



VTrans Grants In Aid Program Team:

Ross Guin- Mun. Highway & Stormwater Mitigation Program Manager

Christine Emmons - Grants in Aid Program Coordinator

Ashley Andrews – Assistant Grants in Aid Program Coordinator

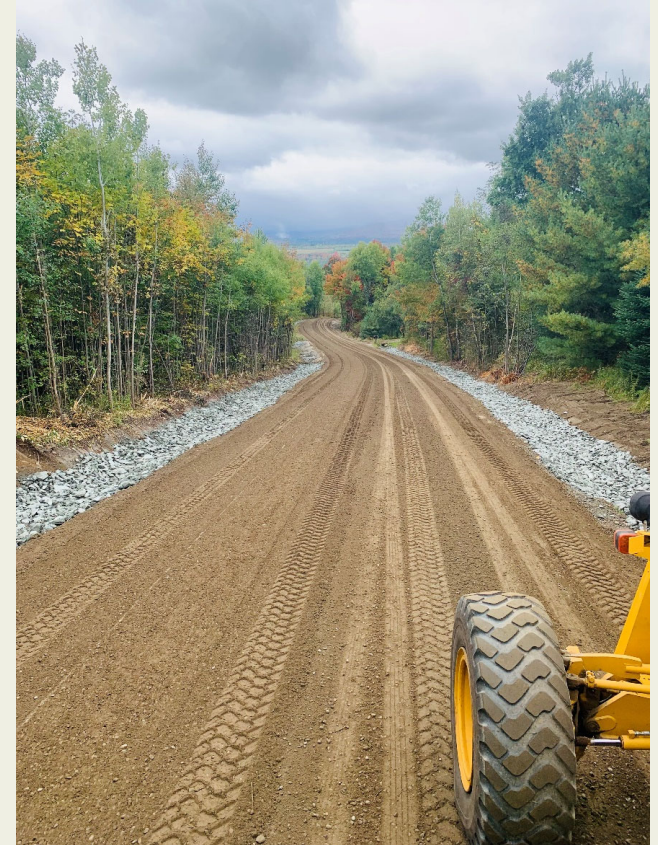
VTrans Municipal Assistance: vtrans.vermont.gov/highway/local-projects

Grants In Aid

Formula Funded Grant:

VTrans sends out an initial offer with a set grant offer amount that is based upon hydrologically connected road miles. The final offer could be more if some municipalities do not accept the grant offer.

These are reimbursement grants, awards to Municipalities with reimbursement amount of 80% at completion, 20% local match.



Grants In Aid Program:

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;
- Addition of gravel to meet roadway/travel lane standards.
- Stabilizing catch basin outlets.



Grants In Aid Program:

SFY22: 230 Grants Awarded (\$3.2 million)

CURRENT PROCESS:

- VTrans executes Grant Agreements with Municipalities
- RPCs work with Municipalities to Identify Project Sites
- Towns Self-report Segment Updates (RPCs and VTrans assist)
- Towns submit final photos & invoices to VTrans for reimbursement
- VTrans conducts spot check final inspections
- **Construction Completion Sept 30, 2022.**
- Reimbursement requested by Dec 31, 2022



Municipal Invoicing Form

- Submit for grant reimbursement
- Summarize expenses on the FY22 Municipal Inv. Form
- Include Back Up Documentation
- https://vtrans.vermont.gov/sites/aot/files/highway/documents/ltf/Municipal%20Invoicing%20Spreadsheet%20Grants%20in%20Aid%20FY22_Rev03222022.doc



VTrans Grants in Aid: Municipal Invoicing Spreadsheet

MUNICIPALITY: [] DATE: []
CONTACT NAME: [] PHONE NUMBER: []
EMAIL: []

GRANT AGREEMENT NUMBER: GA []
GRANT AWARD: \$ []
OF HYDROLOGICALLY CONNECTED SEGMENTS BROUGHT INTO FULL COMPLIANCE []

