

# Municipal Planning Grant Program



## Overview and Application Content

- How do MPGs work?
- Is your town and project eligible?
- What makes applications competitive?
- Information you need to support your application
- Procurement changes and pre-selecting a consultant
- Q & A

## Introduction to the Online Application

- Accessing the online system
- Resources and Guidance
- Creating and completing a new application
- Electronically submitting an application
- Q & A



### Faith Ingulsrud

Planning Coordinator

[faith.ingulsrud@vermont.gov](mailto:faith.ingulsrud@vermont.gov)

802.828.5228

### Annina Seiler

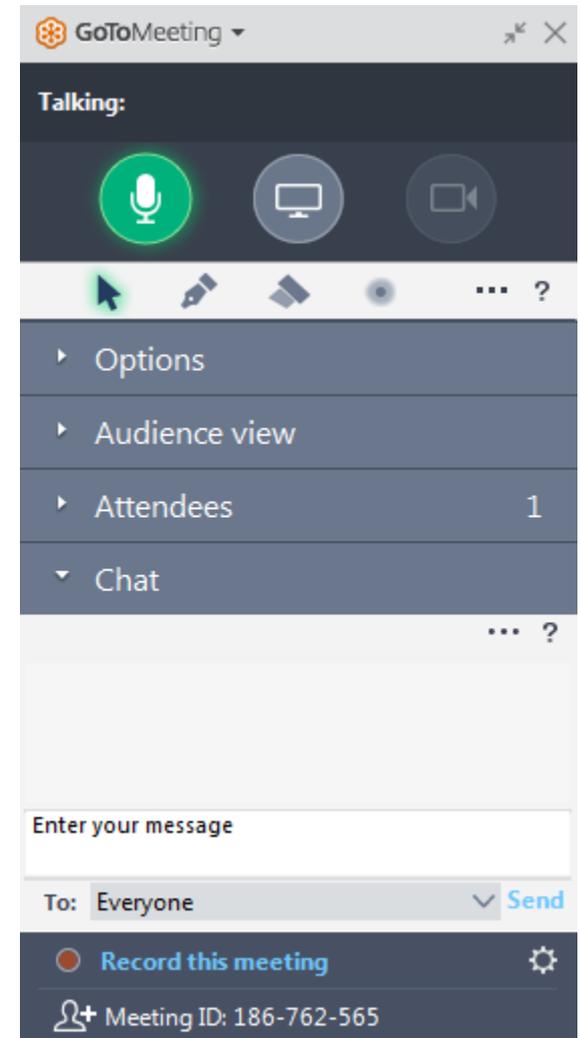
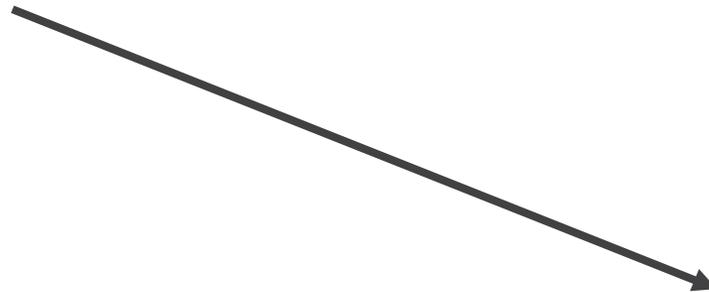
Grants Management Specialist

[annina.seiler@vermont.gov](mailto:annina.seiler@vermont.gov)

802.828.1948

# Webinar Instructions

1. Note, all participants will be muted throughout the presentation.
2. If you have a question please use the comment section to communicate with organizers.

