



110 West Canal Street, Suite 202
 Winooski, Vermont 05404-2109
 802-846-4490

**MUNICIPAL ROADS GRANTS-IN-AID PROGRAM
 EQUIPMENT PURCHASE**

TO: Vermont Municipal Officials
 Winooski, Passumpsic, and Otter Creek Watersheds
FROM: Chris Dubin, Senior Transportation Planner – Chittenden County RPC
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 2021 targeted watersheds: Winooski, Passumpsic and Otter Creek. Equipment eligible for purchase is described below. **Municipalities must be in compliance with the MRGP before requesting reimbursement from the State for equipment costs.** Full compliance with the MRGP includes full payment of annual MRGP fees, required MRGP forms and Annual Planning Report. For details of compliance criteria, please visit the Vermont [DEC MRGP web site](#). Questions regarding MRGP compliance should be directed to Jim Ryan, Municipal Roads Program Coordinator at 802-490-6140 or jim.ryan@vermont.gov. 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.

To request a grant for your municipality to purchase equipment, please fill out, sign, and return the Letter of Intent to Participate in the Equipment Purchase program on the following page by AUGUST 28, 2020. You will receive a NOTICE TO PROCEED letter if your request has been approved. Do not make any purchases before you receive this letter.

Equipment eligible for purchase:

Equipment type	Estimated equipment cost	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	\$7,000	\$5,600	\$1,400
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	\$8,038	\$6,430	\$1,608
Stone screener to clean out and replace stone in ditch	\$5,900	\$4,720	\$1,180

If you have any questions about the Municipal Roads Grants-in-Aid Program equipment purchase, please contact Chris Dubin, Senior Transportation Planner 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.

Sincerely,

Chris Dubin, Senior Transportation Planner – Chittenden County Regional Planning Commission

**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, 2021. 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 \$5,600, cash match required \$1400 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 \$1,600 or 20% of equipment cost)
 - Haybale shredder to distribute hay mulch on disturbed soil areas (State maximum award amount \$6,430, cash match required \$1,608 or 20% of equipment cost)
 - Stone screener to clean out and replace stone in ditch (State maximum award amount \$4,720, cash match required \$1,180 or 20% of equipment cost)
- Purchase the equipment following relevant municipal procurement practices or policies.
- Submit a signed Transfer of Ownership Request & Operations and Maintenance Agreement letter (template to be provided).
- 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, and a copy of the maintenance manual.

_____ Date: _____

_____ (Duly Authorized Representatives)

This signed letter is due by August 28, 2020

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 award amount:

Total cost of equipment:

Total match documented (20% of total cost, minimum):

Total reimbursement amount requested (80% of total cost, up to the Grant-In-Aid award amount):

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, tractor-mounted shoulder discs, and stone screeners)	
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 Transfer of Ownership Request & Operations and Maintenance Agreement (template to be provided).**
- 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)**

Submit all required documentation to: Chris Dubin, Senior Transportation Planner – Chittenden County Regional Planning Commission.