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| MOM vert 2C | **Better Connections Grant Program** 2019 Grant Application Instructions and Form **Applications Due: 4:00 pm, January 31, 2019** |

# Program Overview

Guidance on how to develop a project approach, budget and final master plans from previous years are available on the Better Connections Program web page: [http://vtrans.vermont.‌gov/planning/projects-programs/Better Connections](http://vtrans.vermont.‌gov/planning/projects-programs/Better%20Connections).

# 2019 Grant Timeline

* **Pre-application meeting deadline: December 31, 2018**
* RPC confirmation of municipal planning process: January 31, 2019
* **Application deadline: January 31, 2019 @ 4:00 pm**
* Award decisions: March 15, 2019
* Project started: June 3, 2019
* Project Completed: December 1, 2020
* Final Report Due: December 31, 2020

# Instructions

Read the [**Application Guidance Packet**](http://vtrans.vermont.gov/planning/projects-programs/better-connections) to better understand the purpose and objectives of the Better Connections Program and to ensure the project is eligible for grant funding. All applicants are required to contact the Program Managers, Richard Amore (Richard.Amore@vermont.gov) and Jackie Cassino (Jackie.Cassino@vermont.gov) to set up a pre-application meeting before December 31, 2018.

Complete the grant application form on pages 4-10 and develop required documents (outlined below in items 1-8). Incomplete applications will not be considered. Completed grant application package must not exceed 15 single-sided pages, less appendices and photographs.

# Grant Application Package

A complete grant application package shall include the following documents:

[ ]  **1.) Grant Application Cover Sheet (1 page)** – To be completed by the local project manager. An authorized signature is necessary only on one of the five mailed paper copies.

[ ]  **2.) Grant Application Form (10 single sided pages)** – Complete application form (pages 4-10 below).

[ ]  **3.) Resolution Form (1 page)** – Resolution form authorizing the Better Connections Grant from the municipal governing body acknowledging their willingness to provide 10 percent minimum non-federal/non-state cash match, commits the applicant(s) to the project, and identifies the local project manager (LPM) and lists his/or her qualifications. Sample Resolution on page 13. For consortium projects, a resolution must be submitted for each participating municipality designating the same local project manager.

[ ]  **4.) Confirmed Planning Process Letter (1 page)** – A letter from the municipality’s regional planning commission must be included in the application, stating that the municipality’s planning process is “confirmed” under [24 V.S.A. §4350](http://legislature.vermont.gov/statutes/section/24/117/04350) by January 31, 2019. For consortium applications, each municipality must have a letter stating that the planning process is confirmed.

[ ]  **5.) District Contact (1 page)** – Documentation of contact with VTrans District Office **if** project is on the State Highway System.

[ ]  **6.)**  **Project Area Map (1 map)** – Include a clearly annotated map that delineates the project area, key features, issues and opportunities.

[ ]  **7.) Appendices (no page limit)** –To include additional supporting documents: letters of support; relevant previous planning studies and/or projects, implementation and revitalization efforts that have occurred or are planned, programmed capital improvements, planned private investments, ongoing grants and projects.

[ ]  **8.) Photographs (1-3 Pages)** –Include photographs of the project area, key features, issues, and opportunities.

## **Clean Water Fund – Water Quality Planning Project (if applicable)**

Projects that are applying for additional funding from the Clean Water Fund to support water quality improvements that reduce nutrient and sediment pollution must include the following additional attachments:

**☐ 9) Clean Water Project Application Questions** (page 9-10)

**☐ 10.)** **Clean Water Project Work Plan, Schedule and Budget** (page 10)

# 2019 Grant Application Cover Sheet

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| **Primary Applicant | Municipality:** Click here to enter text |
| **Project Title:** Click here to enter text |
| **Local Project Manager:** Click here to enter text |
| **Mailing Address:** Click here to enter text |
| **City | Zip Code:** Click here to enter text |
| **Telephone | Email:** Click here to enter text |
| [**VTrans District**](http://vtrans.vermont.gov/sites/aot/files/operations/images/webdistricts_2015.gif)**:** Select a VTrans District |
| [**Regional Planning Commission**](https://www.vapda.org/wp/wp-content/uploads/2017/03/VermontMap.pdf): Select Your REgional Planning Commission |
| **Total Better Connection Funds Requested:** Click here to enter text |
| **Total Clean Water Funds Requested:** Click here to enter text |

