

**NORWICH PLANNING COMMISSION**  
**AGENDA**  
**Thursday September 10, 2020**  
**NOTE DATE & START TIME 6:30pm**

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Topic: Planning Commission  
Time: September 10, 2020 06:30 PM Eastern Time (US and Canada)  
Join Zoom Meeting  
<https://us02web.zoom.us/j/86340389705>

Meeting ID: 863 4038 9705  
888 475 4499 US Toll-free  
877 853 5257 US Toll-free  
Meeting ID: 863 4038 9705

1. Approve Agenda
2. Meeting Objectives:
  - Review Draft of Municipal Planning Grant
  - School Wastewater Update
  - Wastewater next steps
  - Report on Town Plan Action Items
3. Comments from the Public
4. Review and approve Minutes August 27, 2020
5. Announcements, Reports, Updates & Correspondence
  - Correspondence: none
  - Updates
  - Reports
6. Review Draft of Municipal Grant
7. School wastewater Update by Tom Candon
8. Discuss wastewater next steps
9. Report on Town Plan Action Items
10. Other Business
11. Future Meeting Schedule & Agendas
12. Comments from the Public

**Future Meetings:**

**October 22, 2020 at 6:30 P.M.**

**NORWICH PLANNING COMMISSION**  
**Thursday, August 27, 2020 6:30pm**

**DRAFT MINUTES**

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Zoom Meeting: <https://us02web.zoom.us/j/86340389705>

Meeting ID: 863 4038 9705

Members Present: Melissa Horwitz (C), Brian Loeb, Jaci Allen, Jeff Goodrich, Ernie Ciccotelli, Jeff Lubell, Leah Romano

Public Present: Linda Cook, Stuart Richards, Jack Cushman, Linda Cook, Chris Katucki, Lisa Close, Roger Arnold, Claudette Brochu

Staff: Rod Francis

**Meeting Opened:** 6:34pm

1. Approve Agenda  
Goodrich moved and Allen seconded a motion to approve the Agenda. Motion carried: 7 – 0
2. Meeting Objectives:
  - o Discussion of Open Meeting Law
  - o Discuss status of Wastewater Working Group and other working groups
  - o Discuss Affordable Housing Subcommittee Recruitment and Charter
3. Comments from the Public. None
4. Review and approve Minutes July 23, 2020  
Allen moved and Goodrich seconded a motion to approve the minutes of July 23, 2020. Motion carried 7 – 0.
5. Announcements, Reports, Updates & Correspondence
  - o Correspondence
    - i. VTrans Bicycle and Pedestrian Program email forwarded by Linda Gray.  
  
Goodrich added that there was a study on extending the bike path from Hartford to Norwich some years ago that did not result in a physical project which could be worth reviewing/reviving
  - o Updates
    - i. Municipal Planning Grant 2021 Application Guidelines  
  
Francis led the Commission through a discussion of four possible application ideas:
      - i) Village Wastewater Solutions Study
      - ii) Norwich Subdivision Regulations; Review of Density Standards
      - iii) Fair/Affordable Housing Review
      - iv) a Municipal Facilities Review

Lubell moved and Goodrich seconded a motion to request that the Planning Director prepare a draft application for consideration by the Commission for a September 10 meeting of the Commission. Motion carried 7 – 0.

- Reports
  - i. Allen reported out on the Town Plan Action Items that have been circulated to the responsible Commission/Board for inclusion in their workplans.

6. Violation of Open Meeting Law and steps to be taken to ‘cure’ them: Francis acknowledged that based on guidance from the Secretary of State’s office ([A Guide to Open Meetings](#), Revised January, 2019). that the activities of the Waste Water Working Group are subject to Open Meeting Law. This includes noticing meetings, keeping minutes of meetings and making them available to the public.

The process of ‘curing’ such a violation is to:

- Acknowledge the violation
- Move to capture the output of any entity that fits the broader definition of “public body”
- Establish any such output as part of the public record
- Make decisions and adopt processes to ensure ongoing compliance with 1VSA §310

The Wastewater Working Group met on August 26, at a duly noticed meeting to form a public record of the groups output and make a recommendation to the planning commission as to its future.

Lubell moved and Loeb seconded a motion that the Planning Commission affirms that any ‘action’ taken by the Wastewater Working Group in any unnoticed meeting is void. Motion carried 6 – 1.

Lubell moved and Allen seconded a motion that the Planning Commission affirms that any ‘action’ taken in any unnoticed meeting of the Affordable Housing Subcommittee Working Groups is void. Motion carried 6 – 0 – 1.

7. Dissolving the Wastewater Working Group and other working groups: Commissioners discussed the need for continuing important work on the wastewater issue and the best approach in the future,

Loeb moved and Allen seconded a motion to dissolve the Wastewater Working Group. Motion carried 5 – 2.

Lubell updated the Commission on the Affordable Housing Subcommittee’s decision at its last meeting to dissolve the three working groups (Policy, Education/Outreach and Fundraising/Land).

