



# FY2017 Vermont Better Roads Grant Program

Due by 5pm on Friday April 15th, 2016

The Vermont Agency of Transportation is pleased to announce the 19th year of funding to support projects on municipal roads that improve water quality and result in maintenance cost savings. The grant funds are provided by the VT Agency of Transportation with partnership through the Vermont Agency of Natural Resources. The Vermont Better Roads Program's goal is to promote the use of erosion control and maintenance techniques that save money while protecting and enhancing Vermont's lakes and streams. **Funds, subject to availability, will be distributed as grants to municipalities to address town erosion problems.**

This application may be downloaded at the following address:

<http://vtransengineering.vermont.gov/bureaus/mab/better-back-roads>.

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## *PROGRAM CHANGES FOR FY2017*

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Additional funding is anticipated from the Transportation Bill through Act 40 and from the Clean Water Fund through Act 64. This year's grant application features additional categories to reflect this additional money. With these changes the Better Backroads Program has undergone a slight name change to the Better Roads Program to reflect the inclusion of paved roads into the program for the first time.

Please review all categories carefully before applying as maximum grant amounts and categories have changed. Applicants may apply to each category of funding (A, B, C, and D).

An applicant may also apply for more than one grant in each category (one application must be received for each grant sought). Please submit one grant application cover sheet and one application per category or project. You may lump several small projects together in one category (ex. Four culvert replacements at \$1,000 each on four different roads). **If you are applying for more than one grant, please number applications according to priority.**



# FY2017 Better Roads Grant Categories

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## Category A

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### **A. Road Inventory and Capital Budget Planning (Maximum Grant Amount \$8,000)**

Road erosion reduction requires planning and budgeting to implement road improvements that also result in cost savings. Eligible projects under this category must include: (1) Inventory of roads and/or culverts and identification of road related erosion and/or stormwater problems affecting water quality in a particular watershed or the whole town. (2) Sites identified must then be prioritized by problem area for future repair. (3) The final step is the development of a capital budget plan to correct these problems over a specific period of time. Many years all applications for Category A grants are funded. New this year is an option for municipalities to have their RPC enter into a grant agreement with VTrans on their behalf to complete the Category A project. You will see this option in a check box on the bottom of your Category A application for. Municipalities can still contract directly with VTrans.

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## Categories B, C, and D

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Projects may be enhancements of a scheduled project that provide additional erosion control benefits, such as ditch stabilization in conjunction with a culvert replacement, or may be a stand-alone erosion control solution. Project selection will be prioritized based on the selection criteria attached to this application. Priority funding will be given to those projects identified in an existing municipal road inventory, and/or capital budget plan, tactical basin plan, culvert inventory (a copy of the Plan must be submitted with the application) and to towns that have not yet received a Better Roads grant.

### **B. Correction of a Road Related Erosion Problem and/or Stormwater Mitigation/Retrofit for both gravel and paved roads (Maximum Grant Amount \$20,000)**

#### Example projects:

- |                               |   |  |
|-------------------------------|---|--|
| ◆ Rock or grass lined ditches | ◆ Dry Wells                             | ◆ Level spreader                         |
| ◆ Road drainage turnouts      | ◆ Gravel Wetlands                       | ◆ Drop inlet rehab or replacement        |
| ◆ Check dams and splash pools | ◆ Green Stormwater Infrastructure (GSI) | ◆ Stormwater system rehab or replacement |
| ◆ Rain gardens                | ◆ Infiltration Practices                |  |
| ◆ Swirl Concentrator Devices  |   |  |



### C. Correction of a Stream Bank or Slope Related Problem (Maximum Grant Amount \$40,000)

Stream and river/road conflicts must have accompanying documentation showing consultation with an ANR River Management Engineer and/or Army Corps Engineer indicating use or non-use of river management standards prior to submittal of application.

#### Example projects:

- ◆ Stream bank stabilization
- ◆ Slope stabilization
- ◆ Retaining walls, stacked wall

### D. Structure/culvert upgrades (Maximum Grant Amount \$40,000)

Structures or culverts that carry streams or rivers must have accompanying documentation showing consultation with an ANR River Management Engineer and/or Army Corps Engineer indicating use or non-use of river management standards prior to submittal of application.

