



## INVITATION TO PARTICIPATE IN VTRANS MUNICIPAL ROADS GRANTS-IN-AID PROGRAM

### **DUE: May 10th, 2024**

**TO:** Vermont Municipal Officials  
**FROM:** Ross Gouin – VTrans Municipal Roads Grants-In-Aid Program Manager  
**RE:** Letter of Intent to Participate in a Municipal Roads Grants-in-Aid Program:

The Vermont Agency of Transportation (VTrans) invites your municipality to participate in the Municipal Roads Grants-in-Aid Program for State Fiscal Year 2025 (SFY25). This program provides funding for municipalities to implement best management practices (BMPs) in compliance with the Vermont Department of Environmental Conservation (DEC) Municipal Roads General Permit (MRGP).<sup>1</sup>

VTrans anticipates receiving funding to support BMP implementation under this program and intends to provide grant funds to participating Vermont municipalities that agree to the terms (see attached participation Letter of Intent). Your municipality must return the signed letter **by May 10<sup>th</sup>, 2024** to be eligible (page 3 of this invitation letter).

VTrans will offer funding to participating municipalities to implement BMPs on hydrologically connected road segments that currently do not meet standards.<sup>2</sup> A municipality's funding award depends upon:

- Awards are contingent upon Municipalities being compliant with MRGP requirements at the time of award.
- The number of hydrologically connected roads, sorted into five-mile increments.; and
- The number of participating municipalities. Additional funds may become available should some municipalities decide not to participate. **Refer to the attached VTrans Base “SFY25 initial” Offer for your municipality to see the amount of funding you are eligible to receive.**

Grants-in-Aid awards will be made available through VTrans. Municipalities will submit reimbursement requests for work completed directly to VTrans and VTrans will reimburse up to 80% of the municipality's documented construction expenses, including in-kind support, for BMPs on hydrologically connected roads. At the discretion of each grantee, administration in support of these BMP's will also be an eligible expense, up to 10% of the total award, with a maximum not to exceed \$1500 per award.

#### **Participating municipalities agree to:**

- Prior to construction of the BMPs, **receive Construction Authorization from VTrans** to verify the appropriate location of the connected road segment and BMP(s) to meet MRGP standards.
- Construct the eligible BMPs on hydrologically connected roads to bring road segments into full compliance with MRGP standards.
- Complete the project by September 30, 2025.
- Submit all Performance Reports and Request reimbursement no later than 12/30/2025 (90 days from end of grant period).
- Document project costs using VTrans Invoicing Format and provide a minimum of 20% local match (cash or in-kind) for BMP construction. Invoicing form will be available here: <https://vtrans.vermont.gov/highway/Municipal-Grant-in-aid-Program>
- Match for BMP construction can include in-kind contributions such as transportation, municipally-owned road equipment, crew labor, municipal staff time and other costs directly related to the BMP construction project.

---

<sup>1</sup> MRGP available at: <http://dec.vermont.gov/watershed/stormwater/permit-information-applications-fees/municipal-roads-program>.

<sup>2</sup> Hydrologically connected roads are those that drain directly into surface waters (streams, rivers, ponds, lakes and wetlands) as defined by the MRGP.



- Complete a post construction assessment of each road segment repaired and provide the post construction assessment to DEC using the MRGP portal/app and certify during the request for reimbursement, that the repaired road segments are fully compliant with MRGP.

**Eligible BMPs according to the MRGP Standards:**

- Grass and stone-lined drainage ditches and stone check-dams;
- Turnouts, cross culverts, and other disconnection and infiltration practices;
- Lowering of high road shoulders;
- Installation or replacement of drainage culverts and driveway culverts on non-perennial streams within right of way and installation of culvert headwalls and outlet stabilization;
- Stabilizing conveyance zones;
- Addressing gully erosion on Class 4 roads; and
- Addition of gravel to meet roadway/travel lane standards.
- Stabilizing catch basin outlets.

**Do not move forward with construction of any project until written authorization is received from VTrans. No work completed prior to an executed grant agreement will be eligible for reimbursement.**

If you have any questions about the VTrans Municipal Grants-in-Aid Program, please contact Ross Gouin at 802-595-2381 or via email at [ross.gouin@vermont.gov](mailto:ross.gouin@vermont.gov). For questions about the Municipal Roads General Permit please refer to the DEC website:

<http://dec.vermont.gov/watershed/stormwater/permit-information-applications-fees/municipal-roads-program>.

We look forward to hearing from you soon.

Sincerely,

Ross Gouin  
VTrans Grants in Aid Program Manager



## LETTER OF INTENT TO PARTICIPATE IN THE SFY25 MUNICIPAL ROADS GRANTS-IN-AID PROGRAM

We, the Legislative Body of the Municipality of \_\_\_\_\_ certify that  
the municipality will:

- Construct one or more road best management practices (BMPs) to bring connected road segments into full compliance with Municipal Roads General Permit (MRGP) standards, to be completed by September 30, 2025.
- Construct the road BMPs on hydrologically connected road segments – roads that drain directly into surface waters (streams, rivers, ponds, lakes and wetlands). Refer to the Vermont Department of Environmental Conservation (DEC) map layer for *hydrologically connected* municipal roads in Vermont. This map layer is available at: <http://anr.vermont.gov/maps/nr-atlas>.
- Prior to construction of the BMPs, **receive Construction Authorization from VTrans** to verify the appropriate location of the connected road segment and BMP(s) to meet MRGP standards.
- Post a Clean Water Project sign during construction (select projects only).
- Provide a minimum of 20% local match (in-kind and/or cash). Match can include quantified in-kind contributions such as transportation, municipally owned road equipment, crew labor, municipal staff time and other costs directly related to the BMP construction project as part of this program. Funds from other federal or state grant programs or local match for those other federal and state grant programs cannot be included as match.
- Complete all reporting and invoicing requirements using the VTrans requested format.
- Submit all Performance Reports and Request reimbursement no later than 12/30/2025 (90 days from end of grant period).
- Complete a post construction assessment of each road segment repaired and provide the post construction assessment to DEC using the MRGP portal/app and certify during the request for reimbursement, that the repaired road segments are “fully compliant” with MRGP.

\_\_\_\_\_ Date: \_\_\_\_\_  
(Duly Authorized Representatives)

Municipality: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address* *Town* *Zip*

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Town Clerk (2<sup>nd</sup> contact): \_\_\_\_\_ Email: \_\_\_\_\_

Unique Entity Identifier (SAM #): \_\_\_\_\_ Fiscal Year End Month (MM): \_\_\_\_\_

Note: Primary Contact is responsible for grant execution on Town’s behalf, Secondary Contact must be Town Clerk.

**This form must be submitted via email by May 10th, 2024 to indicate participation.**

Return signed Letter of Intent to: VTrans Municipal Roads Grants-in-Aid Program, c/o VTrans Municipal Assistance Program, via email: [Grantsinaid@vermont.gov](mailto:Grantsinaid@vermont.gov)

**This is a letter of intention to participate only. THIS IS NOT A GRANT, CONTRACT or AGREEMENT.**