Allen moved and Lubell seconded a motion to acknowledge the Affordable Housing Subcommittee's decision to dissolve the working groups (Policy, Education/Outreach and Fundraising/Land). Motion carried 6 - 1.

8. Discuss Affordable Housing Subcommittee Recruitment and Charter: Lubell gave a brief description of the work that needs to be done.
9. Other Business. (None)
10. Future Meeting Schedule & Agendas
  - Review draft of MPG application
  - Tom Candon MCS board re wastewater
11. Comments from the Public: Roger Arnold (Selectboard) informed the meeting that the Selectboard was working with the Town Manager to ensure that there was helpful training on Open Meeting Law and that hopefully this could facilitate the formation of OML compliant working groups.

Meeting Adjourned 8:10pm

**Future Meetings:**

**Thursday September 10, 6:30pm Special Meeting** (review draft of MPG application)

Respectfully submitted,

Rod Francis

# MUNICIPAL PLANNING GRANT FY21 APPLICATION GUIDE

This guide is designed to help applicants prepare competitive applications. Applicants can: 1) see each application question – column on the left, 2) find guidance on answering the question – center column, 3) understand how the response will be evaluated and scored – right columns, and 4) view sample responses illustrating the diversity of projects the grant program can support. **Please use this guide in Microsoft Word format to create a draft application. Copy and paste your narrative responses into the online application in GEARS later.** Applications must be electronically submitted in GEARS by the Municipal/Authorizing Official or Administrator by Thursday, October 1, 2020 at 6:00 p.m. Late submissions will not be considered.

SUMMARY & NARRATIVE FORM			
Section 1: APPLICANT INFORMATION			
Questions	Advice for Applicants	Evaluation Criteria	Scoring
<p><b>1.1 Type of Application. Is this an application from a group of municipalities (consortium) or an application from a single municipality?</b></p> <p><input type="checkbox"/> consortium (group) application  <input checked="" type="checkbox"/> single municipality application</p>	<ul style="list-style-type: none"> <li>Municipalities can apply individually or as a group of municipalities (consortium).</li> <li>Certain questions below will only apply to the application type selected here, and the online GEARS” form is programmed to show only those questions that apply.</li> </ul>	<ul style="list-style-type: none"> <li>Quality check by DHCD</li> </ul>	
<p><b>1.2 Single Municipality Applicant. If a single municipality application, select name of the applicant municipality.</b></p> <p>select from drop down menu in online application</p>	<ul style="list-style-type: none"> <li>Select the official name of the municipality from the alphabetical drop-down starting with “Town of,” “Village of” or “City of.”.</li> </ul>	<ul style="list-style-type: none"> <li>Quality check by DHCD</li> </ul>	
<p><b>1.3 Single Municipality Rural Town Status. If a single municipality application, is the municipality a rural town?</b></p> <p><input type="checkbox"/> yes  <input checked="" type="checkbox"/> no</p>	<ul style="list-style-type: none"> <li>Rural towns are defined in statute as municipalities with populations below 2,500 as of the last census.</li> <li>Unsure if the municipality qualifies as a rural town? See definition and list <a href="#">here</a>.</li> </ul>	<ul style="list-style-type: none"> <li>Eligibility verified by DHCD</li> </ul>	
<p><b>1.4 Single Municipality Agent Status. If a single municipality, will the regional planning commission (RPC) serve as agent for this rural town project?</b></p> <p><input type="checkbox"/> yes  <input type="checkbox"/> no</p>	<ul style="list-style-type: none"> <li>RPCs may serve as agents to rural towns to assist with the application and project; however, the municipality must serve as the financial/fiscal manager.</li> <li>If a rural town receives a grant and has not identified the RPC as agent, consultants must be selected <a href="#">competitively</a>, unless a waiver is approved by DHCD.</li> </ul>	<ul style="list-style-type: none"> <li>Eligibility verified by DHCD</li> </ul>	

