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## INVITATION TO PARTICIPATE IN MUNICIPAL ROADS GRANTS-IN-AID PILOT PROJECT

**TO:** Select Board/Village Trustee Chairs, Administrators/Managers, Municipal Clerks, Road Foremen and Public Works Directors

**CC:** NRPC Regional Commissioners and TAC Representatives

**FROM:** Catherine Dimitruk, Executive Director, Northwest Regional Planning Commission

**DATE:** June 5, 2017

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

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Vermont's Regional Planning Commissions (RPCs) and the Department of Environmental Conservation (DEC) invite your municipality to participate in a new **Municipal Roads Grants-In-Aid Pilot Project**. The intent of this new pilot project is to provide funding for municipalities to implement best management practices (BMPs) on municipal roads ahead of the forthcoming DEC **Municipal Roads General Permit (MRGP)**.<sup>1</sup>

DEC has set aside \$2.5 million to support this pilot project and will work with the Regional Planning Commissions to make available grant funds to all participating Vermont municipalities that agree to terms contained in the attached commitment letter. Your municipality must return the signed letter by July 5, 2017 to be eligible (page 3 of this invitation letter).

DEC will offer participating municipalities funding to implement BMPs on hydrologically connected road segments that currently do not meet standards.<sup>2</sup> 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 municipality<sup>3</sup>); and
- The number of participating municipalities. Additional funds may become available, should some municipalities decide not to participate. Refer to page 5 of this letter to see the DEC Base Offer for your municipality.<sup>4</sup>

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 roads.

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<sup>1</sup> Act 64 requires VDEC to develop the MRGP. Municipalities will begin applying for coverage under the MRGP in July of 2018. Municipalities will ultimately be required to conduct road erosion inventories, develop road Stormwater Management Plans and begin implementing road BMP priorities contained within those plans.

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

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

<sup>4</sup> A municipality may prefer to use a recent road-erosion inventory to determine the number connected road-miles, provided that the inventory is less than two years old and is consistent with the Municipal Road General Permit Erosion Inventory.

**Participating municipalities agree to:**

- Construct the additional road BMPs on hydrologically connected roads to bring road segments up to MRGP standards;
- Complete the project by October 31, 2017, or if more time is necessary, by the final completion date of June 30, 2018;
- Sign the commitment letter to confirm the mileage of hydrologically connected roads in your municipality;
- Document project costs and provide a minimum of 20% local match (cash or in-kind). Match 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 additional BMP (page 4 of this invitation letter) and seek reimbursement from DEC.

**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; 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 of the project 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 pilot project; (b) providing maps of connected road segments to participating municipalities; (c) providing technical assistance to towns in project selection, mapping and construction techniques; and (d) aiding towns in tracking and reporting deliverables
- Securing letters of intent to participate in the pilot project coordinated statewide through the Northwest Regional Planning Commission in St. Albans).

**Eligible BMPs according to the draft MRGP Standards:**

- Grass and stone-lined drainage ditches, turnouts, and other disconnection and infiltration practices;
- Removal of grader berms and lowering of high road shoulders;
- Improvement and replacement of drainage culverts 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, please contact Catherine Dimitruk at 802-524-5958, [cdimitruk@nrpcvt.com](mailto:cdimitruk@nrpcvt.com) or refer to the VDEC 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 PILOT PROJECT**

We, the Legislative Body of the Municipality of \_\_\_\_\_ certify that there are \_\_\_\_\_ miles of hydrologically connected municipal roads in our municipality, based on (check one):

- Vermont Department of Environmental Conservation’s map layer for hydrologically-connected municipal roads in Vermont, (most common approach, contact your Regional Planning Commission or see: <http://anr.vermont.gov/maps/nr-atlas>), or
- A municipal road erosion risk inventory completed within the past two years (provide excerpt).

As a municipality participating in the Municipal Roads Grants-in-Aid Pilot Project, we also certify that the municipality will:

- Construct one or more road Best Management Practices (BMPs) to bring additional connected road segments up to Municipal Roads General Permit (MRGP) standards, to be completed, if possible, by October 31, 2017, or by the final completion date of June 30, 2018.
- Construct the additional road BMPs on hydrologically connected roads – roads that drain directly into surface waters (streams, rivers, ponds, lakes and wetlands). Contact your Regional Planning Commission or refer to the VDEC 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 to meet draft MRGP Standards.
- BMPs will bring road segment up to MRGP Draft 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 pilot 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 the Regional Planning Commissions to complete the report template for each additional BMP, which includes: (a) location of the BMP (road segment number), (b) itemized practice installed and (c) before/after photographs (refer to page 4 of the invitation letter).

