

MPG Application Questions – FY19

Use this WORD document to review the application questions for the Summary Narrative and Work Plan and Budget Forms and to prepare your responses for the online application system. This document **cannot** be used to submit your grant application. Only applications submitted through the online [Grant Electronic Application and Reporting System](#) (GEARS) can be accepted. For guidance on responding to these questions see the [Application Instructions](#).

Applications must be submitted electronically before 6:00 pm on Monday, October 1, 2018.

Application Summary

Applicant:

1. **Applicant Municipality:**
(or lead applicant if applying as a consortium)

2. **(For “[rural towns](#)” with a population less than 2,500) Is the Regional Planning Commission serving as an agent of the municipality for managing the Municipal Planning Grant?**
Yes
No
Not Applicable

3. **What is your most recent municipal plan adoption date?**

4. **Please select any current state designation(s) in the municipality:
(Visit the [DHCD Planning Atlas](#) to check if the municipality has a state designated center.)**
Village Center
Downtown
Neighborhood Development Area
Growth Center
New Town Center

Confirmation:

5. **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 confirmation deadline (September 30, 2018)?
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

- c. **Has your municipality voted at an annual or special meeting to provide local funds for municipal and regional planning purposes?**

Yes

No

Consortium:

6. **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 confirmation due date, September 30, 2018, and must submit a resolution signed by their legislative body.

- b. **If Yes:**

Is the Regional Planning Commission serving as an agent for the consortium?

Yes

No

- c. **If Yes:**

What are the most recent municipal plan adoption dates for the participating municipalities?

Name each municipality and the latest plan adoption date.

Project Description

7. **Please identify the project type:**

Municipal Plan

Zoning and Subdivision Bylaw

Planning for State Designated Area

Infrastructure or Capital Improvement Planning

Natural Resource Planning

Flood Resilience Planning

Other

- a. **If other, specify:**

8. **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

9. **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. See the list of [FY18 Funded Projects](#) for examples. (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.

Project Readiness and Need

10. What are the primary issues your community is trying to address with this project?

Describe both the immediate concerns and the larger, enduring issues that the community wishes to resolve through the grant project. (2,500 character limit)

11. Is your project primarily preparation, updating or amending a municipal plan?

Yes

No

a. If Yes:

Explain how the project addresses the community needs and concerns identified above.

Describe how the plan project will respond to the needs and concerns presented in your response to question #10 above. (2,500 character limit)

b. If Yes:

Provide evidence that the municipal plan project is needed.

Documentation of need may include a consultation report from the regional planning commission or language from if the existing plan or other documents that indicate plan project is needed. If the plan will address a recently emerging concern, summarize the ways that the community has expressed interest and provide links to reports and/or local media coverage. *You may upload relevant links and excerpts as an attachment.* (2,500 character limit)

c. If Yes:

Indicate if the plan will address the following requirements (select all that apply)

- Emphasize implementation of the plan (see [Planning Manual](#) page 75)
- Cure inconsistencies between the municipal plan and state statute.
- Address any missing plan elements that are required by state statute
- Support comprehensive and coordinated planning by integrating plans/studies/reports completed since last plan adoption

d. If No:

Explain how the project addresses the community needs and concerns identified above.

Describe how the plan project will respond to the needs and concerns presented in your response to question #10 above. (2,500 character limit)

e. If No:

Indicate how the project implements the municipal plan.

