

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

TO: Vermont Municipal Officials in the Ottauquechee-Black River, White River and Southern Lake Champlain watersheds

RE: Letter of Intent to Participate in a Municipal Roads Grants-in-Aid Program:
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 the Municipal Roads Grants-in-Aid Program. This program provides funding for municipalities to implement best management practices (BMPs) in compliance with the DEC Municipal Roads General Permit (MRGP).¹

DEC has set aside \$2.9 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 White River, Ottauquechee-Black and Southern Lake Champlain watersheds. DEC will work with the RPCs to provide grant funds to participating Vermont municipalities that agree to the terms (see attached participation commitment letter). Your municipality must return the signed letter **by July 3, 2019** to be eligible (page 3 of this invitation letter).

DEC will offer funding to participating municipalities to implement BMPs on hydrologically connected 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.; 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 to see the amount of funding you are eligible to receive.**

Grants-in-Aid awards will be made available through RPCs, 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 roads.

Participating municipalities agree to:

- Construct the additional BMPs on hydrologically connected roads to bring road segments into full compliance with MRGP standards.
- Complete the project by October 31, 2019, or if more time is necessary, by the final completion date of June 30, 2020.
- 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.
- If eligible, provide 20% local cash match for purchase of equipment.
- Work with your RPC to select projects, conduct site visits, obtain technical assistance, compile invoices, and seek reimbursement from DEC.
- Comply with the MRGP before requesting reimbursement from the State for construction and equipment costs. Full compliance with the MRGP includes full payment of MRGP fees due by June 1, 2019, required MRGP forms and Annual Planning Report.

DEC agrees to:

¹ MRGP available at: <http://dec.vermont.gov/watershed/stormwater/permit-information-applications-fees/municipal-roads-program>.

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

- Use a formula, based on the number of hydrologically connected municipal road miles, in determining the monies appropriated to each participating municipality; and
- Make payments on a reimbursement basis, upon receipt of invoices submitted from Regional Planning Commission 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 municipalities in tracking and reporting deliverables.
- Securing 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;
- Stabilizing conveyance zones;
- 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 local 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>.

We look forward to hearing from you soon.

**LETTER OF INTENT TO PARTICIPATE IN THE
MUNICIPAL ROADS GRANTS-IN-AID PROGRAM**

(page 3 of 3)

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

- Construct one or more road best management practices (BMPs) to bring connected road segments into full compliance with Municipal Roads General Permit (MRGP) standards, to be completed, if possible, by October 31, 2019, or by the final completion date of June 30, 2020.
- Construct the road BMPs on hydrologically connected 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 BMP(s) to meet MRGP standards.
- Post a clean water project sign during construction (select projects only).
- 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 Commission to complete all reporting and invoicing requirements.

Comply with the MRGP before requesting reimbursement from the State for construction and equipment costs. Full compliance with the MRGP includes full payment of MRGP fees due by June 1, 2019, required MRGP forms and Annual Planning Report.

Please indicate by checking one of the boxes below the anticipated project completion date (for planning purposes only):

- October 31, 2019
- June 30, 2020

_____ Date: _____

(Duly Authorized Representatives)

This signed letter is due by July 3, 2019

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 EQUIPMENT PURCHASE

TO: Vermont Municipal Officials
White River, Ottauquechee-Black River and Southern Lake Champlain Watersheds

RE: Letter of Intent to Participate in a **Municipal Roads Grants-in-Aid Program:
Equipment Purchase**

Vermont Department of Environmental Conservation (DEC) offers 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 2020 targeted watersheds: White River, Ottauquechee-Black River, and Southern Lake Champlain. Equipment eligible for purchase is described below. Municipalities must enroll in the SFY 2020 Grants-in-Aid program and construct best management practices on hydrologically connected municipal road segments in order to be eligible for equipment purchase grants.

DEC will reimburse up to 80% of the municipality's documented equipment cost, up to the State maximum award amount in the table below. If demand exceeds available funding, then equipment purchase will be prioritized for municipalities with the greatest number of hydrologically connected municipal road miles.

Please fill out, sign, and return the Letter of Intent to Participate in the Equipment Purchase program on the following page.

Equipment eligible for purchase:

Equipment type	Total maximum amount	State maximum award (80% of equipment cost)	Cash match required (20% of equipment cost)
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
Hydroseeders to accelerate revegetation of disturbed soil areas	\$7,500	\$6,000	\$1,500
Plate or jumping-jack 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

If you have any questions about the Municipal Roads Grants-in-Aid Program equipment purchase, please contact your local 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 equipment, indicated below, to support MRGP implementation and provide 20% cash match for equipment purchase by the final completion date of June 30, 2020. 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 (State maximum award amount \$6,000, cash match required \$1500 or 20% of equipment cost)
 - Leaf blowers to clean leaves and sediment from ditches and reduce culvert plugging (State maximum award amount \$4,400, cash match required \$1100 or 20% of equipment cost)
 - Hydroseeders to accelerate revegetation of disturbed soil areas (State maximum award amount \$6,000, cash match required \$1500 or 20% of equipment cost)
 - Plate or jumping-jack compactors to install drainage culverts (State maximum award amount \$3,200, cash match required \$800 or 20% of equipment cost)
 - Tractor-mounted shoulder discs to remove high road shoulders (State maximum award amount \$6,400, cash match required \$1600 or 20% of equipment cost)
 - Haybale shredder to distribute hay mulch on disturbed soil areas (State maximum award amount \$6,080, cash match required \$1520 or 20% of equipment cost)
- 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 the equipment's design life.
- Work with your local Regional Planning Commission to complete the equipment reporting requirements including the final performance report (refer to page 3 of this letter), invoices/receipts, photos of equipment in use, a copy of the maintenance manual and transfer of ownership letter (template to be provided by the state).

_____ Date: _____

(Duly Authorized Representatives)

This signed letter is due by July 3, 2019

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
EQUIPMENT PURCHASE**

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.*

Indicate Equipment Type:	
Performance Measure Type	Performance Measure Value
Estimated hours equipment in use per year	
Estimated road miles improved through use of equipment per year (applies to roller compactors, leaf blowers, and tractor-mounted shoulder discs)	
Estimated number of culverts installed through use of equipment per year (applies to plate and jumping-jack compactors)	
Estimated acres stabilized through use of equipment per year (applies to hydroseeders and haybale shredder)	

Please include the following attachments in your submission for reimbursement with this form:

- 1. A copy of the invoice or receipt for equipment purchase**
- 2. A copy of the signed operation and maintenance agreement to operate and maintain equipment according to manufacturer’s specifications for the equipment’s design life**
- 3. A copy of the equipment maintenance manual**
- 4. Photos of the equipment purchased in use (submit as individual JPG files -minimum resolution 300 dpi)**
- 5. A written request to retain ownership of the equipment at the end of grant term for the same use and intended purpose as outlined in this agreement (template to be provided by the state)**

Submit all required documentation to your local Regional Planning Commission.