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| Lamoille Valley Rail Trail Community Grant Program  Application Form & Instructions |

# Grant Program Timeline

* **Pre-application consultation deadline (site visit and/or virtual): October 14, 2022, 4:00PM**
* **Application deadline: November 1, 2022, 4:00PM**
* Award decisions: December 5, 2022, 4:00PM
* Funding obligated: September 30, 2025
* All funds expended: September 30, 2030

# Application Instructions

## Pre-application Consultation

All applicants are required to complete a pre-application consultation by October 14, 2022. These meetings can be completed via an online meeting or an onsite meeting. The purpose of the consultation is to review the project proposal with the applicant and address any applicant questions. Contact Jackie Cassino, [Jackie.Cassino@vermont.gov](mailto:Jackie.Cassino@vermont.gov), to schedule the pre-application consultation.

## Prepare and Submit the Grant Application Form

Read the LVRT Community Grant Program: Federal Aide Grant Program Guide to better understand the Program purpose, objectives, and scoring criteria and to ensure the project is eligible for grant funding. Complete the Grant Application Form. Incomplete applications will not be considered. The Grant Application Form is set up as a fillable Microsoft Word document. If you elect to print the form and complete it by hand, please type or print in blue or black ink. Completed Grant Application Form must not exceed 10 single-sided pages, less attachments.

**Electronic applications are due November 1, 2022, 4:00PM.** Email applications to [Jackie.Cassino@vermont.gov](mailto:Jackie.Cassino@vermont.gov). If your materials exceed 10MB, divide them into two emails. Put the applicant’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. **Application Materials MUST be submitted electronically.**

# Application Checklist

A complete grant application package shall include the following documents and attachments:

**1) Grant Application Form (10 single sided pages)** Complete application form must not exceed 10 single sided pages (less attachments), with a minimum of 11-point font. Excess pages will be discarded.

## Attachments:

**2) Resolution Form(s) (2 pages)** A completed resolution form is required. This shall also include a letter of support from the governing body of the municipality, such as Selectboard, village trustees, or city council. Project concepts must be presented to the governing body during a properly warned public meeting. A written acknowledgement including the source of the local match and a commitment to future maintenance responsibility for construction projects is required.  Evidence of the warned public meeting (e.g. meeting minutes and/or copy of the meeting notice) is required.

3**) Project Area Map (1 map)** Include a clearly annotated map that delineates the project area and how it connects to the LVRT; identified prominent features and/or destinations; and includes route numbers, road names, and includes LVRT mile markers.

**4) Documentation of coordination with the Rail Property Management Section Chief and/or District Transportation Administrator (DTA)** (as applicable- for construction projects located in or adjacent to the State Rail Right-of-Way and/or the State Highway Right-of-Way)**(1-3 pages)** For eligible construction projects, include a copy of your correspondence and any comments received from the [Rail Property Management Section Chief](https://vtrans.vermont.gov/rail/contact-us) (Rail ROW) and/or [DTA](https://vtrans.vermont.gov/operations/districts) (Highway ROW).

**5) Photographs (1-3 pages)** Include photographs of the project area, key features, issues, and opportunities.

**6) Additional supporting documents, including:** letters of support; previous studies; capital improvements; private investments, and ongoing grants and projects.

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| LVRT Community Grant Application Form |

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

The LVRT Community Grant Program Application Package is due November 1, 2022 at 4:00PM under the signature of the Town Manager or Selectboard. Complete application packages are reviewed by the Grant Selection Committee and are evaluated based on the LVRT Community Grant Program project selection criteria. Grants will be awarded by December 5, 2022 at 4:00PM.

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| **Primary Applicant | Municipality:** | | |
| **Project Title:** | | |
| **Total Funds Requested:** | | |
| **Total Project Local Match:** | | |
| |  |  | | --- | --- | | **If applicable, please list other engaged partners such as other municipalities, the regional planning commission, local planning commission, conservation commission, other community-based organizations, neighborhood associations, local businesses, elected officials, local health department/hospital, Manage transit providers, etc.** | **Contributing Match (if applicable)** | |  |  | |  |  | |  |  | |  |  | |  |  | | | |
| **Intended Project Management Approach:** MUNICIPAL  REGIONAL PLANNING COMMISSION (RPC)  OTHER ☐ | | |
| |  |  | | --- | --- | | **Project Manager Name & Title:** | | | **Mailing Address:** | | | **Telephone:** | **Email:** | | | |
| |  |  | | --- | --- | | **Fiscal Agent Name & Title (if not Project Manager):** | | | **Mailing Address:** | | | **Telephone:** | **Email:** | | | |
| [**VTrans District**](http://vtrans.vermont.gov/sites/aot/files/operations/images/webdistricts_2015.gif)**:** | |
| [**Regional Planning Commission**](https://www.vapda.org/wp/wp-content/uploads/2017/03/VermontMap.pdf): | |
| **Accounting System (check one)**: Automated  manual  combination | |
| **UEI#:** | **Fiscal year end month:** |

# Design/Construction Projects

## Project Scope and Need (30 points)

1. **Project Scope (20 points)**

Describe the project scope, how the project will be implemented, and identify what changes or improvements will be made that benefit the community. Describe the existing conditions and how the project intends to improve these conditions such as safety enhancements, improved access for trail users, fill missing links in the local/regional trail network and/or transportation networks, expand or improve multi-modal infrastructure, create new trailside amenities, etc. If building off previous planning scoping and/or feasibility studies, describe how this project will implement the ideas and actions identified in such studies.