<p><b>1.5 Consortium Lead Municipality. If a consortium application, select the lead municipality for consortium.</b></p>	<ul style="list-style-type: none"> <li>▪ Select the official name of the lead municipality.</li> <li>▪ Consortium applications must identify a lead municipality to serve as the fiscal agent and primary project manager.</li> </ul>	<p>✓ Quality check by DHCD</p>	
<p><b>select from drop down menu in online application</b></p>			
<p><b>1.6 Consortium Partner Municipalities. If a consortium application, select all partner municipality applicants in consortium.</b></p>	<ul style="list-style-type: none"> <li>▪ Select the official name of the municipalities from the alphabetical drop-down starting with “Town of,” “Village of” or “City of.”.</li> </ul>	<p>✓ Quality check by DHCD</p>	
<p><b>select from drop down menu in online application</b></p>	<ul style="list-style-type: none"> <li>▪ All partner municipalities in a consortium must have an RPC-confirmed planning process by September 30, 2020 and <b>ATTACH</b> a resolution signed by each legislative body.</li> </ul>		
<p><b>1.7 Consortium Agent Status. If a consortium application, will the regional planning commission (RPC) serve as the municipal agent for this consortium project?</b></p>	<ul style="list-style-type: none"> <li>▪ RPCs may serve as a “municipal agent” for a consortium to support inter-municipal and regional cooperation; however, the lead municipality must serve as the financial/fiscal manager.</li> </ul>	<p>✓ Quality check by DHCD</p>	
<p><input type="checkbox"/> yes <input type="checkbox"/> no</p>	<ul style="list-style-type: none"> <li>▪ As agent, the RPC is expected to prepare the application, support grant administration, and can be exempt from competitive selection if serving as a project consultant.</li> <li>▪ If a consortium receives a grant and has not identified the RPC as agent, consultants must be selected <u>competitively</u>, unless a waiver is approved by DHCD.</li> </ul>		
<b>Section 2: PROJECT DESCRIPTION &amp; LOCATION</b>			
<b>Questions</b>	<b>Guidance to Applicants</b>	<b>DHCD Evaluation Criteria</b>	<b>Scoring</b>
<p><b>2.1 Project Type. Please identify the project type:</b></p>	<ul style="list-style-type: none"> <li>▪ Select project type from drop-down options for ongoing reporting purposes.</li> </ul>	<p>✓ Quality check by DHCD</p>	

<p><b>select from dropdown menu in online application</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Municipal Plan</li> <li><input checked="" type="checkbox"/> Zoning &amp; Subdivision Bylaw</li> <li><input type="checkbox"/> Planning for Designated Area</li> <li><input type="checkbox"/> Infrastructure or Capital Improvement Planning</li> <li><input checked="" type="checkbox"/> Natural Resource Planning</li> <li><input type="checkbox"/> Flood Resilience Planning</li> <li><input type="checkbox"/> If other, specify: [here] (65 space character limit)</li> </ul>			
<p><b>2.2 Project Title.</b></p>	<ul style="list-style-type: none"> <li>▪ The project title will be used in the grant agreement and program announcements if funded.</li> </ul>	<p>✓ Evaluated under “application quality”</p>	
<p><b>Response:</b> Density Factor Review (80 character limit)</p>		<p><b>Sample Response:</b> Revolving Loan Fund &amp; Technical Assistance for Downtown Façade &amp; Signage Improvements</p>	
<p><b>2.3 Project Subtitle. Provide a very brief statement of what the project will accomplish and produce.</b></p>	<ul style="list-style-type: none"> <li>▪ This description will be used in MPG program marketing materials if this grant is funded. See list of <a href="#">FY20 Projects</a> for examples.</li> <li>▪ There will be opportunities to provide more detail later in the application.</li> </ul>	<p>✓ Evaluated under “application quality”</p>	
<p><b>Response:</b> A study of rural residential development patterns 1990 to 2020 and build-out analysis under current regulations (250 space character limit)</p>		<p><b>Sample Response:</b> The town will develop a village senior housing action plan, providing a framework to expand affordable choices for healthy and active aging in place.</p>	
<p><b>2.4 Project Description. Provide an overall summary of the 1) issue, 2) approach to solving the problem, 3) project deliverables, and 4) intended long-term outcomes.</b></p>	<ul style="list-style-type: none"> <li>▪ Consider writing this summary last, since it draws on more detailed responses below.</li> </ul>	<p>✓ Evaluated under “application quality”</p>	
<p><b>Response:</b> In 2002 Norwich adopted subdivision amendments resulting in the use of a density factor calculator for the rural residential district. The density calculator uses site specific criteria including topography, natural features, road type and distance from the village to determine the maximum number of parcels a subdivision may create. This project will review the development pattern in the district from 1990 to 2020 to study the effectiveness of the density factor in reversing rural sprawl. The rate of new construction has declined since the late 1980s, but the vast majority of new dwellings have been added in rural residential. Have the majority of subdivisions since 2002 created the maximum number of parcels? Has development clustered closer to the village and major roads? If current trends continue will the density calculator bring about the desired settlement pattern of compact development, and resource protection? How has the density calculator affected housing affordability? (2,500 space character limit)</p>		<p><b>Sample Response:</b> COVID-19’s impacts on our downtown has been severe. Many small retailers, personal service providers, overnight accommodation hosts, and restaurants have been deeply impacted by the crisis. In a quick situational survey, 63% have reported that their business hinges on a return of economic activity in the coming year. This project will organize community members and affected businesses to collectively identify high-impact and quickly implementable ideas for downtown economic recovery. This outreach will inform the production of a rapid, action-oriented strategy for stakeholder leaders to own and implement. \$10,000 of the grant budget will be committed</p>	