#### Example projects

- ◆ Undersized culvert or structure
- ◆ Culvert or structure replacement
- ◆ Culvert headcut and gully stabilization in direct proximity to roadway

Work should be completed in accordance with specifications contained in the *Vermont Better Backroads Manual*

([http://vtransengineering.vermont.gov/sites/aot\\_program\\_development/files/2009%20Better%20Backroads%20Manual.pdf](http://vtransengineering.vermont.gov/sites/aot_program_development/files/2009%20Better%20Backroads%20Manual.pdf)), ANR Stormwater Manual, Green Stormwater Infrastructure sizing tool for small sites, or other applicable manual(s).

- **Supporting Documentation** will enhance your application. You may acquire supporting documentation from an ANR River Management Engineer, the ANR Lakes and Ponds Section, or the VTrans District Technical Staff for general road maintenance or improvement projects. **See Questions and Technical Assistance Section below for phone numbers.** Other letters of support such as your Regional Planning Commission (RPC) will also be considered.
- **Permits** – If you believe you might need a permit for your project, e.g., Stream Alteration Permit, please consider contacting the appropriate permit provider before you send in your application to see if they would provide a support/action plan letter. This information will help VTrans streamline the environmental review process for your grant and reduce the approval time. If you have questions regarding what type of permit you might need or who to contact for a permit, please call one of the individuals on the contact list below for assistance.



Applications must be received on or before  
**Friday April 15, 2016 by 5pm.**

Please send completed applications to:

**Alan May**  
Agency of Transportation  
Municipal Assistance Bureau  
1 National Life Drive  
Montpelier, Vermont 05633  
Alan.May@vermont.gov  
Phone (802) 828-4585

Emailed applications are accepted, but please verify by phone or email that the application was received.

## Project Completion and Submittal Dates

Projects will be selected by the Better Roads Grant Selection Committee. **Grants will be awarded by June 1, 2016 and work may commence July 1, 2016 subject to funding availability.**

**The deadline to submit final reports and invoices for all categories is December 31, 2017.**

Grant requests in **Category A** may be made for a **maximum of \$8,000**. Grant requests in **Category B** may be made for a **maximum of \$20,000**. Grant requests in **Category C and D** may be made for a **maximum of \$40,000**. Grant recipients will receive the final payment upon completion of the project and approval of final invoices.

The grant should represent a maximum of 80% of total project cost. A minimum 20% local match is required and can be met through cash expenditures as well as services such as staff and use of equipment (not funded by state or federal dollars).



Examples of how to calculate the required 20% match/requested grant amount are given below:

State Match

**Formula:** (Grant Amount Requested) divided by 0.80 = (Total Project Cost)

(Total Project Cost) – (Grant Amount Requested) = (Minimum 20% Local Match Required)

**Maximum grant amount requested:**

Category A- \$8,000      Category B- \$20,000      Categories C & D- \$40,000

**Project equal to maximum grant amount:**

\$8,000 (Grant Amount Requested) divided by 0.80 = \$10,000.00 (Total Project Cost) - \$8,000 (Grant Amount Requested) = \$ 2,000 (Minimum Local Match Required)

Municipal Match

**Project less than maximum grant amount:**

\$6,250.00 (Total Project Cost) multiplied by 0.20 = \$1,250 (Minimum Local Match Required)

\$6,250.00 (Total Project Cost) - \$1,250 (Minimum Local Match Required) = \$ 5,000 (Grant Amount Requested)

**Project more than maximum grant amount:**

\$20,000 (Total Project Cost) - \$8,000 (Maximum Grant Amount) = \$12,000 (Local Match)



# Questions and Technical Assistance

For questions regarding this application, general program related questions or for technical assistance please contact: Alan May, Agency of Transportation, Municipal Assistance Bureau (802) 828-4585

For questions related to projects affecting rivers and streams please contact:

- Chris Brunelle, Agency of Natural Resources, Rivers & Streams, Northwest VT (802) 777-5328
- Patrick Ross, Agency of Natural Resources, Rivers & Streams, Northeast VT (802) 279-1143
- Todd Menees, Agency of Natural Resources, Rivers & Streams, Southeast VT (802) 345-3510
- Jaron Borg, Agency of Natural Resources, Rivers & Streams, Central VT (802) 371-8342
- Josh Carvajal, Agency of Natural Resource, Rivers & Streams, Southwest VT (802)490-6163

For technical assistance you may also contact: Kevin Gadapee, Agency of Transportation, Vermont Local Roads Branch Manager (802) 828-3537 or your local VTrans District Technical Staff.

