

**GRANT APPLICATION
TOWN OF EAST MONTPELIER
RIVER CORRIDOR PROTECTION PROJECT IMPLEMENTATION
NORTH BRANCH OF WINOOSKI ADJACENT TO PINE RIDGE ROAD TH#71**

Understanding of the Project: Severe erosion and bank failure has been occurring over a 10-year period at the North End of Pine Ridge Road (TH #71) in East Montpelier. The soils consist of alluvial sand deposits and the ground surface is steeply sloping toward the Winooski River. There are numerous smaller slides along the river; however, this slide appears to be worst in this area. There are several factors that have influenced the formation of this slide. The river is continually undercutting the toe of the slope, which is easterly facing. This results in the formation of an excessively steep slope, the sand cannot maintain a state of equilibrium and movement occurs. Drainage from the roadway and housing development as a result of snowmelt and rainwater readily erode the sandy soils in this area. As small trees become larger they add load to the slope, the sand cannot support the load and additional movement occurs. As vegetation is lost, further erosion takes place. This cycle will likely continue, further impacting the roadway and the development, unless the remedial action recommended herein is undertaken.

Technical Methodology: The construction of rock riprap revetments and blankets, including filter layers or bedding, along a total of approximately 450 linear feet of the southwest bank of the Winooski River adjacent to Pine Ridge Road in East Montpelier, will be used to stabilize the toe of slope and prevent further undercutting by the river. A stone blanket and geotextile filter fabric will be placed on the slope between the top of the rock berm and the roadway to prevent further surface erosion on the slope.

Ranking Criteria: The completion of the project will decrease in-channel sediment and is expected to restore the fluvial geomorphic equilibrium condition. The following consortium of individuals and agencies will be working cohesively towards the successful completion of the erosion stabilization project; Richard Casavant, Ellery Packard, Vtrans District 6 Engineer Technician Doug Newton, Vtrans Soils & Foundations Engineer Chris Benda, Bruce Chapell of the Natural Resource Conservation Service, Road Foreman Mike Garand and Town Administrator Marlene Betit.

Mr. Packard will provide \$10,000.00 in kind service with labor, equipment and materials and Mr. Casavant will provide \$10,000.00 in funds. The Town will provide grant administration and project coordination, the National Resource Conservation Service will provide the design and cost estimates and the Agency of Transportation will be responsible for information relating to grant application. Federal and state permits necessary for the project will be coordinated with the appropriate agencies by the Town of East Montpelier.

Deliverables:

Haul Road Construction, Berm Construction, Geotextile/Stone blanket application.

Schedule: Completion of project by August 31, 2005.

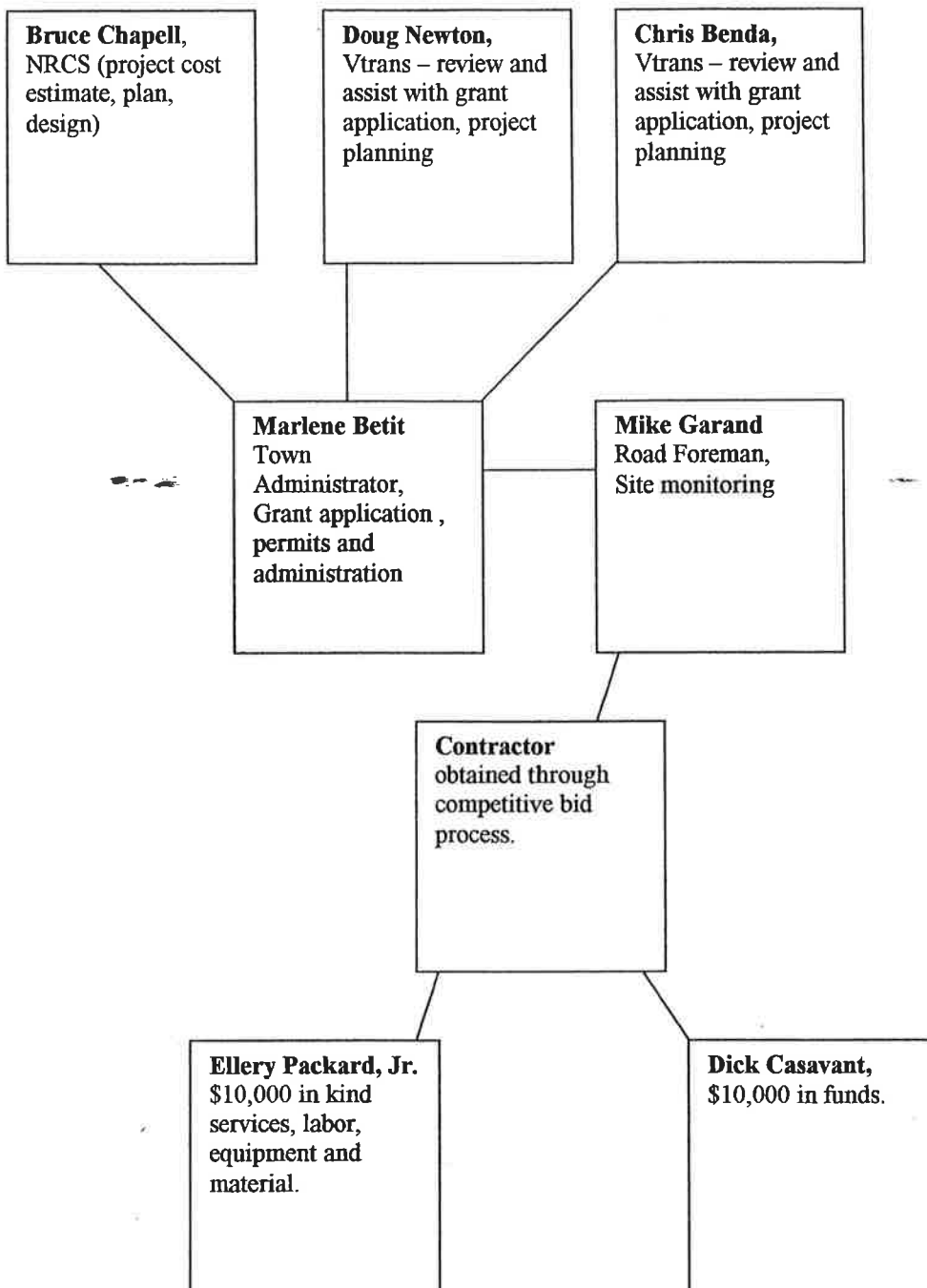
Organizational Chart: see attached

Person Hour Task Matrix:

Contractor obtained through competitive bid process with assistance from Mr. Packard will determine task matrix within the confines of funds available.

