



**MUNICIPAL ROADS GRANTS-IN-AID PROGRAM  
EQUIPMENT PURCHASE**

**TO:** Vermont Municipal Officials in the White River, Ottawaquechee-Black River and Southern Lake Champlain Watersheds  
**FROM:** Peter G. Gregory, Executive Director *P66*  
**DATE:** May 30, 2019  
**RE:** Letter of Intent to Participate in the **SFY'20 Municipal Roads Grants-in-Aid Program: Equipment Purchase**

Vermont Department of Environmental Conservation (DEC) offers select municipalities funding to purchase up to one piece of equipment that will support Municipal Roads General Permit (MRGP) implementation. Your municipality is eligible for equipment funding, as the majority of your municipality is located within the SFY 2020 targeted watersheds: White River, Ottawaquechee-Black River, and Southern Lake Champlain. Equipment eligible for purchase is described below. Municipalities must enroll in the SFY 2020 Grants-in-Aid program and construct best management practices on hydrologically connected municipal road segments in order to be eligible for equipment purchase grants.

DEC will reimburse up to 80% of the municipality's documented equipment cost, up to the State maximum award amount in the table below. If demand exceeds available funding, then equipment purchase will be prioritized for municipalities with the greatest number of hydrologically connected municipal road miles.

Please fill out, sign, and return the Letter of Intent to Participate in the Equipment Purchase program on the following page.

**Equipment eligible for purchase:**

Equipment type	Total maximum amount	State maximum award (80% of equipment cost)	Cash match required (20% of equipment cost)
Roller compactors for attachment to grader to improve road crown	\$7,500	\$6,000	\$1,500
Leaf blowers to clean leaves and sediment from ditches and reduce culvert plugging	\$5,500	\$4,400	\$1,100
Hydroseeders to accelerate revegetation of disturbed soil areas	\$7,500	\$6,000	\$1,500
Plate or jumping-jack compactors to install drainage culverts	\$4,000	\$3,200	\$800
Tractor-mounted shoulder discs to remove high road shoulders	\$8,000	\$6,400	\$1,600
Haybale shredder to distribute hay mulch on disturbed soil areas	\$7,600	\$6,080	\$1,520

If you have any questions about the Municipal Roads Grants-in-Aid Program equipment purchase, please contact **Rita Seto**, [rseto@trorc.org](mailto:rseto@trorc.org) / 802-457-3188. 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>.

Thank you for your attention, and we look forward to hearing from you soon.

Sincerely,

*Peter G. Gregory*  
Peter G. Gregory, AICP  
Executive Director

**LETTER OF INTENT TO PARTICIPATE IN THE  
RPC/DEC MUNICIPAL ROADS GRANTS-IN-AID PROGRAM  
EQUIPMENT PURCHASE**

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

- Upon a notice to proceed, purchase up to one piece of equipment, indicated below, to support MRGP implementation and provide 20% cash match for equipment purchase by the final completion date of June 30, 2020. Funds from other federal or state grant programs or local match for those other federal and state grant programs cannot be included as match.
- Indicate piece of equipment of interest for purchase (check one):
  - ☐ Roller compactors for attachment to grader to improve road crown (State maximum award amount \$6,000, cash match required \$1500 or 20% of equipment cost)
  - ☐ Leaf blowers to clean leaves and sediment from ditches and reduce culvert plugging (State maximum award amount \$4,400, cash match required \$1100 or 20% of equipment cost)
  - ☐ Hydroseeders to accelerate revegetation of disturbed soil areas (State maximum award amount \$6,000, cash match required \$1500 or 20% of equipment cost)
  - ☐ Plate or jumping-jack compactors to install drainage culverts (State maximum award amount \$3,200, cash match required \$800 or 20% of equipment cost)
  - ☐ Tractor-mounted shoulder discs to remove high road shoulders (State maximum award amount \$6,400, cash match required \$1600 or 20% of equipment cost)
  - ☐ Haybale shredder to distribute hay mulch on disturbed soil areas (State maximum award amount \$6,080, cash match required \$1520 or 20% of equipment cost)
- Purchase the equipment following relevant municipal procurement practices or policies.
- Submit a signed operation and maintenance agreement to operate and maintain equipment according to manufacturer's specifications for the equipment's design life.
- Work with your local Regional Planning Commission to complete the equipment reporting requirements including the final performance report (refer to page 3 of this letter), invoices/receipts, photos of equipment in use, a copy of the maintenance manual and transfer of ownership letter (template to be provided by the state).

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
(Duly Authorized Representatives)

**This signed letter is due by July 3, 2019**

**Return signed commitment letter to: Municipal Roads Grants-in-Aid Program, c/o Northwest Regional Planning Commission, 75 Fairfield Street, St. Albans, Vermont 05478 or email to [GIA@nrpcvt.com](mailto:GIA@nrpcvt.com).**

**MUNICIPAL ROADS GRANTS-IN-AID PROGRAM  
FINAL PERFORMANCE REPORT  
EQUIPMENT PURCHASE**

**Project Information**

Municipality:

Report date:

Grants-in-Aid funding amount:

Total match documented (20% of total project(s) cost):

*For your reference. Do not  
return with Letter of Intent.*

Indicate Equipment Type:	
Performance Measure Type	Performance Measure Value
Estimated hours equipment in use per year	
Estimated road miles improved through use of equipment per year (applies to roller compactors, leaf blowers, and tractor-mounted shoulder discs)	
Estimated number of culverts installed through use of equipment per year (applies to plate and jumping-jack compactors)	
Estimated acres stabilized through use of equipment per year (applies to hydroseeders and haybale shredder)	

**Please include the following attachments in your submission for reimbursement with this form:**

- 1. A copy of the invoice or receipt for equipment purchase**
- 2. A copy of the signed operation and maintenance agreement to operate and maintain equipment according to manufacturer's specifications for the equipment's design life**
- 3. A copy of the equipment maintenance manual**
- 4. Photos of the equipment purchased in use (submit as individual JPG files -minimum resolution 300 dpi)**
- 5. A written request to retain ownership of the equipment at the end of grant term for the same use and intended purpose as outlined in this agreement (template to be provided by the state)**

Submit all required documentation to: **Rita Seto, [rseto@trorc.org](mailto:rseto@trorc.org) / Two Rivers-Ottawaquechee Regional Commission, 128 King Farm Road, Woodstock, VT 05091.**