



Municipal Highway and Stormwater Mitigation Program

VTrans Municipal
Assistance

VTrans Municipal Mitigation Program

▶ Better Roads Program

- ▶ Established in 1997 and formerly administered by local non-profit
- ▶ In 2013 transitioned to VTrans oversight
- ▶ Annual program, approximately \$3.0M in recent years, projects \$10k-\$75k
- ▶ Constructed with State funding

▶ Municipal Highway and Stormwater Mitigation Program

- ▶ New in 2017
- ▶ Approximately \$1.5M available
- ▶ Intended for larger environmental mitigation related projects, >\$250k construction
- ▶ Federal funding



Program Funding

- ▶ Federal Highway Administration (FHWA) funds, ~\$1.5M
- ▶ 80% federal/state share, requires 20% local match
 - ▶ Local match typically cash match, in-kind match rarely approved



Eligibility

Any **environmental mitigation activity**, including **pollution prevention** and **pollution abatement** activities and mitigation to address **stormwater management**, control, and **water pollution prevention or abatement** related to highway construction or due to highway runoff.



Eligible Applicants

- ▶ Municipalities
- ▶ RPCs can apply for scoping projects on behalf of municipalities



Program Parameters

- ▶ No cap on funding for individual projects
- ▶ Applications accepted for scoping/planning or design and construction
 - ▶ No design only projects
- ▶ Design and construction projects must advance to completion or risk chance of payback
- ▶ Reimbursement program
 - ▶ Municipality pays for project costs and submits reimbursement request to VTrans

Potentially Eligible Project Types

- ▶ Planning Studies
 - ▶ Stormwater Inventories
 - ▶ Flow Restoration Plans
 - ▶ Phosphorus Control Planning
- ▶ Salt/Sand Sheds (see guidance document for parameters next sheet)
- ▶ Bank Stabilization
- ▶ Culvert Replacement/Re-sizing
- ▶ Stream Bank Stabilization
- ▶ Detention Ponds
- ▶ Check Dams
- ▶ Swirl Separators
- ▶ Permeable Pavers
- ▶ Infiltration Basins
- ▶ Gravel Wetlands
- ▶ Subsurface Detention Systems
- ▶ Bio Filters
- ▶ Bio Retention Systems





Municipal Assistance Section – Salt Shed Grant Application Guide

The VTrans Municipal Assistance Section grant programs allow the design and construction of salt sheds as eligible expenses through the following grant programs: the **Transportation Alternatives Program (TAP)** and the **Municipal Mitigation Stormwater Program (MM)**. Salt shed funding is allowed through these programs to mitigate water contamination in association with the Vermont Clean Water Act (Act 64). All projects must be developed in accordance with applicable federal and state regulations.

The purpose of this funding is to cover salt and sand piles to mitigate water pollution. The maximum amount of funding through the VTrans Municipal Assistance Section is capped at **\$500,000** of federal funding which will require **\$125,000** of local match funding, for a total grant amount of **\$625,000 (i.e., 80% federal or state / 20% local funding split)**. Any additional expenses per project cannot be funded through these programs.

The MM and TAP programs require the following elements to be addressed to successfully receive grant funding:

- A thorough description of how salt contamination is occurring from the existing salt /sand pile conditions to nearby surface or ground water.
- A thorough cost estimate of the design and construction of the facility meeting federal requirements
 - Must include considerations for project design, R.O.W. certification, construction, construction inspection, and project management.
- A clear status of the project development at the time of application.
 - Projects applying for additional funding must have reached the **Conceptual** phase of development.
- A support letter from the governing body of the applicant municipality or organization.
 - Must include acknowledgement of the local match requirement.
 - Must include acknowledgement of responsibility for future maintenance costs.
- A letter of support from the Regional Planning Commission (RPC).
- A letter of support from the VTrans District Transportation Administrator if the project is located on the state system.

