

FY17 Municipal Planning Grant Application Questions

For Use Before Preparing the Online Application

Use this document (also available as a [word document](#)) to review the application questions and to prepare your responses. This document **cannot** be used to submit your grant application. Only applications submitted through the online [Grants Management System](#) can be accepted. See [steps for preparing the online application](#).

Applications must be submitted electronically before 7:00 pm on October 31, 2016.

Application Summary

Applicant:

1. **Applicant Municipality:**
(or lead applicant if applying as a consortium)
2. **What is your most recent town plan adoption date?**
3. **Please identify the [state designation\(s\)](#) which the municipality currently possesses:**
Village Center
Downtown
Neighborhood Development Area
Growth Center
New Town Center

Confirmation:

4. **Is the planning process in your municipality confirmed by your regional planning commission?**
Yes
No
 - a. **If No:**
Is your municipality in the process of being confirmed on or before the application deadline (October 31, 2016)?
Yes
No
 - b. **If No:**
Is this application for a municipal plan that will be submitted to the regional planning commission for approval, which is necessary for confirmation?
Yes
No

Has your municipality voted at an annual or special meeting to provide local funds for municipal and regional planning purposes?
Yes
No
5. **Is this a consortium project?**
Yes
No

a. If Yes:

Please identify the participating municipalities

(All participating municipalities must have a confirmed planning process by the application due date, October 31, 2016, and must submit a resolution signed by their legislative body.)

Project Description

6. Please identify the project type:

Municipal Plan
Zoning and Subdivision Bylaw
Planning for State Designated Area
Infrastructure and Capital Improvement Planning
Natural Resource Planning
Flood Resilience Planning
Other

a. If other, specify:

7. Project Title:

Name the project as **concisely** as possible.

The project title will be used in the grant agreement and program announcements if this grant is funded. (80 character limit)

Examples: Unified Bylaw Update, Village Revitalization Plan, Sewer Line Mapping

8. Project Description:

Provide a very brief summary of what the project will accomplish and produce.

This description of main project outcomes will be used in MPG program marketing materials if this grant is funded. (250 character limit)

Example: The town will hire a consultant to evaluate constraints and opportunities for infill development and conduct a public outreach program to engage residents in the village planning process.

Example: Marble City will obtain expert assistance to conduct a public involvement program and develop a draft form-based regulations to replace the current zoning and more effectively implement our goals in the designated downtown.

9. What are the primary issues your community is trying to address?

Describe both the immediate concerns and the larger, enduring issues that the community wishes to resolve through the grant project. *(4,000 character limit)*

10. How will the proposed project address the identified issues?

Include specific actions proposed to address the concerns. Describe both what the project will produce (outputs) and what the project will accomplish and how it will make a difference (outcomes). *(4,000 character limit)*

11. How will the proposed project engage the public and community partners?

Describe citizen participation activities and outreach intended to educate and involve the public in planning as well as any coordination and cooperation with relevant local and/or regional organizations. *(4,000 character limit)*

a. Approximately how many people do you aim to engage in the project, including local board members and people who complete surveys?

b. List the organizations you will coordinate with including other municipal boards and commissions:

12. How will the project further the goals of your municipal plan?

Explain how the project implements the ideas and actions set forth within the municipal plan. Insert municipal plan excerpts that demonstrate the linkage between the project and the plan. (For consortium projects provide municipal plan linkage information, including excerpts, for all member towns.) If extra space is needed, please upload your response to this question as an attachment, but do not attach the municipal plan itself. For municipal plan updates, describe specific policies or aspects of the current or latest plan that need revision in order to address the issue(s) identified above.

13. How does your project further the statewide planning goals?

Discuss whether and how your project furthers any of the MPG priorities for meeting the statewide planning goals. If none of the priorities apply to your project, please indicate "not applicable." (4,000 character limit)

MPG FY17 Priorities for Meeting the Statewide Planning Goals:

a. Municipal Plan updates for:

- Promoting revitalization of historic centers and compact, walkable development including housing
- Addressing inconsistencies with statewide planning goals or incompatibility with the Regional Plan, identified by the regional planning commission review of the municipal plan. (Please include documentation in the application from the regional planning commission that summarizes the inconsistencies to be addressed.)

Applicants for municipal plan projects are encouraged to use the process described in the new [Planning Manual for Vermont Municipalities](#).

b. Bylaw updates for:

- Correcting clear conflicts with the Municipal Plan
- Increasing housing options in walkable places
- Promoting compact, walkable development

Priority bylaw projects will include a strong public outreach component.

c. Special Projects for Designated Areas – Downtowns, Village Centers, New Town Centers, Neighborhood Development Areas and Growth Centers – including the following:

- Plans, studies and bylaws to improve the physical and economic environment such as downtown master plans, revitalization plans and form based regulations.
- Infrastructure studies and capital improvement planning in support of designated areas.
- Applications for a new designated Neighborhood Development Area or Growth Center – please contact DHCD if you are considering an application to obtain one of these designations. The designation process must be initiated before a grant will be issued for this purpose.

14. How does your project relate to and support an existing state designated Downtown, Village Center, Neighborhood Development Area or Growth Center?

If no state designated areas exist in the municipality, indicate "not applicable." (2,000 character limit)

15. If you received an MPG last year, discuss any relationship to this application and your capacity to simultaneously complete both grant projects. (2,000 character limit)

Municipal Resolution

Please print and complete the municipal resolution available online [here](#). If this is a consortium application, each participating municipality must complete a resolution designating the same Municipal/Authorizing Official and Administrator. See [MPG Roles](#) for more information about the responsibilities and permissions of the grant roles.

Please note that only the names of individuals who have [registered for an account](#) in the online grants management system will appear in the dropdown menus. Please contact DHCD staff at annina.seiler@vermont.gov or 802.828.1948 for assistance.

Municipal/Authorizing Official: *<dropdown menu>*

Title:

Alternate Municipal/Authorizing Official: *<dropdown menu>*

Title:

Grant Administrator: *<dropdown menu>*

Title

Upload Completed Municipal Resolution or Mail to DHCD.

Budget Documentation

Describe source(s) of match funds: (If match is required)

Contribution of municipal staff or volunteer's time **cannot** be offered as a match.

Other contributions, while not required, may be documented here as well. (500 character limit)

Single applications requesting over \$8,000 require a match. Consortia applications requesting over \$15,000 require a match.

How did you arrive at realistic budget estimates for the work plan?

Upload or mail supporting documents that show the work plan and budget is based on realistic information. Please provide a letter or other documentation from a consultant (including regional planning commission staff) with cost estimates for tasks, including hourly rate. (500 character limit)

Accounting

Responses to the following questions will not impact the competitiveness of your application. These are used solely for purposes of administering the grant if awarded.

What type of accounting system does your municipality use?

Automated

Manual

Combination of both

Does your organization have an accounting system that will allow you to completely and accurately track the receipt and disbursements of funds related to the award?

Yes

No