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| **Other Municipalities Involved in the Project (if applicable):** | **Contributing Match** |
| Click here to enter text | Select an item |
| Click here to enter text | Select an item |
| Click here to enter text | Select an item |

# Certifications

[ ]  I understand that consultant selection will follow the policies and requirements of the Vermont Agency of Transportation’s Procurement Procedures*.* <http://vtrans.vermont.‌gov/contract-admin>

[ ]  I mailed the five (5) required hard copies of my application with authorized signature (below).

[ ]  I emailed the one (1) required electronic copy of my application.

[ ]  This application was prepared by staff of the primary applicant or staff of one of the involved municipalities **OR**

[ ]  This application was prepared by the following compensated consultant:

*Consultants may assist in preparing the municipality’s application. However, to satisfy federal and state requirements, use of an appropriate means of consultant solicitation and selection is required prior to selection of a consultant. To avoid conflicts of interest, applicants should be aware that if consultant assistance is used in the preparation of the Program grant submission (i.e. in the development of the scope of work for the study), that consultant will not be eligible to conduct the work.*

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| **Local Project Manager Title:** | CLICK HERE TO ENTER TEXT |
| **Name:** | Click here to enter text |
| **Authorized Signature\*** |  |

***\*Please include and note the original authorized signature on (1) of the (5) mailed hard copies of the application form.***

# 2019 Grant Application Form

*This form cannot exceed 10 single-sided pages, with a minimum of 11-point font.*

## **Project Overview**

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| **Municipality**Click here to enter text |
| **Project Name**Click here to enter text |
| **Amount of grant funds requested**Click here to enter text |

## **Primary Contact**

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| **Local project manager (name and title)**Click here to enter text |
| **Mailing address**Click here to enter text |
| **Phone**Click here to enter text | **Email address**Click here to enter text |

## **Fiscal Information**

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| **Accounting System** (check one)Automated [ ]  manual [ ]  combination [ ]  |
| **DUNS#**Click here to enter text |
| **Fiscal year end month**Click here to enter text |

## **Project Description**

Please give a brief project description. In no more than 1000 characters, describe the project and the expected outcomes.

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# Award Criteria

Applications may receive a total of 120 points.

* Up to 100 points are based on an applicant’s responses to five (1-5) required criteria.
* Up to 20 bonus points (5 points each) are awarded for the following:
1. The project is located within (or adjacent to) a state designated downtown, village center, neighborhood development area, new town center or growth center.
2. The project represents inter-municipal efforts.
3. The applicant(s) demonstrate a local commitment to the project (as represented by the commitment of in-kind staff services, an overmatch of local funds, strong community and partner support (evidenced through letters of support or complementary local activities or initiatives).
4. The project supports water quality improvements that reduce nutrient and sediment pollution. (by applying for the Clean Water Fund planning project – pages 9-10).

The Clean Water Fund projects will be scored independently of the standard Better Connections project award criteria. See additional details on pages 9-10.

**Applications are scored using the following priorities and criteria. Please address and answer each criterion below (1-9) and the appendices.**

# Required Criteria

1. Well-defined Purpose and Need (25 points)

The application should clearly identify the project scope, it’s purpose and community need. Explain how the project addresses a local or regional transportation, land use, water quality, housing and economic development issue, need or opportunity.

1. **Project Purpose (15 points)**

Explain the project’s purpose and expected outcomes.

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1. **Community Need (10 points)**

Describe and document (reference applicable data such as demographic, transportation, land use, safety, health, economic data and previous plans and studies such as municipal plan, regional plan, scoping studies, etc.) the relevant transportation, land use, water quality, housing and/or economic development needs, goals, or issues the project will address.