Cost Proposal:

Rip Rap Work 450 cy x \$113.78/cy	\$51,201.00
Bulldozer \$95 x 20 hrs	<u>1,900.00</u>
Subtotal	53,101.00
add 20% for backing into pit	<u>10,620.20</u>
	<u>\$63,721.20</u>





State of Vermont

TOWN CLERKS OFFICE
EAST MONTPELIER
RECEIVED

751-0129

JUN 21 2004

7 8 9 10 11 12 1 2 3 4 5 6

AGENCY OF NATURAL RESOURCES
Department of Environmental Conservation

WATER QUALITY DIVISION

103 South Main Street

Building 10 North

Waterbury, VT 05671-0408

FAX 802-241-3287

TEL 802-241-3777

Department of Fish and Wildlife
Department of Forests, Parks and Recreation
Department of Environmental Conservation
State Geologist
RELAY SERVICE FOR THE HEARING IMPAIRED
1-800-253-0191 TDD>Voice
1-800-253-0195 Voice>TDD

June 15, 2004

Dear River Corridor Protection & Restoration Partners,

The Vermont Department of Environmental Conservation River Management Program is pleased to announce the availability of **River Corridor Grants** in support of eligible projects located in the Lake Champlain Basin.

The Vermont General Assembly has established a capital appropriation of \$500,000 in support of Governor Jim Douglas' Clean & Clear Action Plan. This funding is focused on reducing the flow of sediment and nutrients into Lake Champlain by enhancing stream stability through riparian corridor protection and restoration.

We are truly excited about the partnerships and opportunities that this new River Corridor Grants funding will make possible. The River Management Program believes prospective grant applicants and project partners will appreciate the diversity of grant categories which recognize the need for and are supportive of a continuum of project phases from assessment/identification through development and implementation.

Details of the River Corridor Grants Program are included in the enclosed **Request for Proposals**. Contact information for program inquiries is also provided.

Because the physical behavior of fluvial (river) systems, on both temporal and spatial scales, is governed by a complex interaction of watershed input parameters and natural and imposed constraints, achievement of Clean & Clear Action Plan objectives through river stability protection and restoration must be supported by the rigorous application of scientific (fluvial geomorphic) principals. River Corridor Grant applicants are therefore encouraged to partner with or engage technically experienced organizations.

Thanks for your interest and hope to see a proposal from you and your partners!

Per Barry - not Pine Ridge & Coburn which are conflict resolution projects.

This program is for avoidance & restoration. Restoration would be removal of previous man made activity.

identifies areas that should be restored

Barry Cahoon
Barry Cahoon, P.E.
River Management Engineer
Department of Environmental Conservation

Vermont Department of Environmental Conservation
River Management Program
Lake Champlain Clean and Clear Action Plan
SFY 2005 River Corridor Grants

Request for Proposals

As part of Governor Douglas' Clean and Clear Action Plan to implement the TMDL clean-up plan for the Lake Champlain Basin, the fiscal 2005 state budget includes \$500,000 in capital funds to complete stream stability projects. Consistent with the priorities identified in the TMDL Plan, the DEC River Management Program has established a River Corridor Grant Program. It is anticipated this program will be funded for at least six years, potentially at enhanced funding levels in subsequent fiscal cycles.

Program Goals and Funding Categories

The goal of the grant program will be to *reduce the long-term sediment and nutrient loading to Lake Champlain from unstable or eroding stream channels and flood plains by protecting, managing, and restoring streams and stream corridors to maintain or re-establish a condition of fluvial geomorphic equilibrium¹*. To achieve this goal, the River Management Program has established three categories of River Corridor Grants to support the stages of project identification, development and implementation. River Corridor Grant categories are as follows:

- 1 **Project Identification;** through Phase 1 and Phase 2 stream geomorphic assessments
- 2 **Project Development;** which may consist of fluvial erosion hazard risk assessment and mapping activities, Phase 3 stream geomorphic assessments, alternatives analyses, project design, and the development of long-term landowner agreements or easements
- 3 **Project Implementation;** which accomplishes river corridor protection and restoration and:
 - ❖ demonstrates a reduction in sediment/nutrient production from erosion of stream channels, or an increase in sediment/nutrient capture/storage in the stream corridor;
 - ❖ is consistent with the objective of protecting, managing, or restoring the fluvial system to maintain or re-establish a stable, geomorphic equilibrium condition; and
 - ❖ demonstrates the public benefits of multi-objective river corridor management.

Who May Apply

Municipalities, local or regional governmental agencies, nonprofit organizations, and citizens groups proposing projects located in the Lake Champlain Basin are eligible to receive River Corridor Grants. Individuals and state and federal agencies are not eligible to receive funds directly, but may partner with an eligible project sponsor.

¹ The fluvial geomorphic equilibrium condition is strongly associated with minimized production of sediment and nutrients from endogenous, or in-stream sources. The River Management Program has provided several publications defining the fluvial geomorphic equilibrium condition, including "Alternatives for River Corridor Management" and "An introduction to the Stream Geomorphic Assessment Program." These and other educational materials are available at www.vtwaterquality.org/rivers.

Available Funding in 2004

Project Identification: Up to \$100,000 has been earmarked to provide funding for Phase 1 and Phase 2 geomorphic assessment projects in the Lake Champlain Basin.

Project Development: Up to \$300,000 has been earmarked to provide funding for the development of river corridor protection and restoration projects in the Lake Champlain Basin.

Project Implementation: Up to \$100,000 has been earmarked to provide funding to implement river corridor protection and restoration projects in the Lake Champlain Basin.

River Corridor Project Ranking and Selection Criteria

Project Identification Category

- Phase 1 assessments are proposed where Phase 1 assessments have either not been completed or need to be revised to meet the current protocol standard;
- Phase 2 assessments are proposed where existing or proposed Phase 1 impact ratings indicate stream channel adjustments with which accelerated erosion and increased production of sediment and nutrients can be associated; or where existing Phase 2 data should be revised to meet the current protocol standard;
- The extent to which the River Corridor Grant will leverage or be combined with other private or public funds; and
- The proposed work plan includes securing qualified professional services to conduct the assessment and data quality assurance, produce a report detailing the assessment results and conclusions drawn from the data, and involve local citizens in an public educational program.

Project Development Category

- A report is provided detailing the findings of previously conducted Phase 1 and Phase 2 assessments in order to explain whether the in-channel production of sediment and nutrients has been accelerated, and/or the capacity for stream corridor capture or storage of sediment and nutrients has been reduced, and if so, why;
- Project will show how in-channel production of sediment and nutrients will be reduced and storage of sediment and nutrients within the stream corridor will be enhanced;
- Project will include an alternatives analysis consistent with *Alternatives for River Corridor Management* (VT DEC, 2003) and identify:
 - ❖ the extent to which riparian landowners and local government will be or have been engaged to address individual and community interests, values and objectives;
 - ❖ the extent to which design treatments and corridor protection strategies will enable the maintenance and/or re-establishment of the fluvial geomorphic equilibrium condition, and the extent to which existing constraints may preclude maintenance and/or re-establishment of the fluvial geomorphic equilibrium condition;
- The project is consistent with and supports the implementation of a duly adopted local and/or regional Pre-Disaster Mitigation Plan as such plan identifies priorities and needs for riparian corridor protection through Fluvial Erosion Hazard Risk Assessment & Mapping, adoption of local flood hazard mitigation ordinances, acquisition of easements, or other corridor protection mechanisms;
- The extent and degree to which the River Corridor Grant will leverage other private or public funds; and

- The extent to which qualified professional services will be utilized to complete surveys and designs, risk assessments, Fluvial Erosion Hazard mapping; assist local government in the adoption of local corridor protection mechanisms; involve local citizens and landowners in a public education program; develop and confirm riparian landowner participation in the execution of buffer agreements and/or corridor easements; and complete other tasks.