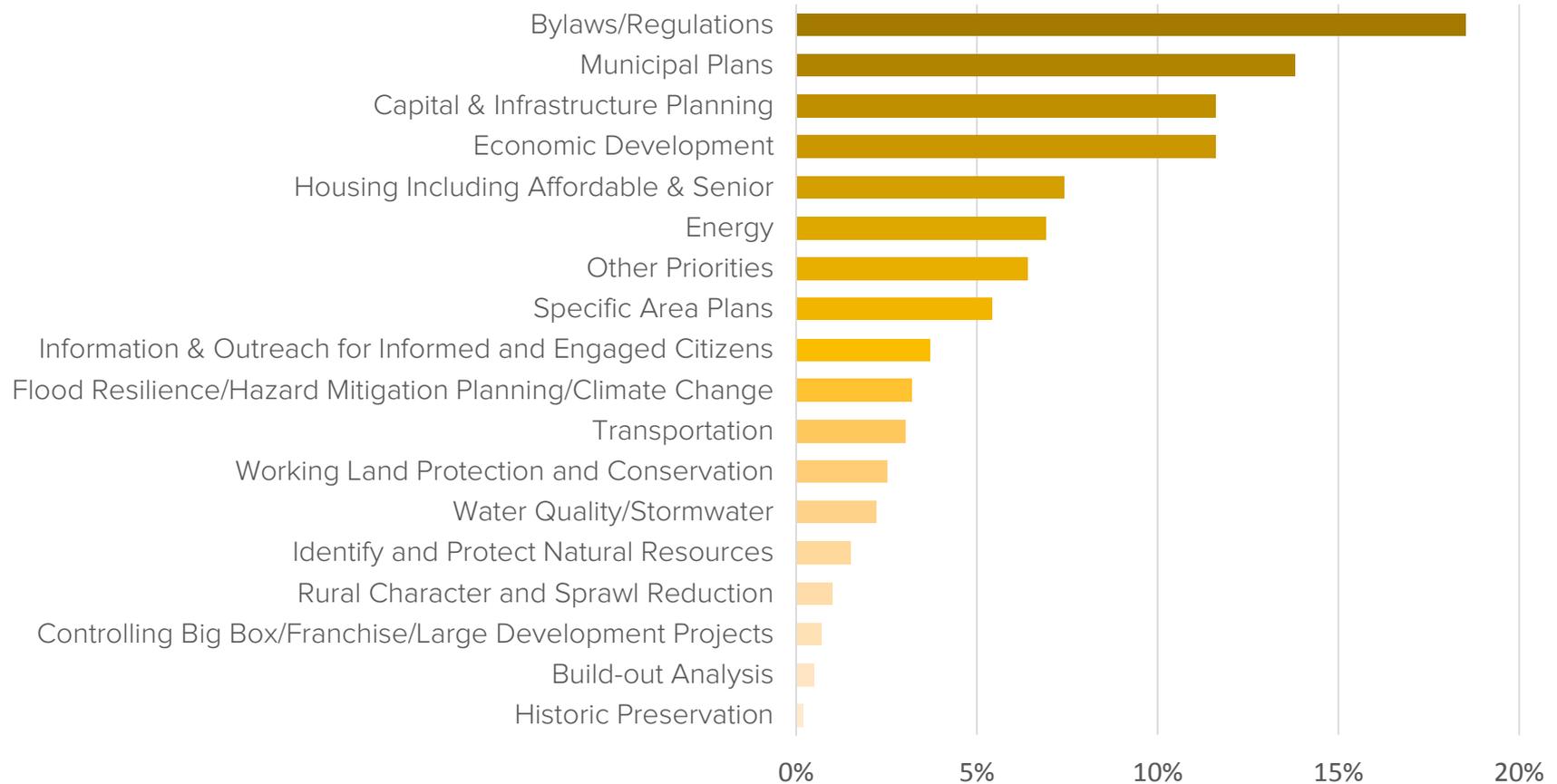




# MPG Overview

Please list the highest planning priorities for the municipality/municipalities or organization(s) that you serve?