All projects shall be developed according to the guidelines published in the *Municipal Assistance Bureau – Local Projects Guidebook for Municipally Managed Projects*. The document and appendices can be found at: <http://vtrans.vermont.gov/highway/local-projects/general-information/guidebook>

Also, the Federal Highway Administration has an excellent web page available with additional information for federal-aid projects: <http://www.fhwa.dot.gov/federal-aidessentials/>

Note: The requirements highlighted in the above sources include compliance with the following:

- National Environmental Policy Act
- Uniform Act for Right-of-Way acquisition
- Buy America Provisions
- Low bid, sealed bid process for construction – Force Account generally not allowed

This a reimbursement program, municipalities must submit invoices for completed work to be reimbursed appropriately up to the grant amount. All projects must be completed or all federal funds will be required to be paid back.

Grant applications and additional information can be found at: <http://vtrans.vermont.gov/highway/local-projects>

Project Development Process

- ▶ Municipal Project Manager Selection
- ▶ Design Engineer Selection
- ▶ Conceptual Plan Development/Review
- ▶ National Environmental Policy Act (NEPA) Approval
- ▶ Preliminary Plan Development/Review
- ▶ Right-of-Way (ROW) Plan Development and Clearance
- ▶ Final Plan Development/Review
- ▶ Project Advertisement, Bidding, and Award
- ▶ Construction and Oversight
- ▶ Maintenance



**Typical project takes
2-4 years to complete**

Municipal Project Manager

- ▶ May assign a municipal employee if minimum qualifications are met
 - ▶ Required knowledge base:
 - ▶ Can read engineering plans
 - ▶ Organized
 - ▶ Knowledge of FA project development process
 - ▶ Time commitment of up to 40 hours per week
- ▶ Request For Proposals
- ▶ At-the-Ready Selection
- ▶ Projects where municipalities have hired an MPM have typically been much more successful



At-the-Ready Selection

- ▶ Available for MPM, Design Engineers, and Construction Inspectors
- ▶ VTrans has completed step one of two of the QBS process
- ▶ Pick from list of pre-qualified consultants
- ▶ Will still need to rank consultants and negotiate and contract with them



Design Engineer Selection

- ▶ RFQ/RFP or ATR

Conceptual Plan Development/Review

- ▶ Initial design
- ▶ Public involvement
- ▶ Requires 3 week Agency review



National Environmental Policy Act (NEPA)

- ▶ Minimum of 6 months to complete

Preliminary Plan Development/Review

- ▶ Requires 3 week Agency review

ROW Plan Development/Clearance

- ▶ Highly variable in schedule duration
- ▶ If no ROW acquisitions required for construction/maintenance, 1 month to clear
- ▶ If acquisitions are required
 - ▶ Simple: 6-12 months
 - ▶ Complicated 1- several years



Final Plan Development/Review

- ▶ Requires 3 week Agency review

Project Advertisement, Bidding and Award

- ▶ Use of VTrans - Municipal Assistance Bureau standard bid documents
- ▶ Low bid sealed bid process
- ▶ Three week minimum advertisement period

Construction and Oversight

- ▶ Municipality must provide oversight/resident engineering services
 - ▶ ATR or RFP/RFQ
- ▶ Materials Testing and Acceptance

Maintenance

- ▶ Municipality must maintain project



Funding Requirements

- ▶ Buy America (steel & iron products)
- ▶ Davis Bacon Federal Wage Rates
- ▶ Proprietary Products not allowed without Public Interest Finding
- ▶ Project must be design and constructed in accordance with all federal/state/local permits and regulations



Examples of Candidate Projects

- ▶ Construction cost >\$250k
- ▶ Requires fully engineered design
- ▶ Treat substantial highway runoff
 - ▶ Non-highway runoff eligible, but projects that treat a higher portion of highway runoff are more likely to be awarded
- ▶ Clear water quality benefit
- ▶ Clearly fits within the program's eligibility requirements
 - ▶ Pollution prevention and pollution abatement activities
 - ▶ Mitigation to address stormwater management, control
 - ▶ Water pollution prevention or abatement related to highway construction or due to highway runoff



