



FY2020 Vermont Better Roads Grant Program

Due 4:30pm Friday October 26th, 2018

The Vermont Agency of Transportation is pleased to announce the 22nd 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 promotes the use of erosion control and maintenance techniques that save money while protecting and enhancing water quality around the State.

Funds, subject to availability, will be distributed as grants to municipalities to address town erosion problems. Funding availability is subject to legislative allocation, and it is anticipated that funding will be approved by May 2019.

Better Roads funding may not be used as match for other state or federally funded programs.

This application may be downloaded at the following address:
<http://vtrans.vermont.gov/highway/better-roads>

Municipalities may apply for more than one grant. Please fill out one application for each grant sought.



FY2019 Better Roads Grant Categories



Category A

A. Road Erosion Inventory (Maximum Grant Amount \$8,000) *

Eligible projects under this category must include:

(1) An inventory of hydrologically connected road segments in compliance with Municipal Roads General Permit (MRGP) protocol. Maps of the towns hydrologically connected road segments are available on the Agency of Natural Resources (ANR) atlas: <https://anrmaps.vermont.gov/websites/anra5>. Inventory data must be collected using the MRGP inventory form(s) or digital version of the form(s). Please visit the MRGP web site for information: <http://dec.vermont.gov/watershed/stormwater/permit-information-applications-fees/municipal-roads-program>

And;

(2) Implementation table. Using the data collected in the field, an implementation table (spreadsheet) must be created to document current MRGP compliance status. If data collection is done using the ANR MRGP set of apps, this will automatically be generated for you. Please visit <http://vtanr.maps.arcgis.com/home/item.html?id=fe11c5ffd0d04eeca968115d84dacf90> for details. If you are not using these apps, please request a template from Tim Pricer, tim.pricer@vermont.gov.

And;

(3) List of Very High Priority Road Segments, to be determined using the MRGP methodology. Very High Priority Road Segments are segments that are defined by the MRGP as having slopes greater than 10%, do not meet standards and therefore required to be fixed by 2025.

(4) Optional components could include inventory of non-hydrologically connected segments and/or itemized project estimates for identified projects.

Please contact your Regional Planning Commission if you plan to contract with them to make sure they have available time to complete your Category A grant.

*Category A grants may be funded with state or federal money



FY2019 Better Roads Grant Categories



Categories B, C, and D

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.

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:

- ◆ Stone or grass lined ditches
- ◆ Check dams, splash pools or other energy dissipaters
- ◆ Road-side rain gardens
- ◆ Small Culverts (<36")
- ◆ Infiltration Practices
- ◆ Level spreader
- ◆ Stormwater infrastructure installation, rehab or replacement
- ◆ Catch basin outlet stabilization

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

Example projects:

- ◆ Stream bank stabilization
- ◆ Slope stabilization, retaining walls
- ◆ Lake shore stabilization

D. Structure/culvert installation or replacement for culverts equal to or larger than 36" (Maximum Grant Amount \$60,000)

Structures or culverts funded in this category must meet size requirements from a hydraulic study or consultation with an Agency of Natural Resources River Management Engineer (for in-stream culverts). Additional erosion control work may be considered eligible as part of a project in this category but must be within a continuous work area of the 36" or larger culvert.

Example projects

- ◆ Box culvert or bridge
- ◆ Bottomless arch, round culvert or squash pipe larger than 36" in width
- ◆ Projects may also include other erosion control practices needed.



Application Material Guidance



All work should be completed in accordance with specifications contained in the *Vermont Better Backroads Manual* (<http://vtrans.vermont.gov/sites/aot/files/highway/2009%20Better%20Backroads%20Manual.pdf>), or other applicable manual(s).

Supporting Documentation will enhance your application. You may acquire supporting documentation from an Agency of Natural Resources (ANR) River Management Engineer, ANR Lakes and Ponds Section staff, ANR Watershed Basin Planner, VTrans District Technical Staff, or Regional Planning Commission staff. See page 14 for contact information.