		to implementing one or more actions consistent with MPG rules. The project’s strategic outcomes include: supports and sustains local businesses, re-connects downtown social capital, renews local consumer spending and buy-local first values.	
<b>2.5 Project Location. Describe the geographic area(s) the project will address.</b>	<ul style="list-style-type: none"> <li>▪ Briefly describe the project’s area of focus, such as: entire town, watershed, planning area, zoning district(s), a specific site, etc.)</li> <li>▪ For projects not defined by municipal or state designation boundaries, <b>ATTACH</b> any available images in the online <i>Attachments Form</i> to illustrate the project location, such as a map or photo that helps reviewers become familiar with the project’s location and conditions.</li> <li>▪ <b>Examples:</b> <i>entire town, planning area, zoning district(s), a specific site, etc.</i></li> </ul>	<ul style="list-style-type: none"> <li>✓ Evaluated under “application quality”</li> <li><input type="checkbox"/> Is the project area clearly defined, explained, pictured, and/or mapped?</li> </ul>	
<b>Response:</b> Rural Residential zoning district which comprises 97percent of total Norwich land area. (250 space character limit)		<b>Sample Response:</b> The bylaw amendment project will focus on changes to the M1, M2, and M3 Zoning Districts (see linked zoning map).	

### Section 3: PLANNING STATUS ELIGIBILITY

Questions	Guidance to Applicants	DHCD Evaluation Criteria	Scoring
<b>3.1 Single Municipality Plan Status. If a single municipality application, does the municipality have an adopted municipal plan?</b> <input checked="" type="checkbox"/> yes (please enter the adoption date in response below) <input type="checkbox"/> no	<ul style="list-style-type: none"> <li>▪ Unless applying to create a plan approvable by the RPC, municipality must have an adopted plan to be eligible for funding.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Eligibility verified by DHCD</li> </ul>	
<b>Response to “yes”:</b> 03/07/2020		<b>Sample Response:</b> 08/15/2018	
<b>3.2 Single Municipality Confirmation Status. If a single municipality application, does the municipality have a local planning process confirmed by the RPC?</b> <input checked="" type="checkbox"/> yes <input type="checkbox"/> no	<ul style="list-style-type: none"> <li>▪ Unless applying to create a plan approvable by the RPC, municipality must have an RPC-confirmed planning process by September 30, 2020.</li> <li>▪ Applicants may <b>ATTACH</b> RPC confirmation letters at the end of the application; this is not required.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Eligibility verified by DHCD</li> </ul>	



<p><b>3.3 <u>Single Municipality Funding Status.</u> If a single municipality application with an unconfirmed plan, has the municipality voted at an annual or special meeting to provide local funds for municipal and regional planning purposes?</b></p>	<ul style="list-style-type: none"> <li>▪ Question will only appear in online form if answer to 3.3 is “no”.</li> <li>▪ Municipality must allocate local funds for planning purposes to be eligible for funding. (This is a prerequisite to obtaining a confirmed planning process.)</li> </ul>	<p>✓ Eligibility verified by DHCD</p>	
<p><input type="checkbox"/> yes <input type="checkbox"/> no</p>			
<p><b>3.4 <u>Consortium Plan Status.</u> If a consortium application, do all municipalities have an adopted municipal plan?</b></p>	<ul style="list-style-type: none"> <li>▪ Consortium municipalities must have an adopted plan to be eligible for funding. List each municipality’s plan adoption date in response.</li> </ul>	<p>✓ Eligibility verified by DHCD</p>	
<p><input type="checkbox"/> yes <i>(list municipalities plan adoption dates below)</i> <input type="checkbox"/> no</p>			
<p><b>Response to “yes”:</b> <span style="background-color: yellow;">[enter municipal plan adoption dates for each town here: mm/dd/yyyy]</span> (200 space character limit)</p>		<p><b>Sample Response:</b> Town of Mountain (08/01/2018), Town of Hill (01/12/2017), and Town of Valley (9/20/2016).</p>	
<p><b>3.5 <u>Consortium Confirmation Status.</u> Do all municipalities have a local planning process confirmed by the RPC(s)?</b></p>	<ul style="list-style-type: none"> <li>▪ Consortium municipalities must have an RPC-confirmed planning process by September 30, 2019.</li> <li>▪ Applicants may <b>ATTACH</b> RPC confirmation letters online in the <i>Attachments Form</i>; this is not required.</li> </ul>	<p>✓ Eligibility verified by DHCD</p>	
<p><input type="checkbox"/> yes <input type="checkbox"/> no</p>			
<p><b>Section 4: PROJECT READINESS &amp; NEED</b></p>			
<p><b>Questions</b></p>	<p><b>Guidance to Applicants</b></p>	<p><b>DHCD Evaluation Criteria</b></p>	<p><b>Scoring</b></p>
<p><b>4.1 <u>Project Issue &amp; Urgency.</u> What timely community issue(s), problem(s), challenge(s), or obstacle(s) will the project address?</b></p>	<ul style="list-style-type: none"> <li>▪ Be specific; competitive applications clearly and thoroughly explain the specific problem(s) the community is working to solve.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Is the issue clearly explained?</li> <li><input type="checkbox"/> Has the issue been studied and documented?</li> <li><input type="checkbox"/> Is there an urgency to the issue?</li> </ul>	<p style="text-align: center;"><b>5 points</b></p>
<p><b>Response:</b> Norwich is in a region with an estimated shortfall of 6,000 housing units, and housing affordability impacts its broader social and economic development. The rate of new housing construction is well below 1980s levels. The challenge is to ensure natural resource protections while enabling ongoing residential development consistent with community preferences as expressed in the town plan (2,500 character limit)</p>		<p><b>Sample Response:</b> Valley City’s Municipal Plan documents concerns about underinvestment and health/safety for the City’s oldest housing stock. The local realtors report a decrease in interested buyers for larger, older homes. A Grand List analysis from 2017 indicates that the City’s pre-war (1945) housing stock represents 43% of the city’s total and this pre-war stock shows negative assessment growth (-9%) over the past 10 years. The City does not have a building</p>	