Project Implementation Category

- The extent to which the project will decrease in-channel sediment/nutrient production and/or increase sediment/nutrient storage within the stream corridor;
- The extent to which designed structural and vegetative stream corridor treatments and/or implementation of corridor protection strategies will enable the maintenance and/or re-establishment of the fluvial geomorphic equilibrium condition, and is supported by appropriate alternative analyses including *Alternatives for River Corridor Management* (VT DEC, 2003);
- Riparian landowners have signed, or have indicated an intent to sign, long-term agreements to maintain buffers, establish encroachment setbacks, or execute easements which establish permanent avoidance mechanisms limiting future conflicts between human investments and fluvial processes, within the river corridor;
- The project is consistent with and supports the implementation of duly adopted local and/or regional Pre-Disaster Mitigation Plans as such plans address the avoidance of fluvial erosion hazards through local riparian corridor protection activities, acquisition of easements, etc.²;
- The extent and degree to which the River Corridor Project Grant will leverage other private or public funds;
- The extent of post-project monitoring that is proposed;
- All federal, state, and local permits have been obtained or will be obtained; and
- The extent to which qualified professional services will be engaged for permitting, contract administration, construction management, monitoring, complete all other tasks necessary to implement the project, and involve local citizens and landowners in a public education program.

Grant Timetable

	Proposals due	Project selection	Initiate contracts	Target completion³
Project Identification	August 1, 2004	August 15, 2004	September 15, 2004	September 15, 2005
Project Development	September 1, 2004	September 15, 2004	October 15, 2004	October 15, 2005
Project Implementation	October 1, 2004	October 15, 2004	November 15, 2004	November 15, 2005

Payment Process

Project sponsors will enter into a grant agreement with the Department of Environmental Conservation that includes a work plan and payment schedule. Project payment schedules will include initial payments (at the beginning of the project), and interim (depending on the grant amount and schedule) and/or final payments based on the completion of tasks and final reports. Projects designs must receive final approval from the River Management Program prior to the release of the project implementation funds.

² Projects located in towns which have adopted a riparian corridor protection ordinance will receive higher ranking.

³ Suggested target completion dates. Projects proposing other completion dates will be considered.

Proposal Format

Understanding of the Project:	Describe briefly your understanding of the project, including tasks to be performed, and the issues and needs to be addressed, and also how you propose to coordinate activities with the River Management Program.
Technical Methodology:	Detail the procedures you would use to complete each task. These should be organized into a proposed work program framework with clearly defined tasks and milestones.
Ranking Criteria:	Describe how the project addresses the ranking & selection criteria above.
Deliverables:	Identify specific products to be delivered, and when.
Schedule:	Identify the specific schedule you propose to follow in completing the tasks, and benchmarks for evaluating progress. A chart should be included to present proposed time lines by tasks and milestone dates.
Organizational Chart:	Identify persons who will be involved in the project and their respective roles and/or functions. The project manager and task leaders should be clearly identified.
Person Hour Task Matrix:	A matrix should be included which identifies the person hours to be provided by task for each key individual.
Cost Proposal:	Present a detailed cost proposal for the work to be performed based upon the person hours by task and including personnel, overhead, other direct costs, subcontractor costs, etc. Cost proposals should be provided under separate cover and clearly identified as such.

Proposal Submission

The proposals, 5 paper copies and one electronic copy by CD, must be clearly marked and mailed to:

Mike Kline
DEC River Management Program
10 North Building, 103 South Main Street
Waterbury, Vermont 05602-0408

The deadline for submission is 4:00 on the proposal due date for each of the three grant categories listed in the timetable above. Proposals sent via fax or email will not be accepted.

Additional Information

For more information about River Corridor Grants, contact the VT DEC River Management Program:

Mike Kline
(802) 241-3774
mike.kline@anr.state.vt.us

Barry Cahoon
(802) 751-0129
barry.cahoon@anr.state.vt.us

Tip 10% = 51,201.00
 450 x 113.78 = 51,201.00
 25% = 12,700.00
 25% = 12,700.00
 10% = 1,270.00
 52,901.00
 + 10,240.00
 63,141.00

.20%
 1/2 yr building etc
 12,700.00

rip
 pine ridge
 total : 63,341.00

51,201
 10,240
 1,900
 1,700
 63,341.00

Oct 1st

Pine Ridge Road
 Remind Mike to
 ask questions

End of Pine Ridge
 there is a cul de
 sac
 what is our dister
 of right of way?

Section 4

Town Highway Structures Program

State grants for bridges, culverts, and retaining walls that are part of the municipalities highway (Class 1, 2, or 3) infrastructure are made by the Secretary of Transportation from annual appropriations for that purpose. State funds are required to be matched, as follows:

1. by at least 20 percent of total project cost with municipal funds, or
2. by at least 10 percent of total project cost with municipal funds providing:
 - that the town has adopted Town Highway codes and standards, and
 - the town has conducted a highway infrastructure study (not less than three years old) which identifies all town culverts, bridges, and identified road problems. The inventory would include location, size, deficiency/condition, and estimated cost of repair – where the condition is less than acceptable.

State grant amounts are limited to \$150,000 for any one project. Projects are selected by the DTA from applications submitted by municipalities on a once-per year basis. The DTAs attempt to provide equitable distribution of funds allotted to the district, so that if an application can not be satisfied in one instance it may well be accepted at a later date if it is re-submitted. The number and extent of the projects is dependent upon the Annual Appropriation allocated by the General Assembly.

Projects may address the repair, reconstruction or replacement of a bridge (6' in span or greater), culvert (3' in diameter or greater), causeway, or retaining wall (structure), making this program a complement to the Town Bridge Program (Section 4). In general, the improvement must materially extend the useful life of the structure and be of a permanent nature. No funds may be used on Class 4 town highways.

The Municipality must submit an application/agreement to the DTA defining the work proposed, etc.. This application is an integral part of the agreement, which may eventually be entered into, which defines the responsibilities of the Municipality and VTrans in seeing the project carried through to completion. On larger projects the District Transportation Administrator (DTA) may require a preliminary set of plans. A (NOT FOR USE) sample application/agreement begins on page 3 of this section.