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

Identify the community need that the project will address. Describe how the project will have a long-term positive impact on trail access, trail users, community revitalization and/or development efforts beyond a singular investment. Describe the intended benefits to transportation and/or trail network, economic, social, health and community.  Reference applicable data such as infrastructure gaps, what destinations and/or populations will be served, what safety problems will be addressed, and/or and previous plans and studies such as municipal plan, regional plan, scoping studies, etc.

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## Alignment with LVRT Management Plan Goals & Objectives (20 points)

Demonstrate how the project supports the LVRT Management Plan Goals and Objectives. Identify how the project will advance economic vitality, cultivate community culture and history, improve geographic or community equity, promote healthy and connected communities, and/or preserve and maintain the trail corridor. Refer to the LVRT Management Plan for the full list of Goals and Objectives. Examples include, but are not limited to:

* Activities related to the promotion of the LVRT locally and regionally to draw visitors to the trail and trailside communities.
* Projects designed to improve connections to villages and town centers to encourage exploration of trailside communities.
* Projects that complement existing economic development plans in trailside communities.
* Project activities promote rural heritage, history, and/or educational programming.
* The project provides meaningful opportunities for connection with the scenic, natural, and working landscape.
* The project promotes the development and improvement of connections to recreational opportunities, alternative transportation networks, and trail system proximate to the LVRT.
* The project supports well-maintained facilities for health and safety.
* The project provides convenient trail access points along the LVRT with clear directional signage and well-maintained parking areas.
* The project directly addresses the needs of more vulnerable populations, specifically the needs of children, older persons, people with mobility challenges, BIPOC, and low- or moderate-income households. The project directly addresses the needs of geographic regions underserved by LVRT amenities.

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## Quality Work Plan, Schedule, and Budget (30 points)

Provide a detailed work plan, schedule, and budget for the scope of work. The work plan must clearly articulate the expected outcomes of the projects, deliverables, responsible parties for each task, and a project schedule. Applicants may submit a separate combined work plan, budget, and schedule if preferred to developing separate answers to items (a) through (b) below.

1. **Work Plan and Schedule (10 points)**

Provide a detailed description of tasks, deliverables, and outcomes that is clear, focused, and implementable. Identify project complexities and how these will be addressed. Address the need for right of way, anticipated permitting, natural resource constraints or identified cultural resource (historic or archaeologic) impacts anticipated for the project. If a scoping or planning report is attached, please highlight or reference the applicable sections. Include a realistic project schedule.

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1. **Budget (20 points)**

Provide a detailed budget narrative inclusive of all required project elements and all funding sources and expected expenses including labor, material, contingencies, and other eligible project expenses. Project budgets should be divided into the following categories: (1) Project Administration, Engineering, Municipal Project Manager; (2) Right-of-Way; and (3) Construction. Identify how project costs were developed. Refer to the LVRT Community Grant Program: Federal Aid Grant Program Guide for additional instructions and resources on cost estimations. 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.

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## Project Management & Coordination (20 points)

1. **Project Management (10 points)**

Describe your project management approach (who will manage the project- municipal staff, RPC, other consultant), how many hours a week the project manager is available to allocate for this project, and the commitment to remain the project manager for the duration of the project. What management practices do you now have, or plan to put in place, to successfully administer the project from design through construction?  Include a description of the identified project manager’s ability, experience, and past efforts to lead similar planning, scoping, feasibility, and/or design-construction projects. **Note that all MPMs are required to meet minimum qualifications identified in the** [Local Transportation Facilities Guidebook](https://vtrans.vermont.gov/highway/local-projects/general-information/guidebook) **for Locally Managed Projects**.

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1. **Project Coordination (5points)**

Identify other state or local projects in the same area that might impact the project timeline and schedule for completion? Is the project within the rail right-of-way and/or on state property? Is the funding being used for elements of a larger project funded through other sources? For projects located in or adjacent to a State Rail Right-of-way and/or a State Highway Right-of-way, coordination with the Rail Property Management Section Chief and/or District Transportation Administrator (DTA) is required. Include a copy of your correspondence and any comments

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1. **Project Partnerships (5 points)**

Identify the project team, the community partnerships, and supporting organizations working together to advance the project.

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# Scoping Projects

## Alignment with LVRT Management Plan Goals & Objectives (20 points)

Identify how the project to be scoped aligns with the LVRT Management Plan Objectives (namely economic vitality, community building, and healthy and connected communities). Include a description of the type of facility or amenity (i.e., trailhead facilities, local connecting trail, signage) to be studied and key origins and destinations to be served. Provide justification for study requests that exceed $60,000.

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# Certifications

Please check each box indicating that you understand and will comply with the following provisions.

☐ that all named key project leaders and organizations have agreed to be included in this project

☐ that the applicant understands that no information contained in this submission shall be deemed confidential and such information may be shared with other governmental entities or LVRT partners

☐ that the applicant has the permission and hereby grants to the State of Vermont an unrestricted license to use and publish your submitted photographs in any and all manners of communications and media.

☐ that the applicant emailed one (1) required electronic copy of the application to [jackie.cassino@vermont.gov](mailto:jackie.cassino@vermont.gov) and it constitutes an official submission of your application. No signature is required.

  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,** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**certify that the statements in this application are true and the information provided is complete and correct.  There have been no misleading statements or omission of any relevant facts.**

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**Municipal Manager or Selectboard Name:**

**Municipal Manager or Selectboard Signature\*:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*Electronic signatures accepted*