	<p>code and relies on State Dept. of Public Safety and <a href="#">rental code</a> standards; 84% of the City’s health officer rental code enforcement calls originate from this older housing, a lot of which has substantial environmental and mechanical hazards. Further, landlords whose tenants pay the energy bills are not investing in efficiency improvements. Community leaders are concerned about domino disinvestment, where owners constrain how much money they are willing to put into a property they may not recoup, and potential buyers look elsewhere. If assessment trends continue, the City will be forced to make an estimated \$1M in cuts to services and capital maintenance programs in three years. An MPG will help the City develop a strategy to reverse trends that threaten the long-term solvency and stability of these historic neighborhoods.</p>
<p><b>4.2 Funding Need. What other funding sources, if any, were considered, and why is the MPG program the best source to fund this project?</b></p>	<ul style="list-style-type: none"> <li>▪ MPG funding is limited and if other funding is available your project explain why the MPG is the best choice for this work.</li> <li>▪ In general, other funding is available to fund project design and constructions but MPG is one of the rare sources of grants for planning.</li> <li>▪ If you’re unsure about other potential funding opportunities for your project, review <a href="#">this list</a> or check with <a href="#">your RPC</a>.</li> </ul> <div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> <li><input type="checkbox"/> Could this project be funded or be a better fit with another grant program?</li> <li><input type="checkbox"/> Does the answer explain why an MPG is needed to do the project?</li> <li><input type="checkbox"/> Will this project fill funding gaps or open/“unlock” opportunities for subsequent implementation funding?</li> </ul> </div> <div style="text-align: right; font-weight: bold; font-size: 1.2em;">5 points</div>
<p><b>Response:</b> This is a planning study that will support the rewriting of our land use regulations, a major priority of the 2020 town plan. Norwich’s dedication of resources to planning is premised on identifying appropriate sources of grant-funded support. The MPG program is the key source of support for this work. (2,000 space character limit)</p>	<p><b>Sample Response:</b> The village is the heart of our rural town but business growth and housing opportunities are stifled by the lack of a sewer system. For some years, we have explored State and Federal funding sources for funding to work towards a solution to this problem, but we’ve found that existing funding sources are primarily for hiring engineering services. Our town is not yet ready to launch into an engineering feasibility study. Before taking that step, we need to better understand the options for wastewater treatment and what specific wastewater problems our village property owners face and then engage and educate the community about wastewater solutions. We will need a multidisciplinary consultant or team to help us frame the issues before we seek funding for a feasibility study.</p>

	Currently, the MPG is one of the few programs that helps pay for this type of pre-engineering planning.
<p><b>4.3(a) Municipal Plan Project Readiness. If the application is for a municipal plan adoption or amendment project, how will the project address the issues described earlier and any recommendations made by the RPC to bring the municipal plan into compliance with statutory requirements?</b></p>	<ul style="list-style-type: none"> <li>▪ MPG funding is only available for plan projects that intend to comply with Vermont statute through RPC-confirmation</li> <li>Applicants may <b>ATTACH</b> the RPC’s plan consultation report online in the <i>Attachments Form</i>; this is not required.</li> <li>▪ Plan updates that occur mainly because a plan is expiring or for routine updates, will be less competitive than those that propose to address well-documented local concerns.</li> <li>▪ Plan updates should incorporate any prior plans and studies to promote coordinated and comprehensive planning.</li> </ul>
<p><input checked="" type="checkbox"/> not a municipal plan project (answer 4.3(b))</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Does the response demonstrate a need that goes beyond the need to maintain a current plan or re-adopt an expired plan?</li> <li><input type="checkbox"/> Does the project help address a pressing need or important change in the community?</li> <li><input type="checkbox"/> Does the project address recommendations by the RPC to bring the plan into compliance with statutory requirements?</li> </ul>
<p><b>Response for Municipal Plan Projects:</b> (2500 space character limit)</p>	<p><b>Sample Response:</b> Since the last municipal plan adoption, the town has completed several planning initiatives, including: a <a href="#">stormwater master plan</a>, a <a href="#">Vermont Council on Rural Development community visit</a>, four scoping studies for transportation improvements, a walk/bike audit, and a Main Street master plan. As described above, these plans and studies have advanced the 2012 plan, and provided the town with better data, but they have also established too many masters – creating inconsistency and confusion about the Town’s official policy – in some cases resulting in avoidable appeals and public projects spread too thin to be effectively rolled out. Each new free-standing plan has fragmented the limited bandwidth available for implementation.</p> <p>The Town strives to provide a clear, consistent, and predictable policy environment as budgets and development projects are proposed and will use this project to integrate and re-prioritize recent work into a single, coordinated municipal plan. To achieve this, each free-standing plan’s implementation recommendations will be collated into a spreadsheet and grouped into similar categories (to be combined, when possible). Each goal, policy, and action will be analyzed for consistency: with each other, the existing municipal plan, and with state statute prior to being ranked according to priority. All prior planning documents will be</p>