## Project Completion Requirements

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### Category A

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1. A copy of the inventory report generated by the use of the grant funds must be submitted. Additional products specific to your project may also be required.
2. Submit a Match Documentation Form (to be supplied).

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### Categories B, C, and D

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1. Submit a Match Documentation Form (to be supplied).
2. Four color photos of during (2 photos) and after (2 photos) the project.



# FY17 Vermont Better Roads Grant Application

**Please complete this page ONCE and return with your Grant Category Application(s)**

Town/Organization: \_\_\_\_\_ Contact Person(s): \_\_\_\_\_

Address: \_\_\_\_\_

*Street Address*

*Town*

*Zip*

Email: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_

DUNS #: \_\_\_\_\_ Fiscal Year End Month (MM): \_\_\_\_\_

Accounting System:  Automated  Manual  Combination

Please use the suggested documentation checklist below to ensure that all of the relevant items regarding your application have been included.

- Grant application cover sheet (Only submit one)
- Grant application form (One per category/project)
- Itemized Cost estimate for labor, equipment, and materials (see enclosed Cost Estimate Worksheet). If applicable, please break down funding by source (i.e. different grant sources)
- Project Location Map (please show location of affected water)
- Sketch of proposed erosion control measures or other management practices, including distances in feet
  - Also show approximate location of town/other right-of-way and/or property lines
- Photo(s) of the project area
- Letters of Support (RPC, VTrans District Technical Staff, ANR Rivers and Streams Engineers, etc.)
- If Category C River/Road Conflict or Category D River/Stream Structure or Culvert, you must attach ANR/ACOE consultation



# Vermont Better Roads Grant Program Application

## CATEGORY A: ROAD INVENTORY AND CAPITAL BUDGET PLANNING PROJECT

Town/Organization: \_\_\_\_\_

Project Name: \_\_\_\_\_

Inventory Type:    Town wide                      Watershed (please list): \_\_\_\_\_

Describe how the grant funds will be spent and attach a project budget: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How do you plan to meet the required 20% match on this grant?:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested Grant Amount (\$8,000 max): \_\_\_\_\_

Estimated Total Project Cost (including 20% local match): \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_

Please check this box if you would like to contract your project through your RPC

**REQUIRED ATTACHMENTS:** a) Project budget                      b) Appropriate supporting documents.

By signing this application I certify that all the information provided is accurate to the best of my knowledge. We will comply with all the requirements of the grant including making our books available for audit if required.

**SIGNATURE OF APPLICANT: (Must be Town Administrator/Manager or Select Board Chair)**

Name: \_\_\_\_\_ Title: \_\_\_\_\_



# Vermont Better Roads Grant Program Application

Please complete one application per category and/or project you are applying for. You may make copies of the application for multiple applications per category and/or multiple categories.

Please check the Category you are applying for:

- B. Correction of a Road Related Erosion Problem and/or Stormwater Mitigation Retrofit for both gravel and paved roads
- C. Correction of a Stream Bank or Slope Related Problem
- D. Structure/culvert upgrades

Town/Organization: \_\_\_\_\_

Project Name: \_\_\_\_\_

Road Name: \_\_\_\_\_ TH #: \_\_\_\_\_ Structure # (if applicable): \_\_\_\_\_

Road Type:    Paved or Unpaved (circle one)                      Curbed or Uncurbed (circle one)

Class 1    Class 2    Class 3    Class 4 (circle one)

Watershed: \_\_\_\_\_

Please provide a thorough description of the problem (ex. Roadway has steep slope with no ditch which is causing roadway erosion):

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Description of Project and how you plan to complete the work (ex. Stone line 500' of ditch by reshaping ditch and stone lining, working from the top of the project down to the bottom):

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Expected Effects (+ & -) on water quality (ex. Erosion will be eliminated by placing the stone ditch):

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Distance from end of project to nearest water (stream, lake, or stormwater system that outlets directly to water). Please circle one:      0-50'                  50-250'                  250'+

Progress to Date:

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Is there an emergency reason this project must be completed quickly? If yes, please explain:

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Has this project been identified through a municipal road inventory, capital budget plan, tactical basin plan, culvert inventory, or other management plan? If yes, please list which.