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1. Clear Linkage to Better Connections Purpose and Objectives (25 points)

The project and application must support the Better Connections Program Purpose and Objectives (as described on pages 2 of the [Application Guidance Packet](http://vtrans.vermont.gov/planning/projects-programs/better-connections)). The application should demonstrate how the project will support the following:

1. **Transportation (5 points)**

*Provides safe, multi-modal and resilient transportation system that supports the Vermont economy.*

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1. **Land Use and Economic Development (5 points)**

*Supports downtown and village economic development and revitalization efforts.*

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1. **Community Capacity and Readiness to Implement (15 points)**

*Leads directly to project implementation (demonstrated by community capacity and readiness to implement).* Describe the community’s capacity, support and readiness to manage and conduct a robust planning process. In addition, explain how the project implements the ideas and actions identified in municipal and/or regional plans or builds on previous planning efforts. The application should clearly articulate how the project will be implemented and integrated in the municipal capital plan and/or support the implementation of capital projects identified in the regional and municipal plan, municipal capital plan or the VTrans Capital Program.

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1. Quality Work Plan, Schedule and Budget (25 points)

Provide a detailed work plan, schedule and budget for the scope of work. The work plan is well developed, detailed, focused and tasks are appropriate for the proposed project, timeline and budget. The work plan is broken up by task and cost estimates are well-documented by task. The work plan clearly articulates the expected outcomes of the projects, the deliverables, the responsible parties for each task, the project schedule, phasing and public engagement timeline. Applicants may submit a combined work plan, budget, and schedule if preferred to developing separate answers to items (a) through (c) below.

Include a description of the identified project manager’s ability and experience to effectively manage the project and ensure project completion. Sample work plan and budget template [here.](http://vtrans.vermont.gov/sites/aot/files/planning/documents/scbc/Sample%20Work%20Plan%20%26%20Budget.pdf) If applicable, document other resources (beyond required cash match). In-kind staff contributions and other federal or state funds are allowed but may not be used toward the local cash match requirement. Include an estimated cost using the following format:

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| **Total project cost (TPC):**  | $75,000 |
| **Grant funds requested:**  | $67,500 |
| **Local cash match (10% of TPC minimum):** | $7,500 |
| **Additional cash match (if applicable):**  | $ |

1. **Work Plan (15 points)**

Provide a detailed work plan and description of tasks for the scope of work including desired deliverables and outcomes. The work plan should be clear, focused and implementable. Include a description of the local project manager’s qualifications**.**

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1. **Budget (5 points)**

Provide a detailed budget broken down by task and deliverables.

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1. **Schedule (5 points)**

 Provide a detailed schedule with project timeline and public engagement activities.

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1. Quality Public and Stakeholder Engagement Plan (20 points)

Describe how the public engagement plan is developed with activities that educate and involve the public in the process and are integrated into the work plan. The application should demonstrate cooperation and coordination with relevant local, regional and state organizations and partners, the local business community, and the public. Projects that engage the public and stakeholders from the start and propose multiple, innovative, outreach activities (i.e. charrettes, community events, pop-up demonstration projects, etc.) score the highest under this criterion.

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1. Application Quality (5 points)

The application submission is complete, well-written, clearly identifies the project, and is internally consistent. *No response necessary.*

## **Bonus Criteria**

1. Is the project located within (or adjacent to) a state designated downtown, village center, neighborhood development area, new town center or growth center? If so, describe how the project will support the state designated center. (Up to 5 points)

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1. Does the project represent an inter-municipal effort? If so, explain. (Up to 5 points)

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1. Explain and demonstrate a local commitment to the project, as represented by the commitment of in-kind staff services, an overmatch of local funds, strong community, business and partner support (evidenced through letters of support, or complementary local activities, or initiatives). (Up to 5 points)

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1. Does the project support water quality improvements that reduce nutrient and sediment pollution (Yes or No)? If yes, complete the Clean Water Fund section on page 9 and 10). If no, skip the next section (pages 9-10) and move on to the appendices. (Up to 5 points)

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## **Clean Water Funds (optional)**

***Only complete this section if you are applying for additional Clean Water Funds.***

This year, the Better Connections Program has an additional $100,000 in Clean Water Funding from the Agency of Natural Resources, [Clean Water Fund](https://legislature.vermont.gov/statutes/section/10/047/01389). Municipalities may apply for up to $35,000 of “add on” Clean Water Funds for FY2019 Better Connections planning projects. No local match is required for these funds.