New bridge, Duxbury



Large culvert, Cambridge



Retention pond, So. Burlington



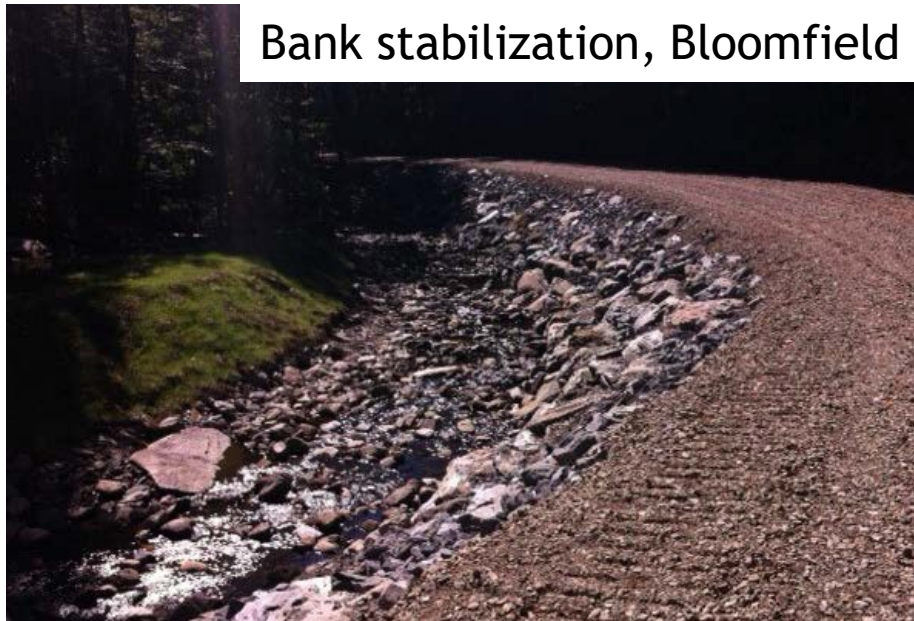
Gravel wetland, St. Albans

Projects For Other Programs

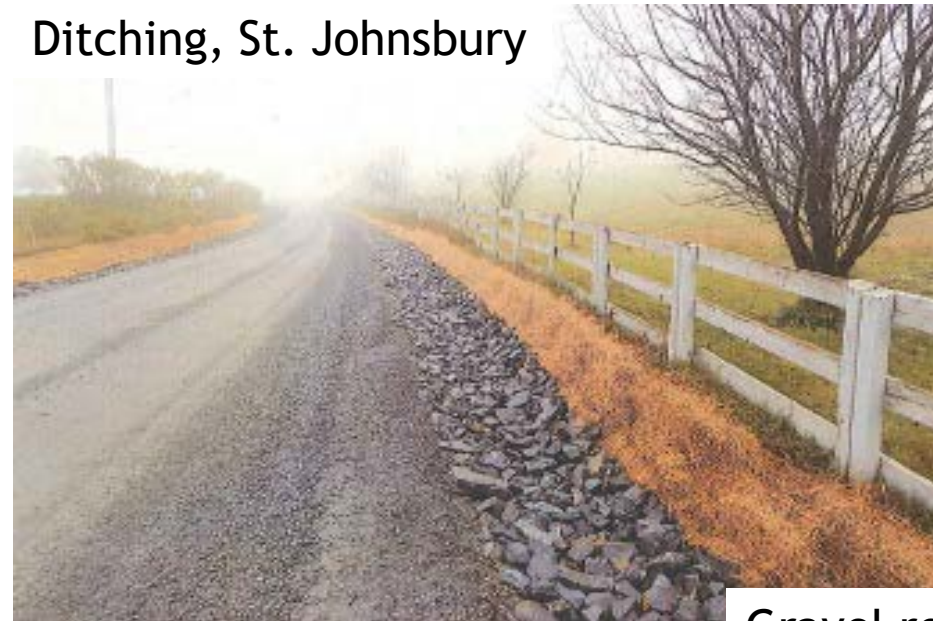
- ▶ No engineering required
- ▶ Small construction cost <\$250k
- ▶ Municipal crews plan to complete work
- ▶ Town will not be able to come up with 20% cash match



