

From: [Ashley Andrews](#)
To: zoning@berlinvt.org; [Angela Eastman](#); [Barbara Graham](#); [Barre City Manager](#); [Betty Ritter Cabot](#); [Bobbie Brimblecombe](#); [Carla Lawrence](#); [Carol Davis, Washington](#); [Cherilyn Brown](#); [Dana Hadley](#); [Diana Peduzzi](#); [Donna Kely](#); [Duxbury Town Clerk](#); [Jennifer Peterson](#); [John Odum](#); [Judy Fitch Robert](#); [Katie Winkeljohn](#); [Kim Pedley](#); [Linda Wells, Plainfield](#); [Patti Lewis](#); [Reta Goss](#); [Rosie Laquerre](#); [Sarah Merriman](#); [Tammy Legacy](#); [Barre City](#); [Barry Simpson, Warren](#); [Geoff Wilson, Montpelier](#); [Northfield Pat DeMasi \(pdemasi@northfield.vt.us\)](#); [Richard Tetreault, Barre Town](#); [Adam Magee, Duxbury](#); [Aldo Nunn, Cabot](#); [Alfred Larrabee, Calais](#); [Bill Ahearn](#); [Bill Woodruff](#); [Bram Towbin Plainfield](#); [Brian Powers, Worcester](#); [Bruce Johnson](#); [Celia Clark, Waterbury](#); [Dan Perry](#); [Daniel Tetreault, Marshfield](#); [Donna Barlow Casey](#); [Ed Farnham, Williamstown](#); [Elwin Chamgers](#); [Greg Parkhurst](#); [John Barnes, Orange](#); [Karen Deasy](#); [Kurt Motyka](#); [Martin Cameron, Moretown](#); [Mike Garand, East Montpelier](#); [Paul Cerminara, Middlesex](#); [Rae Weston, Warren](#); [Rodney Jones, Waitsfield](#); [Stuart Hallstrom, Fayston](#); [Tim Davis, Berlin](#); [Toby Talbot](#); [Tom McArdle, Montpelier](#); [Trent Tucker, Northfield](#); [Zach Blodgett](#)
Cc: [Bonnie Waninger](#)
Subject: Letter of Intent to Participate in a Municipal Roads Grants-in-Aid Program:
Date: Tuesday, September 15, 2020 1:44:15 PM



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

TO: Vermont Municipal Officials
FROM: Central Vermont Regional Planning Commission, Ashley Andrews
RE: Letter of Intent to Participate in a Municipal Roads Grants-in-Aid Program:
Funding Assistance for Municipal Road General Permit Compliance

Vermont's Regional Planning Commissions (RPC), the Department of Environmental Conservation (DEC) and the Agency of Transportation (VTrans) 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] **Funding for this program is pending approval through the State budget in the legislature. Do not move forward with construction of any project until authorization is received.**

VTrans anticipates receiving funding to support BMP implementation under this program. VTrans will work with the RPCs to provide grant funds to participating Vermont municipalities that agree to the terms (see attached participation Letter of Intent). Your municipality must return the signed letter **by October 30, 2020** to be eligible (page 3 of this invitation letter).

VTrans 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 VTrans 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 VTrans on behalf of municipalities. VTrans 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 June 30, 2021.
- 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 RPC to select projects, conduct site visits, obtain technical assistance, compile invoices, and seek reimbursement from VTrans.
- 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, required MRGP forms and Annual Planning Report.

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;

VTrans agrees to:

- Make payments on a reimbursement basis, upon receipt of invoices submitted from Regional Planning Commission on behalf of participating municipalities. VTrans 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.
- 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;
- 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 Ashley Andrews at andrews@cvregion.com. 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>.

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We look forward to hearing from you soon.

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Sincerely,

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Ashley Andrews
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(802) 229-0389
www.centralvtplanning.org

**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 by June 30, 2021.
- 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/or 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, required MRGP forms and Annual Planning Report.

_____ Date:

(Duly Authorized Representatives)

This signed letter is due by October 30, 2020

Return signed Letter of Intent 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.

^[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.