YOU MUST ATTACH THE FOLLOWING FOR EACH ROAD SEGMENT THAT WAS BROUGHT TO FULL MRGP COMPLIANCE USING THESE GRANT FUNDS:
PRECONSTRUCTION SITE VISIT FORM(S) INCLUDED HERE [] -OR- PREVIOUSLY PROVIDED []
COPIES OF ALL INVOICES AND RECEIPTS INCLUDED? [] YES [] NO []
2 PICTURES OF EACH SEGMENT (PRE & POST CONSTRUCTION) PROVIDED? [] YES [] NO []

YOU MUST COMPLETE THE POST CONSTRUCTION ROAD SEGMENT ASSESSMENT IN THE MRGP INVENTORY PORTAL FOR EACH ROAD SEGMENT BROUGHT TO FULL COMPLIANCE.

POST CONSTRUCTION ASSESSMENTS UPDATED IN MRGP PORTAL? [] YES [] NO []

Fill out sections below which apply to your project, use additional pages if needed.

Table with 5 columns: LABOR (Employee Name), Date Range of Work, Rate, # Hours, Total (Hourly Rate x Hours)

LABOR TOTAL

Table with 5 columns: EQUIPMENT, Date Range, Rate, # Hours (or Days), Total (Rate x Hours)

EQUIPMENT TOTAL

Table with 4 columns: MATERIALS, Rate, Amount, Total (Rate x Amount)

MATERIALS TOTAL

Table with 4 columns: MISCELLANEOUS, Rate, Amount, Total (Rate x Amount)

MISCELLANEOUS TOTAL

GRAND TOTAL \$ []

LOCAL MATCH \$ []

LOCAL MATCH is the GRAND TOTAL minus GRANT AWARD. LOCAL MATCH must be at least 20% of the GRAND TOTAL to receive full amount of GRANT AWARD. IF LOCAL MATCH is less than 20% of GRAND TOTAL, your grant reimbursement will be reduced.

By signing this reimbursement request, I certify that all the information provided is accurate, to the best of my knowledge. We have complied with all the requirements of this grant award including a commitment to the future maintenance of this grant funded work and repair as necessary. We will make our books available for audit if required. By Signing below, we certify that the Road Segment ID's repaired with these funds are fully compliant with the MRGP at the conclusion of the project and the assessments in the MRGP Portal are updated and current.

Signature: [] Title: [] (Must be Selectboard Chair, Town Clerk, or Administrator)

- Required attachments:
• Pre-Construction Site Visit Form for each Road Segment
• Copies of Invoices and Receipts for all expenses documented
• 2 Pictures of each Road Segment: 1 before construction, 1 after project is completed

Please submit to: Grants in Aid Program, Agency of Transportation, Municipal Assistance Bureau