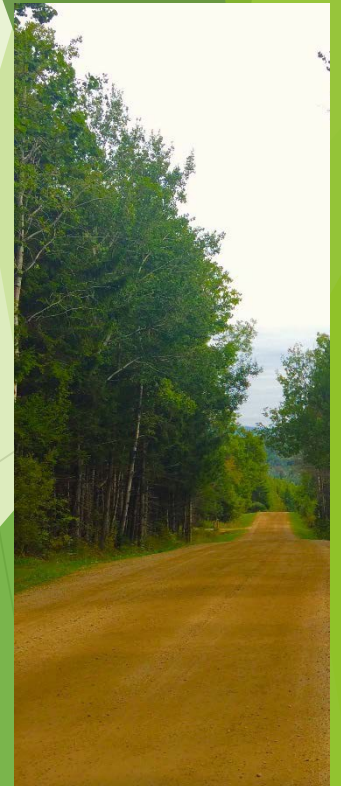
Stone header, Cambridge



Bank stabilization, Bloomfield



Ditching, St. Johnsbury



Gravel resurfacing, Westfield

Successful Applications Include:

- ▶ Maps that clearly depict project location
- ▶ Clear pictures of the problem
 - ▶ Write on pictures if it's not clear
 - ▶ If pictures cannot be taken, clearly describe the problem
 - ▶ Example: If a closed system has failed
 - ▶ Is it flooding basements?
 - ▶ Are there sinkholes in the street?
 - ▶ How often does this happen and how much sediment and pollutants are entering the water?
- ▶ Include detailed description of solution
- ▶ If available, include scoping reports and any preliminary engineering designs
- ▶ All questions are fully and clearly answered



Application Requirements

- ▶ Letter of Support from Regional Planning Commission
- ▶ If within State ROW:
 - ▶ Correspondence with VTrans District Transportation Administrator
 - ▶ Considerations for projects within the ROW may include:
 - ▶ Culverts/drainage
 - ▶ Signage
 - ▶ Driveway accesses
 - ▶ Maintenance
 - ▶ Comingling of stormwater
 - ▶ Lighting/security fences
 - ▶ Guardrail



How to apply:

<http://vtrans.vermont.gov/highway/Municipal-Highway-and-Stormwater-Mitigation-Program>

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MUNICIPAL HIGHWAY AND STORMWATER MITIGATION PROGRAM

Ross Gouin Telephone: (802) 595-2381 E-mail address: ross.gouin@vermont.gov

Municipal Mitigation General Information:

- [SFY 2021 Municipal Highway and Stormwater Grant Guide](#)

Prevoius Awards:

- [SFY 2021 Municipal Highway and Stormwater Grant Awards](#)
- [SFY 2020 Municipal Highway and Stormwater Grant Awards](#)
- [SFY 2019 Municipal Highway and Stormwater Grant Awards](#)

<http://vtrans.vermont.gov/>, click on 'Highways' in left border

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Municipal Highway and Stormwater Mitigation Program



HIGHWAY

The mission of the Highway Division is to timely and cost effectively deliver quality programs and projects in support of the Agency's mission.

A grid of navigation buttons including: Better Roads, CADD, Construction & Materials, Cost Estimating, Geodetic, Highway Safety, Local Projects (circled in red), Park & Rides, Sign Information, Structures & Hydraulic, and Right of Way.

511VT @511VT Replacement of I-91 bridge between Exits 2-3 both NB and SB. Reduced to one lane, and speed restriction through the work zone. Delays likely

VTransparency Public Information Portal

New England Compass Regional Road Conditions

Street Sweeping Progress 2017

Click on 'Local Projects'

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MUNICIPAL ASSISTANCE BUREAU - LOCAL PROJECTS

Municipal Assistance Bureau (MAB) technical staff is assigned to work with, and support, the municipalities in the development of projects while providing oversight and guidance to ensure projects are developed in accordance with applicable design standards and federal and state regulations. Projects can reach into every area of transportation such as: development of scenic byway management corridor plans and other improvements to byways, stormwater improvement projects, development of bicycle and pedestrian facilities along with educational outreach, Safe Routes to School education and infrastructure improvements, municipal park and ride facilities, bridge improvements, roadway and intersection improvements, and a variety of transportation enhancements.

The Vermont Better Back Roads program is a unique addition to the MAB, and offers municipalities the opportunity to work with experienced and qualified staff to improve and enhance local roads through grant opportunities.