Clean Water Funds shall be used in coordination with the FY2019 Better Connection project for developing plans and preliminary designs that improve water quality by reducing nutrient and sediment pollution through stormwater management and green stormwater infrastructure best practices (see [Title 10 V.S.A. § 1389](https://legislature.vermont.gov/statutes/section/10/047/01389)).

The Clean Water Fund supports: stormwater master plans or assessments; the identification of potential locations and high-priority projects; the planning and preliminary design of stormwater projects to address and mitigate stormwater runoff; and the planning and preliminary design of low impact development and green stormwater infrastructure. The Clean Water Funds can also be used to determine the feasibility and preliminary designs of stormwater treatment options that collect, store, infiltrate, and filter runoff from transportation infrastructure. The Clean Water funded projects must be developed and designed in coordination with the land use and transportation planning projects identified through the FY2019 Better Connections planning process.

The [Vermont Green Streets Guide](https://vtcommunityforestry.org/sites/default/files/pictures/vermontgreenstreetsguidefinal.compressed.pdf) (link), [ANR’s Green Stormwater Infrastructure (GSI) website](https://dec.vermont.gov/watershed/cwi/green-infrastructure/gsi) and a new [story map on Green Stormwater Projects](https://anrweb.vt.gov/DEC/cleanWaterDashboard/WPDSearch.aspx) are resources to help you plan your clean water project in coordination with transportation and land use planning. In addition, the [Ecosystem Restoration Program grant application manual](https://dec.vermont.gov/sites/dec/files/wsm/erp/docs/GrantMaterials/2018-07-16_ERP_Application_Manual.pdf) provides detailed information about clean water projects as it relates to stormwater and road projects ([see appendix 2](https://dec.vermont.gov/sites/dec/files/wsm/erp/docs/GrantMaterials/Appendix%202_PerformanceMeasures_2018-3-30.pdf) for project type, definition and performance metrics).

1. **List the amount of funds (up to $35,000) requested. (No local match required):**

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1. **Please list the** [**watershed**](http://anrmaps.vermont.gov/websites/anra5/) **(waterbody identification number) the project is located and describe any water quality planning or implementation projects completed in the municipality in the past 10 years (see a list of clean water projects on the** [**Clean Water Dashboard**](https://anrweb.vt.gov/DEC/cleanWaterDashboard/WPDSearch.aspx)**).**

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1. **Please explain the purpose, need and the desired outcomes of the water quality planning project. In addition, please describe how the project will improve water quality and manage stormwater to reduce nutrient and sediment pollution.** [Up to 15 points]

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1. **Please describe how the project builds upon and implements prior planning efforts and community goals related to water quality (regional plans, municipal plans, tactical basin plans, stormwater master plans and/or assessments, inventories, flow reduction plans, phosphorous control plans, or river corridor plans).** [Up to 10 points]

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1. **Please describe how the project will engage the public, project partners, and stakeholders in developing and planning the water quality projects. Please also explain how the project will educate and inform the community about the importance of clean water projects.** [Up to 10 points]

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1. **Please describe how the clean water planning project supports the Better Connections Program Purpose and Objectives related to multimodal transportation, downtown and village revitalization, and project implementation (see page 2 of application guide for program purpose and objectives).** [Up to 10 points]

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## **Clean Water Project Work Plan, Schedule and Budget**

Provide a detailed budget broken down by task, deliverables, responsible party, schedule and cost. [Up to 10 points] – The Clean Water project work plan may be combined with the Better Connections work plan, budget and schedule if preferred. (see page 7, item 3 above).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | **Deliverables** | **Responsible Party** | **Schedule** | **Total Cost** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total Cost** |

# Appendices - Additional Supporting Documents

In order to help VTrans and the Agency of Commerce and Community Development (ACCD) understand the status, context and local commitment to the proposed project, the application should provide additional support documents and information:

1. Previous planning efforts. Include a comprehensive list of all prior and current planning efforts, including but not limited to municipal plans and regulations, economic development studies, scoping studies, the years those were completed and/or adopted, and who assisted in the preparation of the plan(s).