Via Email: GrantsInAid@vermont.gov

Revised 03/22/2022

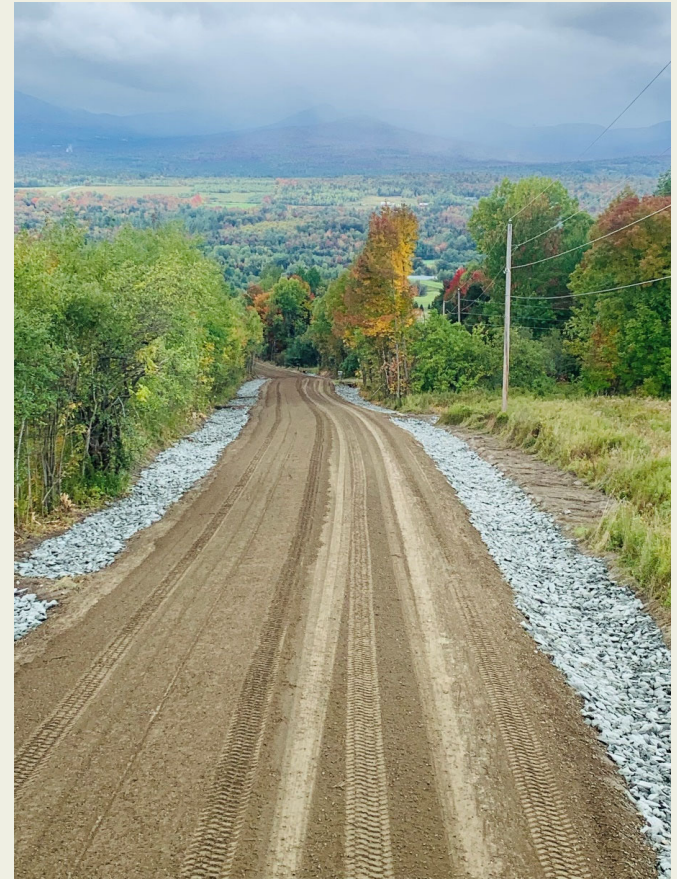


Grants In Aid Program:

SFY23: 237 Grants Awarded!

- More Funding Available in FY23: **\$5.8 million**
- VTrans plays a larger role, fully managing.
- Changes in the way RPCs get reimbursed for working with municipalities

SFY23 Contracts Are Mostly Executed



Grants In Aid Program:

NEW '23 (Year 6) PROCESS:

- VTrans executes Grant Agreements with Municipalities
- 3 Options for Site Selection/Pre-Construction Summary
- VTrans must issue Construction Authorization Prior to work





VTRANS MUNICIPAL ROADS GRANTS IN AID SFY23
Pre-Construction Scoping Summary

Date of Pre-Construction Scoping Meeting:	
Municipality:	
Municipal Representative(s) Present:	
Email of Municipal Representative(s):	
Phone # of Municipal Representative(s):	
Name & Organization of person assisting with completing the assessment:	
Total # of Hydrologically Connected Segments to be brought into compliance:	
GIA Grant Award Amount:	

General Project Notes:

Please complete a separate detail sheet for each segment to be worked on. Multiple segments with the same scopes/BMP's can be entered on the same sheet. Copy page 2 as needed.

Submit this completed form to VTrans Grants in Aid at grantsinaid@vermont.gov. Call Coordinator Christine Emmons with any questions at 802-917-2598.

Municipality must receive written authorization from VTrans before proceeding with construction. This is to ensure that the segments presented are eligible and to confirm that the grant has been properly executed.

Segments or Outlet IDs #

Road Name

Road segment is Hydrologically Connected. If no, ineligible without inventory modification.

What is the overall segment score from the road erosion inventory?

Partially Meets Does Not Meet

Road Type: Paved Road with Catch Basin Paved Road with Open Ditches
 Gravel Road with Open Ditches Class IV Road

What are the Best Management Practices (BMPs) to be implemented using the Grants-In-Aid funding on this segment?

- Clean, shape, seed & mulch grass-lined drainage ditches
- Clean and shape stone-lined drainage ditches, install stone check-dams & turnouts or other distributed flow infiltration
- Removal of Grader Berms, Lowering of high road shoulders
- Installation or replacement of drainage culvert(s) on non-perennial stream within right of way, installation of culvert headwalls and outlet stabilization.
Culvert ID # & Size:
- Installation or replacement of driveway culvert(s) on non-perennial streams within right of way, installation of culvert headwalls and outlet stabilization
- Stabilizing conveyance zones for proper drainage
- Road Crowning and Addition of gravel to meet roadway/travel lane standards
- Addressing gully erosion on Class 4 roads
- Stabilizing catch basin outlets.

Required: Soils exposed by maintenance and new practice construction on hydrologically connected roads will be seeded and mulched or otherwise stabilized.

Details of Work to be Completed on this Segment(s):

Please submit a separate detail sheet for each segment unless BMP's are the same.