- **Annual Reports:**
 - [2016 Park and Ride Annual Report](#)
 - [2016 Bike and Pedestrian Annual Report](#)
 - [2016 Better Roads Annual Report](#)
 - [2016 Transportation Alternatives Annual Report](#)
- **MAB Guidebook, Appendix, and Project Bid Documents**
- **Bicycle and Pedestrian Program**
- **Transportation Alternatives**
- **Park-and-Rides**
- **Municipal Mitigation**
 - [Better Roads](#)
 - [Municipal Highway and Stormwater Mitigation Program](#)
- **FHWA Federal-aid Essentials (training videos and documents)**
- **Shared Documents and Templates**



Application



SFY 2018 Environmental Mitigation Grant Application

[Click here to enter text.](#)
(Municipal Contact Person)

[Click here to enter text.](#)
(Phone)

[Click here to enter text.](#)
(Mailing Address)

[Click here to enter text.](#)
(e-mail address)

Town/Village/City: [Click here to enter text.](#)

Specific location, street or road: [Click here to enter text.](#)

Is the project on or intersecting with a State maintained highway? Yes No

- Note: If yes, be sure to include documentation that you have notified the VTrans District Transportation Administrator of the intent to apply for funding and have provided them with a brief (one paragraph) description of the proposed project.

Does this project have a previously completed scoping or feasibility study? No
(If yes, please [attach](#) executive summary)

Note: Attach a map(s)/illustrations of the project area and clearly show the limits of the project. Color photos of the area are recommended.

Fiscal Information:
Accounting System Automated Manual Combination

DUNS # [Click here to enter text.](#)

Fiscal Year End Month [Click here to enter text.](#)

Is the municipality committed to exercising its right of eminent domain to acquire the rights to construct the project if necessary? No

1

Does this project already have existing funding? If so, please describe. Yes No

[Click here to enter text.](#)

Will you accept an award less than you applied for? Yes No

- If yes, please indicate whether local funds will be used to make up the shortfall, or if the project scope will be reduced. If the project scope is to be reduced, describe what part of the project (please be specific) you would accept partial funding for.

[Click here to enter text.](#)

Application Scoring Criteria:

- Please give a detailed description of the project. If applying for a stormwater treatment facility please include the estimated amount of stormwater runoff from the highway as a percentage of the total stormwater being treated. **(15 points max.)**

[Click here to enter text.](#)

- Please describe how this improvement provides for pollution prevention and pollution abatement activities and mitigation to address stormwater management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff! **(35 points max.)**

[Click here to enter text.](#)

- What information or data is provided to substantiate the current pollution and/or stormwater problem and associated environmental impacts? **(15 points max.)**

[Click here to enter text.](#)

- What substantiating data or information is provided to show that the proposed project is an effective and manageable solution to the problem? **(35 points max.)**

[Click here to enter text.](#)

2

Provide a project cost estimate below (project costs below shall reflect total project costs which includes both grant and local funds). For scoping studies, use PE and Local Project Management lines only.

Preliminary Engineering (PE)
(Engineering, Surveying, Permitting) [\\$ Click here to enter value](#)

Right-of-way / Acquisition (ROW)
([attach](#) land acquisition and legal fees) [\\$ Click here to enter value](#)

Construction
([attach](#) construction costs with reasonable contingency) [\\$ Click here to enter value](#)

Construction Engineering
([attach](#) to provide inspection during construction) [\\$ Click here to enter value](#)

Municipal Project Management Costs
(10% of total PE, ROW and Construction Phases is a good estimate). [\\$ Click here to enter value](#)

Total Project Cost [\\$ Click here to enter value](#)

3

Submission Format

- ▶ Electronically via email only.
 - ▶ Please submit as a single PDF file

Ross Gouin
VTrans Municipal Assistance
ross.gouin@Vermont.gov

- ▶ Organization

1. Application form
2. Map
3. Pictures
4. Scoping study/engineering plans
5. Letters of Support
6. Any other misc. supporting documentation



Anticipated Program Schedule

- ▶ September 28 - Program Announcement and release of application information
- ▶ October 19 - Program workshop, see website for link
- ▶ **December 8, Applications due**
- ▶ December through March - Selection Committee Evaluations & Scoring
- ▶ Early March - Project Awards announced





Applications due December—8th

Questions? please contact

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