	referenced in the new municipal plan and highest-ranking priorities will be integrated into the implementation program with relevant data, tables, figures, and images from prior work. The project will also bring the plan into compliance with Title 117's <u>new forest integrity statutory requirements</u> and address the recommendations made by the RPC in the consultation report attached to the application.
<p><b>4.3(b) Municipal Plan Implementation Project Readiness. If the application is for a project that implements the municipal plan, how is the proposed project identified as an important implementation action in the adopted municipal plan?</b></p>	<ul style="list-style-type: none"> <li>▪ Implementation proposals that are clearly prioritized in the municipal plan are more likely to be competitive.</li> <li>▪ For longer responses, applicants may <b>ATTACH</b> a compilation in the <i>Attachments Form</i> online -- offering extra context for relevant municipal plan policies, actions, objectives, goals, etc. <u>Do not upload the whole plan.</u></li> </ul>
<p><input type="checkbox"/> not an implementation project (answer 4.3(a))</p>	
<p>This project implements the following Objectives, Policies and Actions of the 2020 Town Plan:</p> <p>Ch2: Land Use Objective 2-1.a Plan development to maintain the historic settlement pattern of compact downtowns and village centers separated by rural countryside (24 VSA §4302 (c) (1)). 2-1.b Increase the diversity and total stock of housing in Norwich by directing more intensive residential development to areas in, or adjacent to, the village while discouraging strip development along highways (24 VSA §4302 (c) (1) (A)). 2-1.c Preserve rural character and working lands throughout the existing rural areas of town by developing in accordance with smart growth principles (24 VSA §4302 (c) (1) (D)). 2-1.e Encourage and strengthen Norwich forestlands by maintaining and improving forest blocks and habitat connectors (24 VSA §4302 (c) (6) (C), (9)). 2-1.g Revise Norwich Zoning and Subdivision Regulations informed by the climate crisis, specifically the ability of existing forest cover to provide ecosystem services such as carbon absorption and sequestration.</p> <p>The Land Use chapter identifies reviewing the effectiveness of subdivision regulations in limiting rural sprawl as a key recommendation (see figure 1, page 10) Land Use: Chapter 2</p> <p>Ch 3: Energy Policy</p>	<p><b>Sample Response:</b> The Town’s Comprehensive Plan includes seven policy actions for the next <u>Unified Development Regulations</u> amendment. Combined, these bylaw updates will help advance the town’s goal to improve housing opportunities in the village. The specific language of the policies and actions (with citations) are included in an attachment and summarized as follows: 1) address buffering issues that reduce privacy conflicts between adjacent high and low density districts, 2) expand administrative review of minor subdivision and boundary line adjustments to shorten review timeline, hearing costs, and total labor, 3) allow administrative review of up to four-unit residential buildings in the central zoning districts to expand incremental, small-scale, local housing development, 4) reduce dimensional standards that make a majority of the historic village’s principal structures non-conforming by recognizing the historic development pattern as a legal pattern, 5) implement dimensional or form-based alternatives to minimum lots size and density maximums in districts by municipal wastewater service, 6) reduce parking minimums and expand shared, on-street parking – adding streetscape standards that calm traffic and improve the safety and walkability of new developments, and 7) add highway access standards to the Unified Regulations to provide the</p>