Yes: \_\_\_\_\_

No

Please list any professionals you may have contacted for assistance with this project (ANR River Management Engineer, Army Corps of Engineers, VTrans District Technical staff, Basin Planner etc.):

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Is the project located in the town "Right of Way?" Yes, No, Both (if "Both" please explain further).

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Will the town road crew complete this work? Yes, No, Some (if "some" please explain further).

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Describe how the grant funds will be spent and/or attach a project budget: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

How do you plan to meet the required 20% match on this grant?:

\_\_\_\_\_  
\_\_\_\_\_

Requested Grant Amount (\$20,000 max Category B, \$40,000 max Categories C & D): \_\_\_\_\_

Estimated Total Project Cost (including 20% local match): \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_

**REQUIRED ATTACHMENTS:**

- Itemized Cost Estimate (labor, equipment, materials)  
(For assistance, call Better Backroads at 802-828-4585)
- Project Location Map  
(Please show location of affected water; 1:12,000 USGS map, if possible)
- Sketch of proposed erosion control measures, including:
  - Distances (ft.)
  - Estimate of waste & borrow quantities
  - Approx. location of town/other right-of-way and/or property lines
- Photo(s) of the project area.
- Agreement for Entry and/or Deed of Easement (if project is outside Town ROW).
- If project involves stream or river/road conflict, include documentation of consultation with a River Management Engineer.
- Other appropriate supporting documents.

By signing this application I certify that all the information provided is accurate to the best of my knowledge. We will comply with all the requirements of the grant including making our books available for audit if required.

**SIGNATURE OF APPLICANT: (Must be Town Administrator/Manager or Select Board Chair)**

Name: \_\_\_\_\_ Title: \_\_\_\_\_



## Vermont Better Roads Category B Grant Proposal Scoring Criteria

All categories will be scored on a sliding scale. The numbers below represent guidelines for scoring.

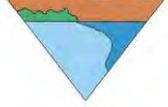
1. **Application is complete [maximum 5 points]**
  - Yes (5 points)
  - No (0 points)
  
2. **Use of Best Management Practices (BMPs) from Better Back Roads Manual, ANR Stormwater Manual, and/or Green Stormwater Infrastructure sizing tool for small sites [maximum 15 points]**
  - The proposal includes specific steps to maximize the likelihood of long-term success by applying BMPs (15 points)
  - The proposal includes an adequate number of steps to increase the likelihood of success by applying BMPs (10 points)
  - The proposal includes little or no steps to increase the likelihood of success by applying BMPs (0 points)
  
3. **Expected Water Quality Benefits – [maximum 25 points]**
  - Project will lead to significant reductions in sediment and/or phosphorous (25 points)
  - Project will lead to moderate reductions in sediment and/or phosphorus (15 points)
  - Project will lead to small reductions in sediment and/or phosphorus (10 points)
  
4. **Distance from end of project to water or direct conveyance [maximum 20 points]**
  - 0-50 ft. (20 points)
  - 50-250 ft. (10 points)
  - 250 ft. + (0 points)
  
5. **Project is identified through a municipal road inventory, and/or capital budget plan, tactical basin plan, culvert inventory, please include with your application [maximum 15 points]**
  - Project identified (15 points)
  - Not identified (0 points)
  
6. **Cost effectiveness [maximum 15 points]**
  - The cost of the project is reasonable based on the expected results (15 points)
  - The cost of the project outweighs the benefits (0 points)
  
7. **A river/water quality or transportation professional, or other partner is engaged in the project [maximum 10 points]**
  - Partners are identified and letters of support are included (10 points)
  - A letter of support is included (5 points)
  - No documentation of partnership exists (0 points)
  
8. **Selection Committee discretionary allowance [maximum 10 points]**
  
9. **New Towns applying to the program will receive a BONUS of [10 points]**



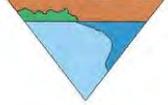
## Vermont Better Roads Category C Grant Proposal Scoring Criteria

All categories will be scored on a sliding scale. The numbers below represent guidelines for scoring.

