

June 12th, 2019

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

TO: Vermont Municipal Officials
FROM: Chittenden County Regional Planning Commission
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. 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

¹ MRGP available at: <https://dec.vermont.gov/watershed/stormwater/permit-information-applications-fees/municipal-roads-program#Development%20of%20Permit>.

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

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:

- 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 Chris Dubin, Transportation Planner, Chittenden County Regional Planning Commission at cdubin@ccrpevt.org, or 802 846 4490 ext. *12. 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.

Sincerely,

Chris Dubin

Chittenden County Regional Planning Commission

**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.