<p>3-2.b Ensure that the review of the Norwich Zoning and Subdivision Regulations is informed by the link between changing land use patterns and reducing fossil fuel use, including, but not limited to consideration of increasing density adjacent to the existing village district, and the creation of new zoning districts.</p> <p>Ch 4: Housing Objective 4-1.e Increase the diversity of the housing stock in Norwich so that it includes range of housing types suitable for people of different incomes and backgrounds and at different stages of their life. Increase the number of both homes for rent and sale.</p> <p>Action 4-3.f Ensure that the new Norwich Zoning and Subdivision Regulations are clear, accessible and avoid any unnecessary barriers to developing housing. (2500 space character limit)</p>	<p>customers a combined access/zoning permit – instead of two separate permits.</p>	
<p><b>4.4 Other Background (Optional). Are there any additional community efforts or activities leading up to this application that would provide extra context for this project?</b></p>	<ul style="list-style-type: none"> <li>▪ Sometimes a pressing need arises outside of the regular 8-year municipal planning cycle that spurs action; explain other applicable background here.</li> <li>▪ <b>Examples:</b> a recent community forum, a new recreation master plan, <u>Safe Routes to School Walk Audit</u>, or a community survey.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Evaluated and scored under plan or implementation scores above</li> <li><input type="checkbox"/> Have additional and complimentary community efforts or activities helped inform this project?</li> </ul>
<p>This project will complement the efforts of the Affordable Housing Subcommittee which has been in existence for over 15 years. In the past year this group has developed a housing strategy with specific targets for the type and total number of new housing units to be built over xx years. The Norwich Energy Committee continues its objective of reducing Norwich’s carbon footprint especially in the critical areas of transportation and home energy efficiency. This work will provide important information on how existing settlement patterns shape our carbon footprint. (2000 space character limit)</p>	<p><b>Sample Response:</b> The Town recently participated in the <a href="#">Town Forest Recreation Planning Initiative</a>. This process identified ways to make stronger connections between the Town Forest and local commerce that the current municipal plan and capital improvement plan did not anticipate when adopted three years ago. Integrating these active transportation and economic development priorities into our planning &amp; funding framework is an urgent need as local businesses and new entrepreneurs seek to capture growth in the recreation economy and the Town works to establish a multi-use pathway and right of way connection between the village center, town forest, and the regional rail trail.</p>	
<p><b>4.5 Project Overlap. If a municipality received an MPG last year -- or the project is part of a larger or phased project -- explain how the project relates and the capacity to complete the proposed project.</b></p> <p><input checked="" type="checkbox"/> not applicable (single project with no overlap)</p>	<ul style="list-style-type: none"> <li>▪ Explain the current project’s status, how the projects will interact, and the bandwidth of the project manager(s).</li> <li>▪ Certain projects, like a major overhaul of bylaws, should expect to take more than one MPG cycle to first prepare proposed</li> </ul>	<ul style="list-style-type: none"> <li>✓ Last year’s MPG funding status verified by DHCD.</li> <li><input type="checkbox"/> If applicable, is the sequencing sensible, and does the applicant have the capacity to successfully complete the project within 18</li> </ul> <p><b>May be scored down</b></p>

	<p>amendments and second undergo the adoption hearing process. If you are unsure if your project should be phased, contact program staff.</p>	<p>months?</p>	
<p><b>Response:</b>(1,500 space character limit)</p>		<p><b>Sample Response:</b> The Village received MPG funding last year for the first phase of a 2-phase project to update the subdivision regulations and public works specifications for context-specific <u>complete streets</u> standards. These projects are co-managed by a joint committee of the planning commission and selectboard, and led by the town administrator. Phase 1 is on target to be finished on time and budget, and funding for phase 2 funding will allow the Village to seamlessly complete the project and proceed to the ordinance adoption process.</p>	
<p><b>4.6 Project Management. How will the project and consultant be managed and who will make decisions about the process and final products?</b></p>	<ul style="list-style-type: none"> <li>▪ Collaborative planning projects often succeed or fail based on the ability of a person or group to lead the project and make effective decisions.</li> <li>▪ A responsive project manager with an engaged and representative steering committee is a key success factor.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Has a person and/or group been identified to manage the consultant and champion the project?</li> <li><input type="checkbox"/> Is the project management structure adequate for the type of project proposed?</li> </ul>	<p><b>5 points</b></p>
<p><b>Response:</b> The RFQ/RFP process will be conducted in accordance with town and DHCD procurement policies. The Planning Director will be the Grant Administrator reporting to the Town Manager who will be the Municipal Authorizing Officer (M/AO) and is directly accountable to the Selectboard. The Grant Administrator will provide day-to-day grant management ensuring the project proceeds according to the agreed schedule. The consultant will provide the Planning Commission and Planning Director a detailed schedule including public outreach and work meetings with the Commission. The Planning Director is responsible for providing necessary data to the Consultant. (1,500 space character limit)</p>		<p><b>Sample Response:</b> With limited staff, our small town relies heavily on volunteers and orderly meetings to complete projects on time and budget. This project will be led by a special, 5-member ad hoc task force comprised of representatives of the planning commission and selectboard, and local stakeholders appointed by the selectboard. The task force will be chaired by an 11-year member of the planning commission and retired project manager. The chair will conduct weekly check-ins with the planning consultant and provide monthly updates to the selectboard chair and town clerk. The task force will meet twice a month. The chair will work with a local volunteer to maintain the project webpage and online shared drive – and ensure that consultant materials are made available, reviewed, and commented upon by task force members prior to each meeting to meet deadlines. The final product will be presented to the planning commission and selectboard for review and approval.</p>	