For bylaw, capital planning and other types of implementation projects, the ideas and actions in the municipal plan support the project. *Please provide specific municipal plan language. You may upload excerpts of the plan or insert quotes, that support your project. For consortium projects, a response to this question is needed for each town in the consortium.* (2,500 character limit)

12. 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)

Community Partnership, Support & Commitment

13. What relevant local and regional organizations and partners will be involved in the project?

Explain what partnerships are involved with the project and explain their roles and contributions to the work plan. Partnerships include local boards and commissions, organizations, businesses, or the regional planning commission (not acting as an agent or consultant) and other regional and state entities. *Attach any relevant letters of support/commitment, meeting minutes, etc . (2,500 character limit)*

Project Approach

14. How did you arrive at your work plan and budget?

Explain how you developed your work plan and budget. Please upload any evidence that the work plan and budget are appropriate and realistic such as statements from possible consultants or professionals verifying that the project is feasible. For larger or multi-stage projects where the MPG is only a part, please upload a workplan or description of the entire project. Upload your budget documentation in the box provided in the Budget Documentation section of the Work Plan and Budget form. (2,000 character limit)

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 with cost estimates for tasks, including hourly rate.

Upload budget documentation in in the Application Attachments Page or mail to DHCD.

15. How will the proposed project engage the public? Describe the citizen participation activities and outreach intended to educate and involve the public in planning. (2,000 character limit)

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

Statewide Priorities

16. How does your project further the statewide priorities?

Discuss whether and how your project furthers any of the MPG priorities. If none of the priorities apply to your project, please indicate "not applicable." (2,500 character limit)

MPG FY19 Statewide Priorities:

Projects further the following priorities:

- a. **Housing.** Bylaws or infrastructure projects that increase housing options in compact, walkable and mixed-use neighborhoods. *For example, this could be a project that prepares the community for a [Neighborhood Development Area](#) designation.*
- b. **Infrastructure.** Planning (master, capital, general) and design for public infrastructure in State designated areas.
- c. **Vibrant Centers.** Specific-area master planning in State designated downtowns and villages.
- d. **Active Transportation/Recreation.** Planning for walk/bike connections linking State designated centers to regional networks and/or local recreation amenities.
- e. **"Placemaking".** Planning or implementation for revitalizing and programming public places in State designated centers.

- f. **Water-Related Bylaws.** Municipal bylaws that implement State basin plans, municipal plans, stormwater master plans, river corridor protection, and/or green stormwater infrastructure and promote improved water quality and flood resilience.
- g. **Planning for Village Wastewater.** Activities to support wastewater solutions in designated villages to supplement other funding programs, or if other funding is not available. *Applicants must consult with MPG staff before applying for a wastewater project.*
- h. **Potential to Serve as a Statewide Model.** The project outcomes or products are likely to benefit other municipalities and can serve as an example or template for similar communities statewide.

17. How does your project relate to and support an existing state designated downtown, village center, neighborhood development area, new town center or growth center?

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

Municipal Resolution

Please print and complete the [Municipal Resolution](#). 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 in the online system. *Please contact DHCD staff at jennifer.lavoie@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

- (For [rural towns](#) or consortia only)** The regional planning commission will serve as agent for the municipality or consortium. *(Check the box if the municipality authorizes its regional planning commission to prepare the application, support grant administration and be exempt from competitive selection if serving as project consultant.)*
Upload Completed Municipal Resolution or Mail to DHCD.

Work Plan and Budget Form

The Total Project Cost, Total Match Funds, Minimum Required Match Funds, and Additional Match Funds will automatically calculate after you complete the task table, enter the State Grant Funds (Grant Amount Requested) and click SAVE.

Be sure to Include all tasks and costs that will be paid for by the Municipal Planning Grant and Match Funds, if applicable. If your application is selected for funding, the following work plan and budget will become Attachment A to the Grant Agreement and will be the official description of the work you are expected to accomplish with project funding.

Municipalities may apply for any grant award dollar amount between \$2,500 (minimum) and \$22,000 (maximum) with a minimum cash match requirement of 10%. Example: for a maximum individual grant amount of \$22,000 with a minimum match of 10%, the total project cost will be \$24,200. Consortia application grant awards are capped at \$35,000 with a local cash match of at least 10%. Projects with match amounts greater than 10% receive additional points in the competitive criteria. Please note that in-kind contribution or contribution of staff or others’ time cannot be offered as a match

Budget Documentation

Describe source(s) of match funds:

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)*

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