Municipal Highway and Stormwater Mitigation Program
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

Gravel resurfacing, Westfield
Ditching, St. Johnsbury
Bank stabilization, Bloomfield
Stone header, Cambridge
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
http://vtrans.vermont.gov/, click on ‘Highways’ in left border
Click on ‘Local Projects’
MUNICIPAL ASSISTANCE BUREAU - LOCAL PROJECTS

Municipal Assistance Bureau (MAB) technical staff is assigned to work with, and support, 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 range from any 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 associated 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 Roads program is a unique addition to the MAB and offers municipalities the opportunity to work with experienced and qualified staff to improve and maintain local roads through grant opportunities.

- **Annual Reports**:
  - [2016 Park and Ride Annual Report](#)
  - [2015 Bike and Pedestrian Annual Report](#)
  - [2016 Better Roads Annual Report](#)
  - [2015 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

STF 2018 Environmental Mitigation Grant Application

1. Does this project already have existing funding? If so, please describe.

2. Will you accept an award less than your application?

3. 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 expect partial funding for.

Application Scoring Criteria:

1. Please give a detailed description of the project, if applying for a stormwater investment facility please include the expected amount of stormwater runoff from the highway as a percentage of the total stormwater being treated. (10 points max)

2. Please describe how this improvement provides for pollution prevention and pollution abatement activities and mitigates the risk of erosion or stream channel sediment and stormwater pollution prevention or stream restoration related to highway construction or due to highway runoff. (20 points max)

3. What information or data is provided to substantiate the current pollution and/or stormwater problem and associated environmental impacts? (10 points max)

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

- Preliminary Engineering (PE) (10 points max)
- Construction Engineering (AEC) (10 points max)
- More (as Project Management Costs (20% of total PE, RSF, and Construction expenses as a good estimate).

Total Project Cost: 30%
Submission Format

- Electronically on
  - Please submit as a single PDF file

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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

- August 2 - Program Announcement and release of applications information
- September, any program questions answered, applications prepared
- October 7, Applications due by 1:00 PM
- October 10-14, Site visits by committee as needed
- October 10-31, Selection Committee Evaluations
- October 31, Project Awards announced
Applications due October 7th

Questions ease contact

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