The Municipality is responsible for all aspects of preparing plans, securing permits and carrying out and inspection of the work, all of which are eligible project costs. In particular, the Municipality must (where applicable) contact the Agency of Natural Resources, Stream Protection office and obtain a stream alteration permit to undertake the work or with Historical Preservation. The Municipality may do the work with its forces, request VTrans to do the work, or utilize private contractors.

The Municipality is responsible for funding of the work, generally until the work is completed. In certain circumstances a partial claim may be accepted. The DTA will provide advice in advance of or during the project life, and advice can be solicited from VTrans's Bridge Management unit, Structures section, Project Development Division. However, only limited engineering will be provided unless requested in the agreement. In such case the engineering will be provided at cost.

Once the work is completed (Not to exceed 24 months from the approval date of the agreement), a claim for reimbursement (TA-65 form) shall be submitted to the DTA (within 45 days of the completion date). Upon request of the State, the Municipality will provide copies of payrolls, paid vendor invoices, and other evidence that the cost was incurred and properly satisfied. A sample claim form is on page 7 of this section.

**GRANT APPLICATION/AGREEMENT
BETWEEN
STATE OF VERMONT
AGENCY OF TRANSPORTATION
AND
TOWN/VILLAGE/CITY OF _____
TOWN HIGHWAY STRUCTURES PROGRAM**

THIS AGREEMENT, made this ____ day of _____, 200__, between the **STATE OF VERMONT**, acting through its Agency of Transportation, with its principal office at the National Life Building – Drawer 33, Montpelier, Vermont 05633 (the "STATE") and the **Town/Village/City of _____**, with its principal office at _____, Vermont (the "MUNICIPALITY").

WITNESSETH:

WHEREAS, the MUNICIPALITY is hereby making application for aid under the Town Highway Structures Program for a project to improve a Structure on a Class 1, 2 or 3 highway of the MUNICIPALITY (the "Project"), described more particularly in Section 1, below; and

WHEREAS, the MUNICIPALITY represents that it:

1. **Has** local funds available to finance the local share of the Project during calendar year 200__, in the amount of \$_____.00;
2. **Has / Has Not** adopted Codes & Standards meeting the minimum recommended by the Agency of Transportation. – Copy on file with the Agency.
3. **Has / Has Not** a network inventory system (three years or less old) which identifies, location, size, deficiencies/condition, and estimated cost of repair.

NOW, THEREFORE, in consideration of the premises and the mutual agreements hereinafter set forth, the parties hereto agree as follows:

1. DESCRIPTION OF PROJECT. The Project is described as follows:

Bridge/Culvert/Other #: _____ Town Highway #: _____
Name of Stream _____
Existing Structure Description: _____
Approximate Span or Size: _____
Proposed Improvement: _____
Estimated project cost: _____ .00

2. **CONSTRUCTION;** The MUNICIPALITY will construct the Project using sound engineering practices and in accordance with plans defining the work.
3. **PERMITS; COMPLIANCE WITH PERMIT CONDITIONS.** The MUNICIPALITY will obtain all necessary permits and other approvals required to construct the Project and will be responsible for assuring that all permit or approval requirements are complied with during construction.
4. **DAMAGES TO ABUTTERS.** The MUNICIPALITY will pay the total cost of any incidental damages that may be sustained by abutting or adjacent property owners or occupants as the result of construction of the Project.

Town of East Montpelier

From: Laurie Emery [emery@cvregion.com]

Sent: Thursday, July 29, 2004 7:58 AM

To: Barre Town (Barre Town); berlinzo@sover.net; bhill@montpelier-vt.org; Chris Violette (Chris Violette); citymgr@citygov.ci.barre.vt.us; Dee Pierce (Dee Pierce); Duxbury (Duxbury); eastmontpe@adelphia.net; faith.ingulsrud@state.vt.us; jhackwell@gmtaride.org; middlesex@pshift.com; Montpelier (Montpelier); Montpelier Valerie Capels (Montpelier Valerie Capels); Moretown (Moretown); townmanager@northfield.vt.us; plainfieldtc@aol.com; cvedc@sover.net; townrox@nfd.tds.net; towoodbury@aol.com; Waitsfield Clerk, et al (Waitsfield Clerk, et al); Waitsfield William Bryant (Waitsfield William Bryant); selectboard@warrenvt.org; Warren drbpc; Washington (Washington); Waterbury (Waterbury); dcentonze@waterburyvt.com; Waterbury Steve Lotspeich (Waterbury Steve Lotspeich); towoodbury@adelphia.net; Worcester (Worcester)

Cc: schwartz@cvregion.com

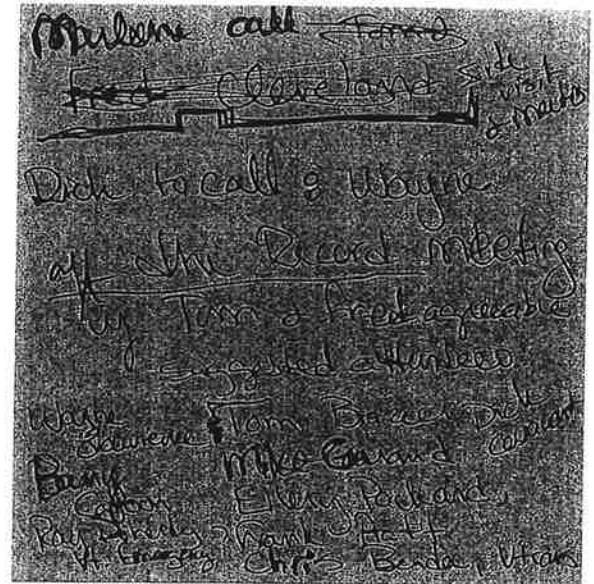
Subject: Pre-Disaster Mitigation Grants

8/25th
7:00 @ site

FEMA is making available funding for planning and implementation projects for pre-disaster mitigation work. These grants require a letter of intent in order to receive the application materials for applying for the funds. The grants are competitive, but I'm unsure if we are just competing with Region 1 (New England states) or nationally. Letters of intent are due to VEM by September 10; so the turn around time is short. Please read the attachments carefully to see if a project in your community is eligible. If you need assistance, please contact CVRPC either me or Joshua Schwartz at 229-0389 or schwartz@cvregion.com or emery@cvregion.com.

Laurie Emery, Administrative Assistant
Central VT Regional Planning Commission
29 Main Street, Suite 4
Montpelier, VT 05602
emery@cvregion.com
802/229-0389
fax 802/223-1977

re: 1240aol.com
re: 1240aol.com



Norma
223-3272
Pine Ridge
Dick Casavant
Property
for sale
what to do
buy??
B & Brier

emery@cvregion.com

July 26, 2004

To: All Towns & State Agencies/Departments

Subject: FEMA Pre-Disaster Mitigation-Competitive (PDM-C) Program, FY 2004

Dear Sir or Madam:

PURPOSE: The purpose of this letter is twofold: first, to inform you of a new aspect of the Federal Emergency Management Agency (FEMA) **Pre-Disaster Mitigation Grant Program** and secondly, to solicit a **Letter of Intent (LOI)** as the first step in requesting funds associated with this program.

