



April 07, 2021

**CONFIRMATION: EQUIPMENT PURCHASE GRANT**

**TO:** Valerie Capels, Town Administrator and Eric Cota, Road Foreman  
**FROM:** Mike Winslow, Transportation Planner, ACRPC  
**RE:** **Equipment Purchase: Grant Award and Notice to Proceed**

Thank you for participating in the Municipal Roads Grants in Aid Project- Equipment Purchase. **Bristol** was awarded a grant to purchase equipment to help implement best management practices (BMPs) on local roads.

Type of Equipment Selected	VT Department of Environmental Conservation Maximum Grant Award	20% Local Match Required (Cash or In-Kind)
Haybale Shredder	\$6,430	\$1,608

The maximum funding award for your equipment purchase is \$6,430 as determined by the VT Department of Environmental Conservation. A 20% local match is required. Your municipality will need to document the equipment purchase cost and will be reimbursed for 80% of documented costs up to the award amount.

**Bristol** may now purchase the equipment selected above. **Bristol** will need to follow all local procurement procedures for the equipment purchase and sign a **Transfer of Ownership Request & Operations and Maintenance Agreement (attached)**.

RPC staff can provide assistance with the selection and purchase if needed. After the equipment is purchased, RPC staff will work with municipal staff to verify the purchase and assist with project reports and reimbursement requests.

The municipal responsibilities from your *Letter of Intent* are listed below as a reminder. Please contact me if you have any questions about the equipment purchase.

*Municipal Responsibilities from the Letter of Intent*

- Purchase equipment, upon notice to proceed (this letter), to support implementation of the MRGP by June 30, 2021.
- Submit documentation of equipment purchase costs and provide a minimum of 20% local cash match for purchase of equipment. Funds from other federal or state grant programs or local match for those other federal and state grant programs cannot be included as match.
- Work with your Regional Planning Commission to complete reporting for purchase of equipment using the DEC-provided templates (pages 2 and 3).
- Attend, if necessary, an Agency of Transportation Local Roads or equipment manufacturer workshop, providing training on the use, construction, and/or maintenance for the applicable piece of equipment.
- **Municipalities must be in compliance with the Municipal Roads General Permit (MRGP) before requesting reimbursement from the State for equipment costs.** Full compliance with the MRGP includes full payment of annual MRGP fees, submission of required MRGP forms and Annual Planning Report. For details of compliance criteria, please visit the Vermont [DEC MRGP web site](#).

**FY21- MUNICIPAL ROADS GRANTS-IN-AID PROGRAM**

**FINAL PERFORMANCE REPORT  
EQUIPMENT PURCHASE**

**Project Information**

Municipality: \_\_\_\_\_

Report date: \_\_\_\_\_

Grants-in-Aid equipment award amount: \_\_\_\_\_

Total cost of equipment: \_\_\_\_\_

Total match documented (20% of total cost, minimum): \_\_\_\_\_

Total reimbursement amount requested (80% of total cost, up to the equipment award amount): \_\_\_\_\_

**Please enter the performance measures for the piece of equipment that was purchased in the table below**

<b>Equipment Purchased:</b> _____	
<b>Performance Measure Type</b>	<b>Performance Measure Value</b>
Estimated hours equipment in use per year ( <b>required for all equipment</b> )	
Estimated road miles improved through use of equipment per year (applies to <b>roller compactors, leaf blowers, tractor-mounted shoulder discs, and stone screeners</b> )	
Estimated number of culverts installed through use of equipment per year (applies to <b>plate and jumping-jack compactors</b> )	
Estimated acres stabilized through use of equipment per year (applies to <b>hydroseeders and haybale shredders</b> )	

**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 Transfer of Ownership Request & Operations and Maintenance Agreement (page 3 of this document).**
- 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)**

Submit all required documentation to: Mike Winslow, [mwinslow@acrpc.org](mailto:mwinslow@acrpc.org), Addison County Regional Planning, 14 Seminary St., Middlebury, VT 05733

## Transfer of Ownership Request & Operations and Maintenance Agreement

Vermont Department of Environmental Conservation  
Clean Water Initiative Program  
1 National Life Drive, Main 2  
Montpelier, VT 05602

The Town/Village/City of \_\_\_\_\_ [*Municipality*] requests a transfer of ownership from the State of Vermont for the \_\_\_\_\_ [*description of equipment*]. This equipment was purchased on \_\_\_\_\_ [*date of purchase*] for \$ \_\_\_\_\_ [*cost*]. Its current estimated market value is \$ \_\_\_\_\_ [*estimated market value*].

I certify that the municipality:

- Purchased the equipment following relevant municipal procurement practices or policies.
- Commits to maintain the equipment according to manufacturer's specifications (attach manufacturers maintenance specifications).
- Will continue the same use and intended purpose of the equipment as outlined in the Municipal Roads Grants in Aid Letter of Intent.

Signed,

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Signature of Authorized Representative

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Printed/typed Name and Title

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Date