(Open ended.) N. 144



*Bylaws and municipal plans are the highest planning priorities.*



# MPG Overview

## Rules of the Game

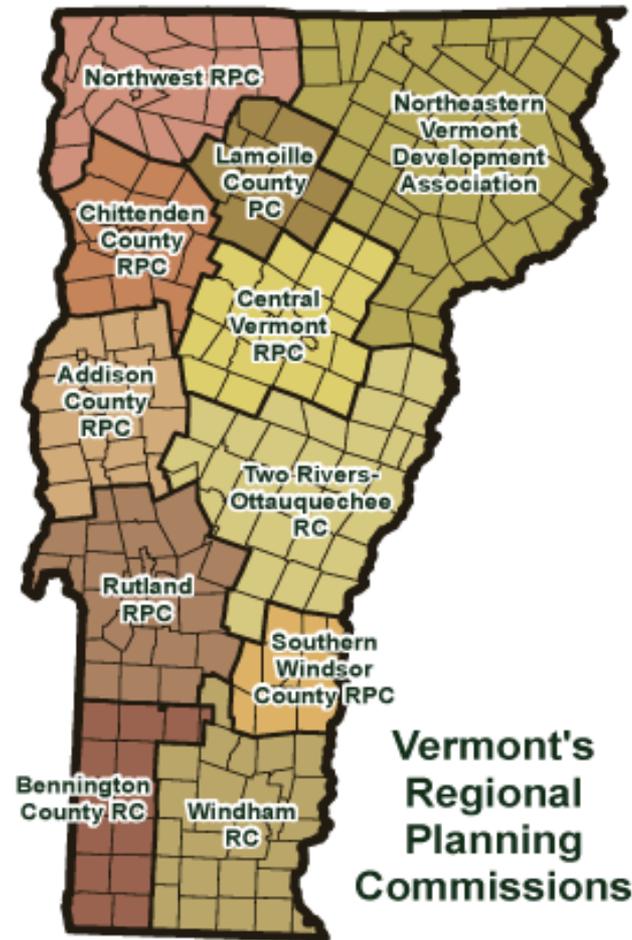
- RPC confirmed planning process
- Grants up to \$20,000
- No match for up to \$8,000
- October 31 application deadline
- 18 month projects, no extensions
- Relatively easy administration
- Broad range of projects eligible
- Competitive criteria





# MPG Overview

## Regionally Apportioned Funds





# MPG Overview

## How the Match Works

<b>MATCH CALCULATION BASED ON TOTAL PROJECT COST (TPC)</b> (Match) = 33% of TPC over \$8,000			
<b>A</b> Total Project Cost (TPC)	<b>B</b> TPC over \$8,000	<b>C</b> Local Cash Match 1/3 of (B)	<b>D</b> MPG Funds
\$11,000	\$3,000	\$1,000	\$10,000
\$18,500	\$10,500	\$3,500	\$15,000
\$26,000	\$18,000	\$6,000	\$20,000
<b>Match Calculation for CONSORTIA:</b> Match = 33% of Total Project Cost over \$15,000			
\$45,000	\$30,000	\$10,000	\$35,000



# MPG Overview

## Eligibility



- Municipalities with a confirmed planning process
  - RPC approved Municipal Plan
  - Funds allocated for local and regional planning
  - Implementation Program
- Municipalities applying to obtain confirmation
- Projects relating to planning and land use



# Application Content

## Competitive Criteria – 110 Points

Competitive Criteria	Maximum Points
1. Application Quality Including a Realistic Work Plan & Budget	25
2. Clear Linkage of Proposed Project to the Municipal Plan	20
3. Citizen Participation/ Partnerships & Outreach	15
4. Potential to Serve as a Statewide Model	20
5. Statewide Priorities	30
SUBTOTAL	110
<b>Bonus Points for Designations</b> (downtowns=20; <i>village centers and growth centers=10; neighborhood development area=5</i> )	30
TOTAL	140



# Application Content

## Statewide Priorities



**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.

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



# Application Content

## Statewide Priorities



**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.

# Application Content

## Statewide Priorities



### Special Projects for Designated Areas

Downtowns, Village Centers, New Town Centers, Neighborhood Development Areas and Growth Centers.

Includes 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.



# Application Content

## Procurement Changes



Updated rules for selecting a consultant this year  
See Procurement Guidance



# Application Content

## Supporting Documentation

- Town Plan language showing linkage to project
- Well-documented budget – review by qualified consultant
- For Municipal Plan Priority – RPC consultation report





