouts, cross culverts, and other disconnection and infiltration practices;
- Lowering of high road shoulders;
- Installation or replacement of drainage culverts and driveway culverts on non-perennial streams within right of way and installation of culvert headwalls and outlet stabilization;
- Addressing gully erosion on Class 4 roads; and
- Stabilizing catch basin outlets.

If you have any questions about the Municipal Grants-in-Aid Project, please contact your Regional Planning Commission. For questions about the MRGP 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**

(page 3 of 4)

We, the Legislative Body of the Municipality of _____ certify that

the municipality will:

- Upon notice to proceed, construct one or more road best management practices (BMPs) to bring hydrologically connected municipal road segments into full compliance with the Municipal Roads General Permit (MRGP) standards, to be completed, if possible, by October 31, 2018, or by the final completion date of June 30, 2019.
- Construct the road BMPs on hydrologically connected municipal road segments – roads that drain directly into surface waters (streams, rivers, ponds, lakes and wetlands). Contact your regional planning commission or refer to the Vermont Department of Environmental Conservation (DEC) map layer for *hydrologically connected* municipal roads in Vermont. This map layer is available at: <http://anr.vermont.gov/maps/nr-atlas>.
- Consult with the regional planning commission prior to construction of the BMPs to conduct a required site visit and verify the appropriate location of the connected road segment and BMPs necessary to meet MRGP standards.
- Post a clean water project sign during construction (select projects only).
- Construct BMPs to bring road segment(s) into full compliance with MRGP standards.
- Provide a minimum of 20% local match (in-kind and cash). Match can include quantified in-kind contributions such as transportation, municipally-owned road equipment, crew labor, municipal staff time and other costs directly related to the BMP construction project as part of this program. 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 the regional planning commissions to complete the report template for each road segment and BMP, which includes: (a) location of the BMP (road segment number), (b) itemized practices installed and (c) before/after photographs (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.)

_____ 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.

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

Project Information

Municipality:

Report date:

Grants-in-Aid funding amount:

Total match documented (20% of total project(s) cost):

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

Complete this table indicating road segments worked on and *linear practices* implemented along paved and gravel roads with ditches (e.g., stone-lined ditch, lowering of high road shoulder, etc.).

Road segment ID #	Hydrologically connected? Yes/No	Road condition ¹ before project implementation	Itemized practices implemented to improve road condition	Road condition ¹ after project implementation	Date project constructed

¹ – Road conditions are based on Municipal Roads General Permit (MRGP) standards. Please indicate one of the following three standards: (1) not meeting standards, (2) partially meeting standards, or (3) fully meeting standards.

If your project involved outlet stabilization on paved roads with catch basins and/or Class 4 gully erosion remediation, complete this table.

Road segment or catch basin ID ²	Hydrologically connected? Yes/No	Average estimated length of erosion	Average estimated width of erosion	Average estimated depth of erosion	Date project constructed

² – Provide road segment ID for projects on Class 4 roads and catch basin ID for projects on paved roads with catch basins.

Attach before and after photos for each road project completed, and photo of clean water project sign posted during construction (if applicable). Photos should be taken from the same perspective before and after project implementation and submitted as individual JPG files (minimum resolution 300 pixels per inch).