- Permits – Towns are responsible for ensuring compliance with all applicable permits for their projects. 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 for assistance.

Applications must be received on or before
Friday October 26, 2018 by 4:30 pm.

Please send completed applications to:
Better Roads Program
Agency of Transportation
Municipal Assistance Bureau
1 National Life Drive
Montpelier, Vermont 05633
Email: BetterRoads@vermont.gov
Phone: (802) 828-4585 or (802) 498-7216

Emailed applications are preferred.



Project Completion and Submittal Dates



Projects will be selected by the Better Roads Grant Selection Committee.

Grants applicants are expected to be notified of project selections in late winter, February – March, 2019.

Municipalities can invoice for project costs after July 1, 2019 subject to funding availability.

The deadline to complete work and submit final reports and invoices for all categories is June 30, 2020.

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). Final payment of grant award will be made upon submission and approval of invoices.



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

Total Eligible Project Cost:

Category A- \$10,000 Category B- \$25,000 Categories C- \$50,000 Category D- \$75,000

Maximum Grant Award:

Category A- \$8,000 Category B- \$20,000 Categories C- \$40,000 Category D- \$60,000

Formula:

If Total Project Cost is **more** than the **Total Eligible Project Cost**, then

$$\text{Match} = \text{Total Project Cost} - \text{Maximum Grant Award}$$

If Total Project Cost is **less** than or equal to the **Total Eligible Project Cost**, then

$$\text{Match} = \text{Total Project Cost} \times 0.2$$



Cover Sheet

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

Town/Organization: _____

Primary Contact Person(s): _____ Title: _____

Address: _____

Street Address

Town

Zip

Email: _____ Phone: () _____ - _____

DUNS #: _____ Fiscal Year End Month (MM): _____



Vermont Better Roads Grant Program



APPLICATION

CATEGORY A: Road Erosion Inventory

Municipality: _____

Please provide a brief summary describing who will conduct the inventory and expected deliverables:

of Hydrologically connected segments to be inventoried: _____

(Contact your Regional Planning Commission or Better Roads Program staff if you don't know this information)

Please attached a detailed itemized project budget. Use cost estimate worksheet on page 13.

Items to consider including in budget:

- Staff Hours and Rates
- Direct expenses (mileage, materials other reimbursable expenses)
- Equipment and/or software needed for data collection

Requested Grant Amount (\$8,000 max):	\$ _____.
+	
Local Match:	\$ _____.
=	
Total Project Cost:	\$ _____.

See page 6 for more information on calculating match

Estimated Completion Date: _____

REQUIRED ATTACHMENTS: a) Cost estimate worksheet b) Other 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:

Name: _____ Title: _____

MUST BE TOWN ADMINISTRATOR/MANAGER OR SELECT BOARD CHAIR



Vermont Better Roads Grant Program



APPLICATION

CATEGORY B/C/D

Please complete one application per project you are applying for.

Please check the Category you are applying for:

- B. Correction of a Road Related Erosion Problem and/or Stormwater Mitigation
- C. Correction of a Stream Bank, Lake Shore or Slope Related Problem
- D. Structure/culvert 36" diameter or greater

Municipality: _____

Road Name: _____ TH#: _____ Structure # (if applicable): _____

Road Type: _____

Road Class: _____

Please provide a thorough description of the erosion/water quality problem (ex. Roadway has steep slope with no ditch which is causing severe roadway erosion, which outlets into the Lamoille River):

Has the town completed an MRGP compliant road erosion inventory?

- Yes No In progress

Project Length (linear feet along roadway): _____ ft.