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1. Previous investment. List all appropriate capital improvements, public and private investment that has occurred in the study area and relates to the project scope and work plan.

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1. Open grants. Explain if the municipality has open Agency of Natural Resources (ANR), ACCD, Vermont Department of Health, and/or VTrans grants, discuss any relationship to this project application and the municipality’s capacity to simultaneously complete multiple grant projects. Explain below:

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| Click here to enter text |

1. Letters of Support. Attach letters of support from local, regional or state partners to illustrate strong community and partner support for the project.

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| **List attached letters of support** |
|  1. Click here to enter text |
|  2. Click here to enter text |
|  3. Click here to enter text |

# Application Submission

**Application Materials MUST be submitted BOTH electronically and in hard copy. Electronic applications are due 4:00PM, Wednesday, January 31, 2019.**

Email them to Jackie.Cassino@vermont.gov. If your materials exceed 10MB, divide them into two emails. Put the municipality’s name and project in the subject line, along with *1* of *2* and *2* of *2*. Set your email to automatically request a read or delivery receipt if you want confirmation that your application has been received.

**Also mail or hand-deliver five (5) paper copies of all electronically submitted application materials.** Paper copies must have an original signature (on at least one of the five paper copies) and be submitted on white, 8-1/2” x 11” paper. No covers or additional binding.

**Mailed applications must be POSTMARKED by Wednesday, January 31, 2019 and sent to:**

Jackie Cassino, Planning Coordinator

VT Agency of Transportation

Policy and Planning

1 National Life Drive

Montpelier, VT 05633

# Better Connections Program Contacts

For questions regarding the Better Connections Program, contact the Program Managers:

**Jackie Cassino | Planning Coordinator**

Policy, Planning and Intermodal Development

Vermont Agency of Transportation
1 National Life Drive
Montpelier, VT 05633-5001
802.272.2368
jackie.cassino@vermont.gov

**Richard Amore | Planning and Project Manager**

Community Planning + Revitalization
Agency of Commerce and Community Development
1 National Life Drive
Montpelier, VT 05620-0501
802.828.5229
richard.amore@vermont.gov

# Resolution for Better Connections Grant

**WHEREAS,** the Municipality of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is applying for funding as provided for in the FY 2019-2021 Budget and may receive an award of funds under said provisions; and

**WHEREAS,** the Agency of Transportation and the Agency of Commerce and Community Development may offer a Grant Agreement to this Municipality for said funding; and

**WHEREAS,** the municipality is maintaining its efforts to provide local funds for planning purposes or the municipality has voted at an annual or special meeting to provide local funds for planning purposes,

**Now, THEREFORE, BE IT RESOLVED**

1. That the Legislative Body of this Municipality enters into and agrees to the requirements and obligations of this grant program including a commitment to provide a cash match of 10% of the project cost:

2. That the Municipal Planning Commission recommends applying for said Grant:

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*(Name of Planning Commission Chair) (Signature)*

3. That (Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

is hereby designated as the Local Project Manager, the person with the overall Administrative responsibility for the Better Connections program activities related to the application, and any subsequent Grant Agreement provisions.

Passed this \_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_.

**LEGISLATIVE BODY**

|  |  |  |
| --- | --- | --- |
| *(name)* |  | *(signature)* |
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**INSTRUCTIONS FOR RESOLUTION FORM**

1. The Legislative Body of the Municipality must adopt this resolution or one that will have the same effect. This Form may be filled in or the adopted Resolution may be typed on municipal letterhead, filling in the name of the municipality, the Legislative Body (e.g., Board of Selectmen), and the name and title of the Municipal/ Authorizing Official(s)(M/AO(s); and the Local Project Manager.
2. Following formal adoption, the Resolution must be signed by a majority of the legislative body. The Chair of the Planning Commission must also sign upon endorsement by vote of the Planning Commission.
3. For consortium applications, each municipality must complete a separate Resolution form. All municipalities must designate the same Municipal/Authorizing Official(s) and grant Local Project Manager.