FY23 Pre-Construction Site Summary Form



VTrans Construction Authorization

Hello,

This message confirms receipt and concurrence of your Grants in Aid preconstruction summary report for your grant (# reference GA0000). Please consider this as formal authorization to begin construction of the work as outlined in your preconstruction summary report. This is effective today, (date). Please note that all road segments outlined in the preconstruction summary report must be fully compliant with the Municipal Roads General Permit (MRGP) at conclusion of construction in order to receive grant reimbursement, and that all other program and grant requirements must be satisfied. Please review your grant agreement to be sure all work and invoicing is completed within the allowable timelines.

If you have any questions, please let us know at grantsinaid@vermont.gov

Thank you,

Ross Gouin – VTrans Grants in Aid Program Manager



Grants In Aid Program:

New FY23 (Year 6) Process (continued):

- MRGP Segment Update Options:
 1. Seek help from RPC with closeout & reporting.
(Reimbursable through grant as part of the 10% or \$1500 max. admin asst)
 2. Seek help from VTrans for training to walk you through it
 3. Complete the segment update reporting on your own

*MRGP Reporting Group Trainings available
- Towns submit final photos & invoices to VTrans for reimbursement
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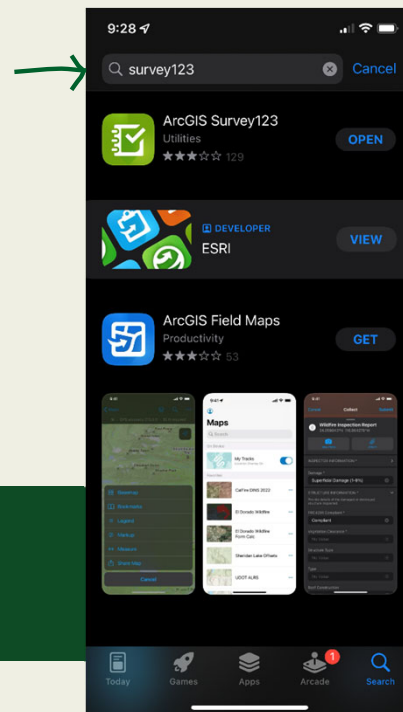
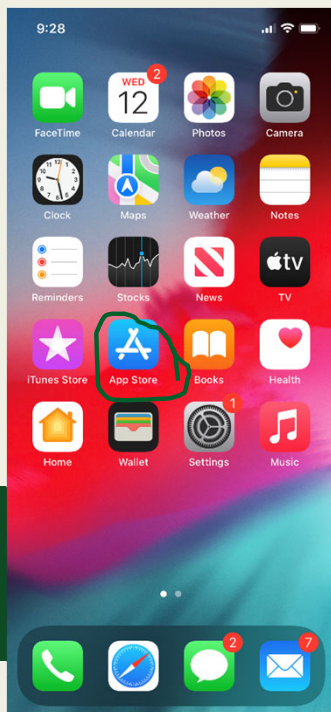


Questions?



MRGP Segment Status Reporting

- Field Worker Solution:
 - Completed in the field on a mobile device (smart phone or tablet)
 - Download 2 Apps- ArcGIS Field Maps and ArcGIS Survey123



Field Worker/Mobile Device:

- Can use on a smart phone or tablet
- GPS enabled App can find your current location and segment
- Take the photo directly in App (don't have to send, save, upload)
- Easier to identify culverts & conveyance areas in the field
- Report as you go
- Can download offline maps if no cell service available

Desktop MRGP Reporter:

- Don't have to be in the field
- Can use any computer – no mobile device or apps needed
- Easier to do bulk updates
- Photos need to be saved on the computer before updating segment
- Need to know locations of culverts, conveyance areas, etc.

MRGP Reporter Demonstration

- Walk through updating a segment and uploading a photo

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

Select either “Reporter for MRGP” to use the desktop version OR “DECs Fieldworker Solution” (mobile)

Username: MRGPVT

Password: Rei@2021