BACKGROUND: The new program is called the **Pre-Disaster Mitigation Competitive (PDM-C) Grant Program**. The Federal Fiscal Year 2004 budget provides \$150 million under the National Pre-Disaster Mitigation Fund to initiate a competitive grant program for pre-disaster mitigation activities that lessen the effect of all hazards, but primarily natural hazards. The intent of this program is to provide a consistent source of funding to State, Tribal and local governments for pre-disaster mitigation planning and projects. Funding these plans and projects reduces overall risks to the population and structures, while also reducing reliance on funding from actual disaster declarations. The Federal cost-share is 75%, although some communities may be eligible for up to a 90% Federal cost-share. This source of funding has not been available previously although your community may have participated in pre-disaster mitigation activities through Project Impact or post-disaster mitigation activities under the Hazard Mitigation Grant Program (HMGP). In FY 2003, the town of Troy was selected to receive a PDM-C grant.

ELIGIBILITY/INELIGIBILITY: The eligible applicants include local governments and State agencies. Local governments wishing to apply must be participating in the National Flood Insurance Program (NFIP), or must not have any Special Flood Hazard Areas identified through the NFIP and communities must not be on probation, suspended or withdrawn from the NFIP. A commitment for the State/Local cost-share will be part of the application.

A partial list of ineligible activities include:

- Major flood control projects
- Engineering designs not integral to a proposed project
- Feasibility studies not integral to a proposed project
- Flood studies or mapping
- Response and communication equipment

APPLICATION PERIOD: As a result of an anticipated short application time period to FEMA, potential applicants (towns and State agencies) must submit a Letter of Intent (LOI) at Attachment A and as outlined below. **Only local governments and agencies that submit a LOI will receive a mailing requesting their full application and must have project submissions to the State Hazard Mitigation Officer (SHMO) within 60 days of that mailing (this period will be adjusted if the application period is extended).**

EVALUATION SCORING: All eligible applications will be ranked nationally according to the following factors in order of importance:

- Benefit-Cost Analysis (projects only) – Comparison of the benefits gained over a period of time by executing the project to the cost of the project.
- Assessment of Risks by Hazard (planning only).
- State Ranking
- Community Mitigation Factors (Codes, Community Rating System, Firewise, etc.).
- FEMA-Approved Mitigation Plan (your Regional Planning Commissions have been working with you on this).
- Percent of the Population Benefiting (projects only).
- “Small and Impoverished Community” (based average income and unemployment rate compared to the National averages).
- Critical Facilities affected.

Indications are that the Benefit-Cost Analysis **will be the single most important factor** for consideration of projects although the actual relative weighting has not yet been published. Vermont Emergency Management and your Regional Planning Commission can assist you in completing the Benefit-Cost Analysis.

WHAT THIS MEANS TO YOU: These grants will be highly competitive on a nationwide scale as well as within the State. Therefore, we are requiring a **Letter of Intent (LOI) prior to** all full application submissions. Before your community or agency submits a LOI you are requested to consider the following:

- Is your town in the NFIP?
- Will your agency or community be able to devote significant time and resources to refining the project to make it competitive?
- Does the community support it?
- Does this project address damage caused by flooding/erosion/drainage/wind?
- Is it multi-hazard?
- Has the damage been repetitive or recurring?
- Is this a new project or has it been submitted for another program previously?
- Does the project affect a critical facility?
- Has pre-construction engineering been accomplished?
- Can your agency or community commit to your cost-share of the project now?

If your answer is **NO** to any of the previous questions, then it is unlikely that your project submission would be considered competitive. If you believe that you have a worthy project, complete the letter of intent at Attachment A and submit in accordance with the following guidelines:

- Town Projects should be "construction" or "acquisition" only
- Agency Projects can be "planning" or "construction"
- Confirm project viability with technical expert.

(Your Regional Planning Commission may also assist in determining the viability of your project as well as assisting in the subsequent further development of the project).

Please submit Letter of Intent to:

Ray Doherty, State Hazard Mitigation Officer
Vermont Emergency Management
103 South Main Street
Waterbury, VT 05671-2101

Not Later Than September 10, 2004

APPLICATION DEVELOPMENT TRAINING: To assist communities and agencies that want to learn more about the process and those that are planning to submit applications, workshops will be conducted:

- To provide an overview of PDM-C and what information is necessary to have a competitive application.
- To provide technical assistance in analysis of the data, and e-grants application review. Hands on e-grants application and benefit cost analysis will be provided.

These workshops will be scheduled based on interest and adjusted to the length of the application period that is outlined in the final guidance from DHS, FEMA. We expect to offer the first workshop in September. The summary of workshop content is contained as **Attachment B**.

I appreciate your cooperation in the implementation of this new program and look forward to submitting excellent projects to FEMA Region I for competition at the national level. If you have any questions concerning this program, please contact Ray Doherty or Ross Nagy at tel 1 800 347-0488.

Albert L. Lewis, Director
Vermont Emergency Management
103 South Main Street
Waterbury, VT 05671
Tel (802) 241-5376
alewis@dps.state.vt.us

Community/Agency Letterhead

Ray Doherty, State Hazard Mitigation Officer
Department of Public Safety, Division of Emergency Management
103 South Main Street
Waterbury, VT 05671-2101

RE: Letter of Intent to Submit a Pre-Disaster Mitigation-Competitive Project Application

1. Name of Sub-grantee (*Municipality/State Agency*):

State or Local Contacts for the Project:

Name of Contact: _____
Title: _____
Mailing Address: _____

Phone Numbers: (802) _____
Fax Number: (802) _____
E-mail address: _____

2. Type of Project: Planning ☐ Construction ☒ Acquisition ☐

3. Type of Hazard: Flood ☐ Erosion ☒ Drainage ☒ Wind ☐ Fire ☐ Other ☐
(Describe _____)

4. Location of the Project (*Describe as precisely as possible the Project Location*):

Indicate clearly the project area on each 8.5" x 11" copy of the maps.

Local General Highway Map attached: _____
Flood Insurance Rate Map with panel number attached: _____
Topographic Map attached: _____

5. Problem Statement (*What are the risks intended to be addressed by the proposed project?*):

6. Project Objective (*What will your proposed solution accomplish?*)

7. Project Cost Estimate (*Detailed itemized cost list*)

- a. Total Project Costs: \$ _____
- b. FEMA funds (75% of Line 1): \$ _____
- c. Matching funds (25% of Line 1): \$ _____
 - 1) Applicant share: \$ _____
 - 2) In-kind services: \$ _____
 - 3) Other non-Federal funds: \$ _____
- d. TOTAL PROJECT COST: \$ _____

Note: lines a and d should be equal.

Authorization: I certify that the information presented in this letter of intent is correct to the best of my knowledge. Should this project receive Pre-Disaster Mitigation funding, the (town/agency) is committed to fulfilling the appropriate cost-share.