Number of structures/culverts replaced/repaired: _____

Average slope of roadway: 0-5% 5-10% >10%

Provide a VERY detailed map of project location showing start and end points: Included

Provide a sketch of project location showing distances and project details: Included

Please provide the Road Segment ID. If several, please list all. If unknown, please contact Better Roads Staff for this information (802)828-4585 or (802)498-7216:

Road Segment ID(s) #: _____

Hydrologically Connected? Yes No Partially



Vermont Better Roads Grant Program



Environmental Concerns:

All projects require a review of potential impacts by our environmental team. To expedite the review process, please check the boxes below that describe existing structures/conditions to be replaced/maintained (if any) and the project description that applies (if any).

Existing Structures:	
<input type="checkbox"/> Steel/Plastic Culvert	<input type="checkbox"/> Concrete Box Culvert
<input type="checkbox"/> Stone Culvert – Take pictures	<input type="checkbox"/> Concrete Bridge
<input type="checkbox"/> Ditch	<input type="checkbox"/> Rolled Beam/Plate Girder Bridge
<input type="checkbox"/> Foundation remains, mill ruins, stone walls, other – Take pictures	<input type="checkbox"/> Stone abutments or piers – Take pictures
<input type="checkbox"/> Buildings within 300 feet of work - Take pictures	
Project Description:	
<input type="checkbox"/> New ditches will be established	<input type="checkbox"/> All work will be completed from the existing road or shoulder
<input type="checkbox"/> Reestablishing existing ditches only	<input type="checkbox"/> There will be excavation within 300 feet or a river or stream – Take pictures
<input type="checkbox"/> The structure is being replaced on existing location/alignment	<input type="checkbox"/> Road reclaiming, reconstruction, or widening
<input type="checkbox"/> Excavation within a floodplain – Take pictures	<input type="checkbox"/> Temporary off-road access is required
<input type="checkbox"/> Tree cutting/clearing – Take pictures	<input type="checkbox"/> The roadway will be realigned

Please describe the project and how it will create a positive water quality benefit (ex. Reshape 500' of ditch and line with 12 inch minus stone, to prevent sediment from entering the Lamoille River at the bottom of the hill):

Please list any professionals or partners that assisted with planning this project (ANR River Management Engineer, Army Corps of Engineers, VTrans staff, Basin Planner, RPC staff, etc.):

Is the project located in the town "Right of Way? (select one) Yes No Both
(If No or Both, you will be required to have Agreement for Entry Liability Release for any impacted properties prior to the start of construction).



Vermont Better Roads Grant Program



Budget:

Please attach a project budget and confirm below that is attached:

Project budget IS attached

Are you applying to other grant programs to help fund this project? If so, what programs?

Requested Grant Amount:	\$ _____.
+	
Local Match:	\$ _____.
=	
Total Project Cost:	\$ _____.

Requested Grant Amount Max:

\$20,000 Category B

\$40,000 Category C

\$60,000 Category D

See page 6 for more information on calculating match

Estimated Completion Date: _____

REQUIRED ATTACHMENTS:

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

- Grant application cover sheet
- Grant application form
- 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).
- Detailed Project Location Map
- Sketch of proposed project and 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 and limits of work
- Photos must be color and clear to see.**
 - Please make sure there are enough photos to get a good idea of the project area**
- 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:

Name: _____ Title: _____

MUST BE TOWN ADMINISTRATOR/MANAGER OR SELECT BOARD CHAIR

Cost Estimate Worksheet

Town and Road Name:

Project Name:

Labor	Rate	# Hours	Total (Rate x Hours)
Labor Total			

Equipment	Rate	# Hours	Total (Rate x Hours)
Equipment Total			

Materials	Rate	Amount	Total (Rate x Amount)
Materials Total			

Miscellaneous	Rate	Amount	Total (Rate x Hours)
Miscellaneous Total			

Grand Total _____

Match _____



Vermont Better Roads Grant Program





Questions and Technical Assistance

For questions regarding this application, general program related questions or for technical assistance please contact the Better Roads Technicians:

- Alan May (802) 828-4585, Eastern VT, VTrans Districts 2, 4, 7, 9
- Linda Blasch (802) 498-7216, Western VT, VTrans Districts 1, 3, 5, 8