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Duly Authorized Representatives)

**Return signed commitment letter to: Municipal Roads Grants-in-Aid Pilot Program, c/o Northwest Regional Planning Commission, 75 Fairfield Street, St. Albans, Vermont 05478**

# MUNICIPAL ROADS GRANTS-IN-AID PILOT PROJECT

## FINAL PERFORMANCE REPORT

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

**Project Information**

Municipality:

Report date:

Direct aid funding amount:

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

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

Road Segment ID #	Hydrologically Connected? Yes/No	Road condition* before project implementation	Itemized practices implemented to improve road condition	Road condition* after project implementation

\* Road conditions are based on Municipal Roads General Permit (MRGP) draft standards. Please indicate one of the following three standards: (1) not meeting standards, (2) partially meeting standards, or (3) fully meeting standards. If road erosion inventory has not yet been completed or new MRGP inventory template not used, assume the before project implementation condition does not meet standards.

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

Road Segment ID #	Hydrologically Connected? Yes/No	Average estimated length of erosion	Average estimated width of erosion	Average estimated depth of erosion

**Attach before and after photos for each road segment worked on and work completed. Photos should be taken from the same perspective before and after project implementation and submitted as individual JPG files (minimum resolution 300ppi).**

**APPENDIX: MUNICIPAL ROADS GRANTS-IN-AID PILOT PROJECT  
HYDROLOGICALLY CONNECTED ROADS BY MUNICIPALITY**  
(Excerpt from the VDEC Data Map Layer: <http://anr.ver0m.ont.gov/maps/nr-atlas>)

<b>Town Name</b>	<b>State Estimate: Connected Road-Mile by Range</b>	<b>Miles of Hydrologically Connected Road Miles (2017 DEC data)</b>	<b>DEC Base Offer</b>	<b>20% Local Match (Cash or In-Kind)</b>	<b>Total</b>
ALBURGH*	25-30 Connected Road-miles	29.81	\$9,200	\$1,840	\$11,040
BAKERSFIELD	30-35 Connected Road-miles	31.20	\$10,800	\$2,160	\$12,960
BERKSHIRE	15-20 Connected Road-miles	19.71	\$5,800	\$1,160	\$6,960
ENOSBURGH*	40-45 Connected Road-miles	44.41	\$14,100	\$2,820	\$16,920
FAIRFAX	20-25 Connected Road-miles	23.56	\$7,500	\$1,500	\$9,000
FAIRFIELD	45-50 Connected Road-miles	48.27	\$15,800	\$3,160	\$18,960
FLETCHER	25-30 Connected Road-miles	26.92	\$9,200	\$1,840	\$11,040
FRANKLIN	15-20 Connected Road-miles	17.87	\$5,800	\$1,160	\$6,960
GEORGIA	25-30 Connected Road-miles	28.44	\$9,200	\$1,840	\$11,040
GRAND ISLE	10-15 Connected Road-miles	14.28	\$4,200	\$840	\$5,040
HIGHGATE	25-30 Connected Road-miles	25.55	\$9,200	\$1,840	\$11,040
ISLE LA MOTTE	10-15 Connected Road-miles	12.61	\$4,200	\$840	\$5,040
MONTGOMERY	30-35 Connected Road-miles	33.37	\$10,800	\$2,160	\$12,960
NORTH HERO	10-15 Connected Road-miles	12.43	\$4,200	\$840	\$5,040
RICHFORD	15-20 Connected Road-miles	19.63	\$5,800	\$1,160	\$6,960
SHELDON	20-25 Connected Road-miles	20.42	\$7,500	\$1,500	\$9,000
SOUTH HERO	10-15 Connected Road-miles	10.29	\$4,200	\$840	\$5,040
ST. ALBANS CITY	15-20 Connected Road-miles	17.98	\$5,800	\$1,160	\$6,960
ST. ALBANS TOWN	20-25 Connected Road-miles	22.02	\$7,500	\$1,500	\$9,000
SWANTON*	30-35 Connected Road-miles	33.86	\$10,800	\$2,160	\$12,960

\* Town and village portion of “DEC Base Offer” to be determined based on percentage of hydrologically connected road segments within each municipality.