1. **Application is complete [maximum 5 points]**
  - Yes (5 points)
  - No (0 points)
  
2. **Use of Best Management Practices (BMPs) from Better Back Roads Manual, ANR Stormwater Manual, and/or Green Stormwater Infrastructure sizing tool for small sites [maximum 15 points]**
  - The proposal includes specific steps to maximize the likelihood of long-term success by applying BMPs (15 points)
  - The proposal includes an adequate number of steps to increase the likelihood of success by applying BMPs (10 points)
  - The proposal includes little or no steps to increase the likelihood of success by applying BMPs (0 points)
  
3. **Expected Water Quality Benefits – [maximum 25 points]**
  - Project will lead to significant reductions in sediment and/or phosphorous (25 points)
  - Project will lead to moderate reductions in sediment and/or phosphorus (15 points)
  - Project will lead to small reductions in sediment and/or phosphorus (10 points)
  
4. **Distance from end of project to water or direct conveyance [maximum 20 points]**
  - 0-50 ft. (20 points)
  - 50-250 ft. (10 points)
  - 250 ft. + (0 points)
  
5. **Promotes Stream Equilibrium [maximum 10 points]**
  - Project has a positive impact on stream equilibrium (10 points)
  - Project has no impact on stream equilibrium (5 points)
  - Project has a negative impact on stream equilibrium (0 points)
  
6. **Project is identified through a municipal road inventory, and/or capital budget plan, tactical basin plan, culvert inventory, please include with your application [maximum 15 points]**
  - Project identified (15 points)
  - Not identified (0 points)
  
7. **Cost effectiveness [maximum 15 points]**
  - The cost of the project is reasonable based on the expected results (15 points)
  - The cost of the project outweighs the benefits (0 points)



8. A river/water quality or transportation professional, or other partner is engaged in the project [maximum 10 points]
  - Partners are identified and letters of support are included (10 points)
  - A letter of support is included (5 points)
  - No documentation of partnership exists (0 points)
9. Selection Committee discretionary allowance [maximum 10 points]
10. New Towns applying to the program will receive a BONUS of [10 points]



## Vermont Better Roads Category D Grant Proposal Scoring Criteria

All categories will be scored on a sliding scale. The numbers below represent guidelines for scoring.

- 1. Application is complete [maximum 5 points]**
  - Yes (5 points)
  - No (0 points)
  
- 2. Use of Best Management Practices (BMPs) from Better Back Roads Manual, ANR Stormwater Manual, and/or Green Stormwater Infrastructure sizing tool for small sites [maximum 15 points]**
  - The proposal includes specific steps to maximize the likelihood of long-term success by applying BMPs (15 points)
  - The proposal includes an adequate number of steps to increase the likelihood of success by applying BMPs (10 points)
  - The proposal includes little or no steps to increase the likelihood of success by applying BMPs (0 points)
  
- 3. Expected Water Quality Benefits – [maximum 25 points]**
  - Project will lead to significant reductions in sediment and/or phosphorous (25 points)
  - Project will lead to moderate reductions in sediment and/or phosphorus (15 points)
  - Project will lead to small reductions in sediment and/or phosphorus (10 points)
  
- 4. Distance from end of project to water or direct conveyance [maximum 20 points]**
  - 0-50 ft. (20 points)
  - 50-250 ft. (10 points)
  - 250 ft. + (0 points)
  
- 5. Project is identified through a municipal road inventory, and/or capital budget plan, tactical basin plan, culvert inventory, please include with your application [maximum 15 points]**
  - Project identified (15 points)
  - Not identified (0 points)
  
- 6. Cost effectiveness [maximum 15 points]**
  - The cost of the project is reasonable based on the expected results (15 points)
  - The cost of the project outweighs the benefits (0 points)
  
- 7. A river/water quality or transportation professional, or other partner is engaged in the project [maximum 10 points]**
  - Partners are identified and letters of support are included (10 points)
  - A letter of support is included (5 points)
  - No documentation of partnership exists (0 points)
  
- 8. Selection Committee discretionary allowance [maximum 10 points]**
  
- 9. New Towns applying to the program will receive a BONUS of [10 points]**