Signature of Authorizing Official

Name: _____ Title: _____

Town of East Montpelier

From: Laurie Emery [Emery@CVRegion.com]
Sent: Thursday, July 29, 2004 1:26 PM
To: 'Town of East Montpelier'
Subject: RE: Marlene

Hi Marlene. We met yesterday with the Friends of the Winooski and the Winooski Conservation District on the application to the Dept of Environmental Conservation's River Management Program. Given that the upper Winooski from Marshfield to Montpelier is a high priority for the Friends and the Conservation District and that adding another area would be too difficult to achieve within the time period of the grant, we won't be adding the Coburn Road project to this application. However, CVRPC wants to be able to assist the Town with doing the Phase 1 of the Coburn Road project since Phase 2 has been done and the Town wants to apply for an implementation grant. I need to discuss this more fully with Bill Toussaint, our GIS Manager, and Susan, but Susan is on vacation. I will make every effort to get you more information some time during the week of August 16.

One note on the application, though. It seems to me that someone, the Town or the land owner, paid Lori Barg to do the Phase 2 assessment and I'm assuming it's that assessment that is being used as the basis for determining the proper fix for the erosion. If that's the case, the application should list the amount of money spent on the Phase 2 as funds to leverage the grant funds. This will augment the application considerably.

Let me know if there's anything else we can do to assist. I'll be back to you as soon as I know more. Laurie Emery, CVRPC

From: Town of East Montpelier [mailto:eastmontpe@adelphia.net]
Sent: Tuesday, July 27, 2004 12:07 PM
To: Richard Wiswall & Sally Cole; Laurie Emery
Subject: RE: Marlene

Laurie:

Thank you for the update. I am going to pass this message along to Richard Wiswall via e-mail. Keep us up to date on the situation. We appreciate all you do,

Marlene

-----Original Message-----

From: Laurie Emery [mailto:emery@cvregion.com]
Sent: Tuesday, July 27, 2004 11:11 AM
To: eastmontpe@adelphia.net
Subject: Marlene

Just a quick update re fluvial stuff--apparently, phase I of fluvial assessment on Coburn Rd and Cape Farm bridge area hasn't been done bec Lori Barg doesn't do GIS mapping and that's what phase I is. She did the phase II work, but not phase I. So, we will see if we can get this included with the Friends of the Winooski/CVRPC application on which we're working now. I won't promise anything at the moment bec it's all confusing and sometimes consuming, but I'll be back to you when I know more. Laurie

Laurie Emery, Administrative Assistant
Central VT Regional Planning Commission
29 Main Street, Suite 4
Montpelier, VT 05602

8/2/2004

Town of East Montpelier

From: Town of East Montpelier [eastmontpe@adelphia.net]
Sent: Wednesday, August 18, 2004 2:51 PM
To: Mike Garand; Thomas Brazier; Doug Newton; Chris Benda; Barry Cahoon; Richard Casavant; Ellery Packard
Subject: Pine Ridge Road

Hello:

As most of you are aware there has been discussion about the need for an *informal* and *positive* meeting, to begin the process of determining the resolution to erosion issues at Pine Ridge Road. Currently there isn't a clear understanding of what needs to be done to correct the problem. Tom Brazier, Selectboard Chair will be attending the site visit and meeting to help facilitate a resolution. The Town of East Montpelier will not be responsible for implementing the resolution or any costs associated. However, the Town will apply for any grant monies appropriate to the project.

I believe the names listed on the e-mail are all familiar to you. I have provided a list below with appropriate title or agency for clarity. At this time the only individual I do not have an e-mail for is Wayne Lawrence who designed the subdivision for Mr. Casavant. Dick, could you please contact Mr. Lawrence to see if he can attend the following meeting?

Let's start with this date and see if you can all attend, so far I know some of you are available.

**Wednesday, August 25th, at 7:00 p.m. at the Pine Ridge Road site
to be followed with discussion at the East Montpelier Municipal Building**

If you are not available please "reply all" to the e-mail so we can begin the rescheduling process and keep everyone in the loop.

Barry Cahoon, River Management Engineer, DEC

Chris Benda, Soils and Foundations Engineer, Vtrans

Doug Newton, Engineer, District 6 Transportation, Vtrans

Ellery Packard, Property Owner

Mike Garand, Road Foreman

Richard Casavant, Property Owner

Thomas Brazier, Selectboard Chair

Wayne Lawrence, Engineer

If you have any questions please contact me. I am out of the office Thursday and Friday. Back on Monday at 9:00 a.m.

8/18/2004

Thank you.

Marlene

Marlene Betit
Town Administrator
Town of East Montpelier
P O Box 157
40 Kelton Road
East Montpelier, VT 05651

802-223-3313 fax 802-223-4467

8/18/2004

Town of East Montpelier

From: Town of East Montpelier [eastmontpe@adelphia.net]
Sent: Wednesday, August 25, 2004 12:23 PM
To: Mike Garand; Thomas Brazier; Doug Newton; Chris Benda; Barry Cahoon; Richard Casavant; Ellery Packard
Subject: RE: Pine Ridge Road

Hello again:

Just a quick note to remind you of **tonight's meeting at 7:00 p.m. at Pine Ridge, followed by a discussion at the Municipal Building.** I have heard that everyone can attend. Best wishes for a productive meeting that formulates a resolution to the erosion problem.

Marlene

-----Original Message-----

From: Town of East Montpelier [mailto:eastmontpe@adelphia.net]
Sent: Wednesday, August 18, 2004 2:51 PM
To: Mike Garand; Thomas Brazier; Doug Newton; Chris Benda; Barry Cahoon; Richard Casavant; Ellery Packard
Subject: Pine Ridge Road

Hello:

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Barry Cahoon, River Management Engineer, DEC

Chris Benda, Soils and Foundations Engineer, Vtrans

8/25/2004

Doug Newton, Engineer, District 6 Transportation, Vtrans

Ellery Packard, Property Owner

Mike Garand, Road Foreman

Richard Casavant, Property Owner

Thomas Brazier, Selectboard Chair

Wayne Lawrence, Engineer

If you have any questions please contact me. I am out of the office Thursday and Friday. Back on Monday at 9:00 a.m.

Thank you.

Marlene

Marlene Betit
Town Administrator
Town of East Montpelier
P O Box 157
40 Kelton Road
East Montpelier, VT 05651

802-223-3313 fax 802-223-4467

8/25/2004

Town of East Montpelier

From: Town of East Montpelier [eastmontpe@adelphia.net]
Sent: Tuesday, September 21, 2004 12:49 PM
To: Bruce Chapell; Doug Newton; Chris Benda
Subject: Pine Ridge Road Project

Dear Chris, Doug, and Bruce:

As you are probably aware I will be applying on behalf of the two contractors for the River Corridor Implementation Grant (program administered by Barry Cahoon) which is due October 1st, no faxes or e-mails. Based upon the materials from Coburn Road project with the numbers provided by Bruce, I have put the following draft language together. Please review the draft language as a whole and for deliverables, schedule and per task matrix, any help here would be greatly appreciated.