For questions related to projects affecting rivers and streams please contact the Agency of Natural Resources, River Management Engineers:

- Chris Brunelle, Northwest VT (802) 777-5328 or Chris.brunelle@vermont.gov
- Patrick Ross, Northeast VT (802) 279-1143 or Patrick.ross@vermont.gov
- Scott Jensen, Southeast VT (802) 490-6962 or Scott.jensen@vermont.gov
- Jaron Borg, Central VT (802) 371-8342 or Jaron.borg@vermont.gov
- Josh Carvajal, Southwest VT (802)490-6163 or Joshua.carvajal@vermont.gov

For questions related to the Municipal Roads General Permit, please contact Jim Ryan, Municipal Roads Program Coordinator. (802) 490-6140 or Jim.ryan@vermont.gov

Project Completion Requirements

Category A

1. A copy of the implementation table (spread sheet) and list of very high priority segments.
2. Submit a Municipal Invoicing Spreadsheet (available on the Better Roads website):
<http://vtrans.vermont.gov/highway/better-roads>
3. Copies of invoices/receipts and time sheets (if applicable) to document expenses and local match.

Categories B, C, and D

1. Submit a Municipal Invoicing Spreadsheet (available on the Better Roads website):
<http://vtrans.vermont.gov/highway/better-roads>.
2. Four color photos of during (2 photos) and after (2 photos) the project.
3. Copies of invoices/receipts and time sheets to document expenses and local match



Vermont Better Roads Grant Program



River Management Engineer Support Letter

I am providing this letter of support to the Town/City/Village of _____ for their Better Roads grant application on _____, which will have an impact on

Mile Marker, Road Name/TH Number

Name of River/Stream

Stream Alteration Permit Required for this project: Yes No

Upon review of the site, I have determined that the proposed project is eligible for a Stream Alteration Permit. Additionally, if this project is constructed according to the recommendations described below (see Comments), the following stream equilibrium and connectivity benefits will be achieved:

- Restores or enhances floodplain/access to floodplain
- Restores or enhances natural channel dimensions
- Establishes tree/shrub buffer
- Restores habitat (including aquatic organism passage)
- No additional benefits
- Further restricts or impacts the stream

Thank you for your consideration,

Signature

Comments:



Vermont Better Roads Category B/C/D Grant Proposal Scoring Criteria

All applications will be scored on a sliding scale.

1. **Is the application complete? [maximum 15 points]**
2. **Is the project using Best Management Practices (BMPs) that are proven and likely to maximize long term success? [maximum 20 points]**
 - The proposed project utilizes appropriate BMPs and has maximized the likelihood of long term success (16-20 points)
 - The proposed project utilizes some appropriate BMPs but more could be done to increase the likelihood of success (11-15 points)
 - The proposed project does not utilize appropriate BMPs, or it is unclear whether the BMPs will be used appropriately and the likelihood of success is uncertain (0-10 points)
3. **What are the expected Water Quality Benefits within the watershed? [maximum 25 points]**
 - Project will lead to significant improvements to water quality (21-25 points)
 - Project will lead to moderate improvements to water quality (16-20 points)
 - Project will lead to small improvements to water quality (11-15 points)
 - Project will lead to no obvious improvements to water quality (0-10 points)
4. **Is the project in or does stormwater runoff from the project area drain into a hydrologically connected segment? [maximum 20 points]**
 - Yes; the entire project is in connected segment(s) (20 points)
 - Partially; part(s) of the project are in connected segments (10-19 points)
 - No; this project is not in a connected segment (0-10 points)
5. **Is the project cost effective? [maximum 10 points]**
 - The cost of the project is low and the expected benefits are high (8-10 points)
 - The cost of the project is average and the expected benefits are average (5-7 points)
 - The cost of the project is high and the expected benefits are low (0-4 points)
6. **Selection Committee discretionary allowance [maximum 10 points]**