# Application Content

## Tips for a Winning Application

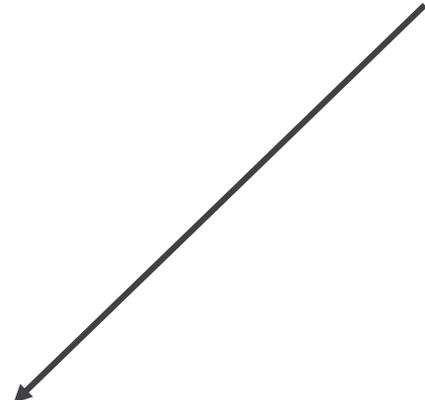
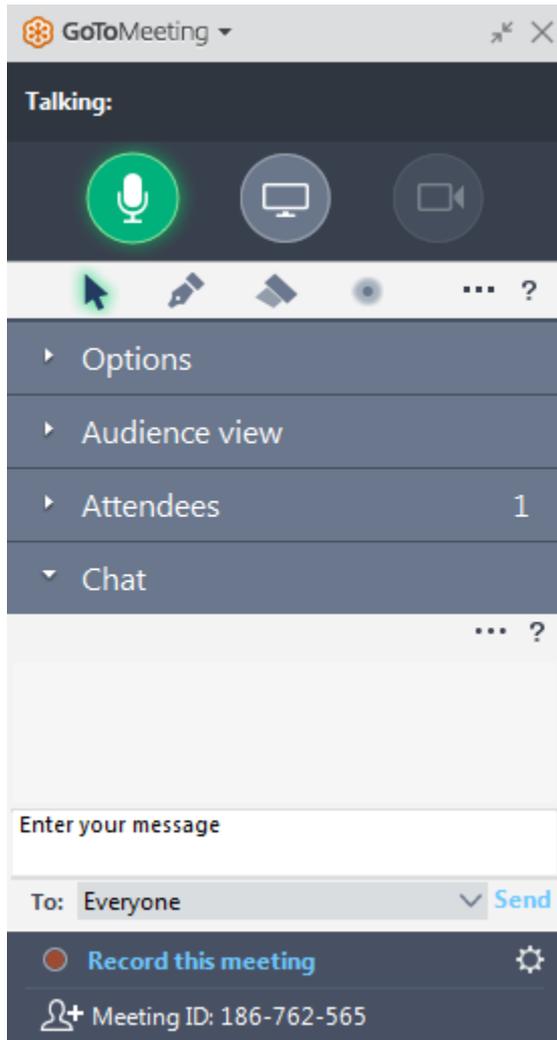
- Statewide Priorities (change every year)
- Recommended in your Municipal Plan
- Related to a State Designated Center
- Well thought-out work plan and budget
- Good documentation



# Application Content

## Discussion/Questions

If you have a question please use the comment section to communicate with organizers.



# Online Applications

## Picking the Right Browser

### Do Use:

- Mozilla Firefox 
- Internet Explorer 
- Safari 
- Opera 

### Avoid:

- Google Chrome 

# Online Applications

## System Roles

System role	Assigned to	Designated By	Create an application	View	Edit	Submit	Approve accounts
Municipal/ Authorizing Official (M/AO)	Selectboard member, Town or City Manager, or Town Administrator	Municipal Resolution	✓	✓	✓	✓	✓
Administrator	Town staff, planning commissioner or RPC staff	Municipal Resolution	✓	✓	✓	✓	
Writer	RPC or town staff, or consultant	Email from M/AO or Administrator		✓	✓		
Viewer	RPC or town staff, or consultant	Email from M/AO or Administrator		✓			

# Online Applications

## Accessing the Online System

### New Users:

- [Registration](#)
- New Account Approval
- Assigning a Role

### Troubleshooting for Returning Users:

- [Forgot Username?](#)
- [Forgot Password?](#)
- Locked Out?

- A user only has to register once to gain access to any of the available grant programs.
- Municipalities have established accounts – individual users are attached to the municipality or municipalities.

Web Address: <https://grants.accd.vermont.gov>

# Online Applications

## Before You Get Started

- Save often
- Spell check in a word processing program first
- No special formatting
- Do not use the browser back button



# Online Applications

## Application Availability

The online application will be available **mid-September**.

It has been delayed due to an Agency website upgrade.



### **New MPG Web Address:**

<http://accd.vermont.gov/community-development/funding-incentives/municipal-planning-grant>

### **Online System Web Address:**

<https://grants.accd.vermont.gov>

# Online Applications

If You're Stuck

- Contact DHCD staff or RPC staff