I have attached two documents. **PLEASE RETURN WITH YOUR COMMENTS BY SEPTEMBER 27TH (MONDAY) SO I CAN INCORPORATE AND PERHAPS RUN BY BARRY CAHOON PRIOR TO FORMAL APPLICATION ON FRIDAY, OCT. 1ST. MY SISTER WORKS IN THE SAME BUILDING AND WILL BE HAND CARRYING.** I have asked Dick Casavant to find out if Wayne Lawrence will provide the design based upon the Coburn Road project and he would need to speak with Bruce Chapell, since Wayne was the engineer for the subdivision I thought this would save NRCS staff time and show additional support for the project. I have not heard back from Dick. I will not need the formal plan until November and only if the grant app is accepted but I thought I would ask now.

I have gone to the DEC Website and downloaded pertinent info about the implementation category grant.

Thank you for your help.

Marlene Betit
Town Administrator
Town of East Montpelier
P O Box 157
40 Kelton Road
East Montpelier, VT 05651

802-223-3313 fax 802-223-4467

Project Implementation Category

- ☐ The extent to which the project will decrease in-channel sediment/nutrient production and/or increase sediment/nutrient storage within the stream corridor;
- ☐ The extent to which designed structural and vegetative stream corridor treatments and/or implementation of corridor protection strategies will enable the maintenance and/or re-establishment of the fluvial geomorphic equilibrium condition, and is supported by appropriate alternative analyses including *Alternatives for River Corridor Management* (VT DEC, 2003);
- ☐ Riparian landowners have signed, or have indicated an intent to sign, long-term agreements to maintain buffers, establish encroachment setbacks, or execute easements which establish permanent avoidance mechanisms limiting future conflicts between human investments and fluvial processes, within the river corridor;
- ☐ The project is consistent with and supports the implementation of duly adopted local and/or regional Pre-Disaster Mitigation Plans as such plans address the avoidance of fluvial erosion hazards through local riparian corridor protection activities, acquisition of easements, etc.2;

9/21/2004

- ☐ The extent and degree to which the River Corridor Project Grant will leverage other private or public funds;
- ☐ The extent of post-project monitoring that is proposed;
- ☐ All federal, state, and local permits have been obtained or will be obtained; and
- ☐ The extent to which qualified professional services will be engaged for permitting, contract administration, construction management, monitoring, complete all other tasks necessary to implement the project, and involve local citizens and landowners in a public education program.

Grant Timetable

	Proposals due	Project selection	Initiate contracts	Target completion³	Project
Identification					
Project Implementation	October 1, 2004	October 15, 2004	November 15, 2004	November 15, 2005	

Payment Process Project sponsors will enter into a grant agreement with the Department of Environmental Conservation that includes a work plan and payment schedule. Project payment schedules will include initial payments (at the beginning of the project), and interim (depending on the grant amount and schedule) and/or final payments based on the completion of tasks and final reports. Projects designs must receive final approval from the River Management Program prior to the release of the project implementation funds.

Proposal Format

Understanding of the Project: Describe briefly your understanding of the project, including tasks to be performed, and the issues and needs to be addressed, and also how you propose to coordinate activities with the River Management Program.

Technical Methodology; Detail the procedures you would use to complete each task. These should be organized into a proposed work program framework with clearly defined tasks and milestones.

Ranking Criteria: Describe how the project addresses the ranking & selection criteria above.

Deliverables: Identify specific products to be delivered, and when.

Schedule: Identify the specific schedule you propose to follow in completing the tasks, and benchmarks for evaluating progress. A chart should be included to present proposed time lines by tasks and milestone dates.

Organizational Chart Identify persons who will be involved in the project and their respective roles and/or functions. The project manager and task leaders should be clearly identified.

Person Hour Task Matrix: A matrix should be included which identifies the person hours to be provided by task for each key individual.

Cost Proposal: Present a detailed cost proposal for the work to be performed based upon the person hours by task and including personnel, overhead, other direct costs, subcontractor costs, etc. **Cost proposals should be provided under separate cover and clearly identified as such.**

Proposal Submission

The proposals, 5 paper copies and one electronic copy by CD, must be clearly marked and mailed to:

Mike Kline

9/21/2004

DEC River Management Program

10 North Building, 103 South Main Street

Waterbury, Vermont 05602-0408

The deadline for submission is 4:00 on the proposal due date for each of the three grant categories listed in the timetable above. Proposals sent via fax or email will not be accepted. I have to have this in the mail by September 29th to ensure delivery by the 1st or hand deliver.

Additional Information

For more information about River Corridor Grants, contact the VT DEC River Management Program:

Mike Kline Barry Cahoon

(802) 241-3774 (802) 751-0129

mike.kline@anr.state.vt.us barry.cahoon@anr.state.vt.us

9/21/2004

**DRAFT GRANT APPLICATION
TOWN OF EAST MONTPELIER
RIVER CORRIDOR PROTECTION PROJECT IMPLEMENTATION
NORTH BRANCH OF WINOOSKI ADJACENT TO PINE RIDGE ROAD TH#71**

Understanding of the Project: Severe erosion and bank failure has been occurring over a 10-year period at the North End of Pine Ridge Road (TH #71) in East Montpelier. The cause of the erosion has been blamed upon: a ditch constructed by Mr. Packard along TH #71 (Act 250 Violation Notice issued November 14th, 1996); a road cul-de-sac and a subdivision designed and constructed by Mr. Casavant too close to the top of the bank and inadequate drainage. Previous attempts to negotiate a resolution by the individuals were unsuccessful. A recent meeting coordinated by the Town provided a resolution and pledges from Mr. Packard and Mr. Casavant.

Technical Methodology: The construction of rock riprap revetments and blankets, including filter layers or bedding along a total of approximately 450 linear feet of the right bank of the Winooski River adjacent to Pine Ridge Road in East Montpelier.

Ranking Criteria: The completion of the project will decrease in-channel sediment by _____ and is expected to restore the fluvial geomorphic equilibrium condition. The following consortium of individuals and agencies will be working cohesively towards the successful completion of the erosion stabilization project; Richard Casavant, Ellery Packard, Vtrans District 6 Engineer Doug Newton, Vtrans Soils & Foundations Engineer Chris Benda, Bruce Chapell of the Natural Resource Conservation Service, Road Foreman Mike Garand and Town Administrator Marlene Betit.

Mr. Packard will provide \$10,000.00 in kind service with labor, equipment and materials and Mr. Casavant will provide \$10,000.00 in funds. The Town will provide grant administration and project coordination, the National Resource Conservation Service will provide the design and cost estimates and the Agency of Transportation will be responsible for information relating to grant application. Federal and state permits necessary for the project will be coordinated with the appropriate agencies by the Town of East Montpelier.

Deliverables:

Schedule:

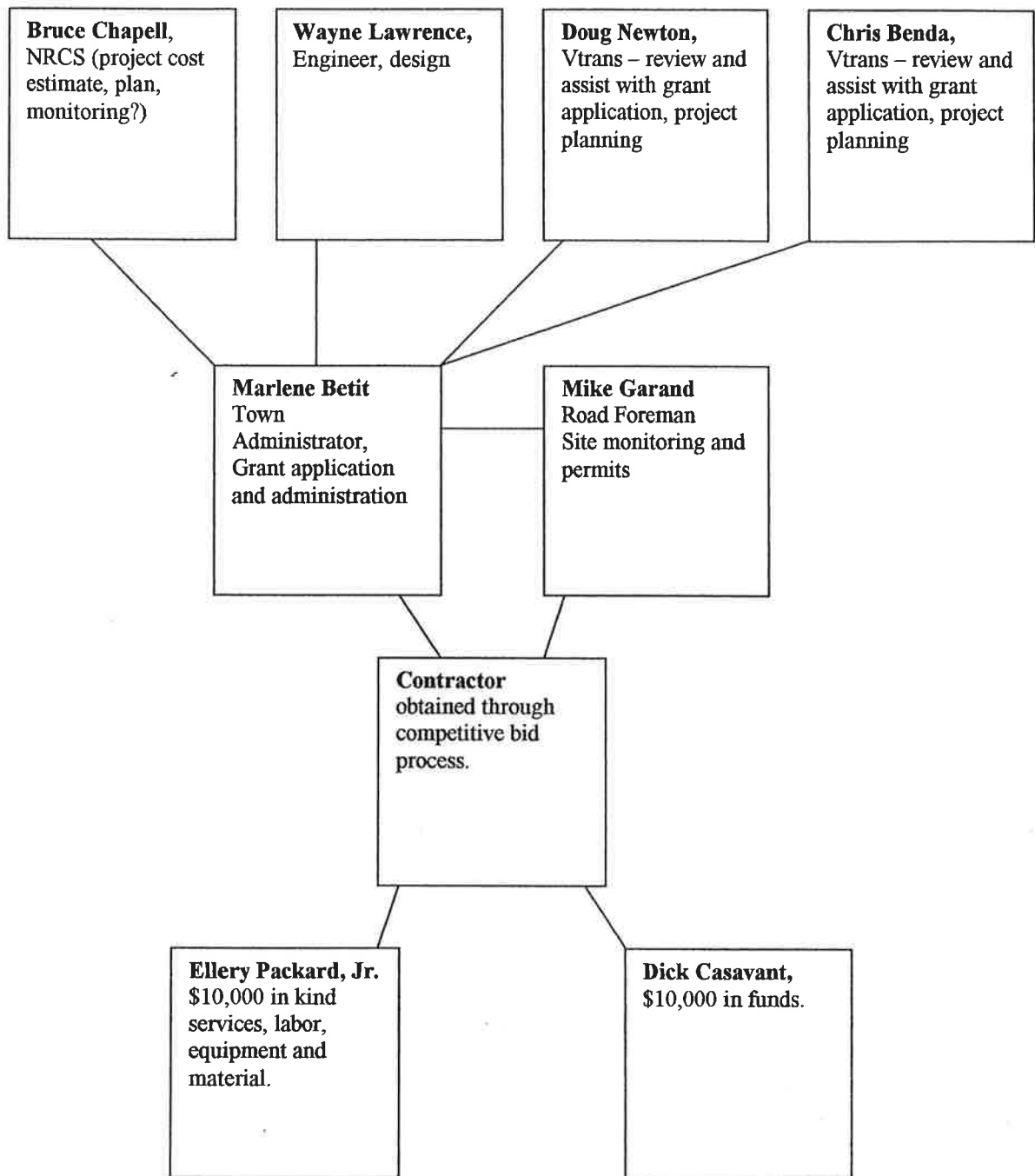
90
Within 90 days of receipt of money
construction complete
Counter Bump down

Organizational Chart: see attached

Person Hour Task Matrix:

Cost Proposal:

Rip Rap Work 450 x 113.78	\$51,201.00
Bulldozer \$95 x 20 hrs	<u>1,900.00</u>
Subtotal	53,101.00
add .20% for backing into pit	<u>10,620.20</u>
	\$63,721.20



Town of East Montpelier

From: Town of East Montpelier [eastmontpe@adelphia.net]
Sent: Tuesday, November 02, 2004 10:12 AM
To: Laurie Emery
Cc: Bill Toussaint
Subject: RE: Fluvial geomorphology and Pine Ridge Road

Laurie & Bill:

Thank you for your response and information. The project area has encroached upon the cul-de-sac of a Town Road and has been a continuing problem for 10 years. We have a consortium of individuals and agencies willing working towards a solution and the last piece is a grant in the amount of \$43,721.20.

Mike Kline indicated that if this project area was included in the Phase II assessment it will allow us a better opportunity for grant funds next year under the implementation portion of the River Restoration Grant. I am sending the grant application as submitted this year. The rip rap costs were determined by looking at our Coburn Road/Cate Farm Road/Bridge project which was done by Dubois and was very similar. Access to the site causes some difficulty as to approach. If you wish to view the site you would need to turn onto Paul's Square off Route 14 (Sandy Pines area) and then turn onto Pine Ridge Road. You can't miss it because there are barricades but the riverbank along that section is also involved.

If you have any other questions please contact me. I look forward to working with you.

Sincerely,

Marlene Betit

Marlene Betit
Town Administrator
Town of East Montpelier
P O Box 157
40 Kelton Road
East Montpelier, VT 05651

802-223-3313 fax 802-223-4467

*Grant App chart
2-01-05
were attached*

-----Original Message-----

From: Laurie Emery [mailto:emery@cvregion.com]
Sent: Tuesday, November 02, 2004 9:02 AM
To: eastmontpe@adelphia.net
Cc: Bill Toussaint
Subject: Fluvial geomorphology and Pine Ridge Road

Good Morning, Marlene. I checked with Bill Toussaint, our GIS Manager and the person who is working on the fluvial work on the Upper Winooski River with Abbey Willard of the Winooski Conservation District, and it appears that the reach near the Pine Ridge Road could be included in our fluvial work of the Upper Winooski. However, the final details have not yet been set and the scope of work has to be finalized. Bill will be sure to discuss with Abbey the need to include this reach, but it would be helpful if he could have more specifics from you regarding the exact location and what the Town needs done in order to be eligible for the Recreation Grant. I'd appreciate it if you would e-mail Bill (toussaint@cvregion.com) or call him at 229-0389 to provide him with more details. Thanks. Laurie

11/2/2004

Laurie Emery, Administrative Assistant
Central VT Regional Planning Commission
29 Main Street, Suite 4
Montpelier, VT 05602
emery@cvregion.com
802/229-0389
fax 802/223-1977

11/2/2004