## Section 5: PUBLIC OUTREACH & PROJECT PARTNERSHIP

	Guidance to Applicants	DHCD Evaluation Criteria	Scoring
<p><b>5.1 Public Outreach.</b> What public participation methods will the project use to engage the participation of the broader public, especially commonly under-served and under-represented populations in the community?</p>	<ul style="list-style-type: none"> <li>▪ Planning projects are more successful when there is sustained public outreach throughout a project.</li> <li>▪ Engagement needs and timing differ by project and appropriate levels of participation vary. DHCD offers engagement pointers <a href="#">here</a>.</li> <li>▪ Indicate how many people you expect to engage in the project.</li> <li>▪ <b>Example Techniques:</b> <i>demonstration projects, <a href="#">charettes</a>, design workshops, engaging people at existing community events, project website, and social media</i></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Are the outreach activities described here included in the work plan and budget below?</li> <li><input type="checkbox"/> Are the activities aligned with the community and project: relevant, well-timed, meaningful, and multi-venue?</li> <li><input type="checkbox"/> Does response identify any under-served and under-represented people in the community and propose effective ways to reach harder-to-reach constituents?</li> <li><input type="checkbox"/> Does the response say how many people will be engaged?</li> <li><input type="checkbox"/> Does the project include any innovative methods or explain why the methods selected will be effective?</li> </ul>	<p><b>10 points</b></p>
<p>Meetings will be virtual using the Zoom platform. The consultant will provide the Planning Commission innovative strategies for engaging the public on the work of the project through Zoom and other virtual modes. The Planning Commission will be responsible for approving the Project Public Outreach Strategy. The final report delivered to the Planning Commission will be a graphically rich, succinct report, capable of guiding public conversations around the issue of land use regulations and the future of the community for some time. (2000 space character limit)</p>		<p><b>Sample Response:</b> This project will feature a rapid planning (charette) process to design gateway improvements and public art concepts for key village focal points and gateways. <a href="#">Charettes</a> are an intensive way to educate and involve the public in the design process. Building up to the charette, partners will issue a press release, area residents will receive a mailer. The event will be supported by the Town, School District, historic society, and artists guild – and be run by a planner, landscape architect, and artist skilled at preparing quick visual renderings for use in a follow-up web survey that identifies the community’s <a href="#">visual preferences</a>.</p> <p>The two-day charette will be held in tandem with the School’s annual art fair, attended by approximately 450 people. Past efforts have shown that involving youth at a complimentary event is an effective way to engage under-represented stakeholders in local community planning, including working parents. We expect this engagement will grow community support and publicity for a <a href="#">crowdfunding</a> effort to implement the most popular ideas, including an application to the <a href="#">Vermont Arts Council Animating Infrastructure Grant Program</a>.</p>	
<p><b>5.2 Project Partnership &amp; Support.</b> In addition to the Selectboard and Planning Commission’s</p>	<ul style="list-style-type: none"> <li>▪ Planning projects are more successful when they begin with community support</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Does the project have documented support and/or partnership from relevant stakeholders</li> </ul>	<p><b>10 points</b></p>



<p><b>resolution of support, please explain and provide evidence of organizational partnership and community support for the project.</b></p>	<p>and are done in partnership with organizations outside the municipality.</p> <ul style="list-style-type: none"> <li>▪ Projects that involve regulatory oversight by State agencies (such as the Agency of Transportation) must identify those agencies as partners for coordination.</li> <li>▪ Applicants may <b>ATTACH</b> up five pages as a single document in the online <i>Attachments Form</i>, including: letters of support, meeting minutes, or other documents showing community support for the project.</li> </ul>	<p>and partners ready to help it succeed, such as the conservation commission, the business community, local schools, regional organizations, a local non-profit, or other key leaders in the community?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Are identified partners included in the work plan or invested in the local match?</li> <li><input type="checkbox"/> Is there evidence of coordination and partnership with state agencies likely to have regulatory oversight?</li> </ul>	
<p>The Affordable Housing Sub-Committee, the Conservation Commission and the Energy Committee are local stakeholders with a strong interest in the work of this project. Two Rivers Regional Commission (TRORC) and Vital Communities are regional stakeholders with a mission to preserve working landscapes and natural resources, reduce the region’s carbon footprint and increase the stock of appropriate, safe and affordable housing. These local and regional stakeholders will be engaged by the Planning Commission directly. (2000 space character limit)</p>		<p><b>Sample Response:</b> River Town’s community leaders have been impressed by nearby Lake City’s revitalization, spurred by capital investments envisioned through a downtown master plan. River City’s local chamber of commerce, rails-to-trails group, artists guild, and historic society approached the Town to partner on a preparing a streetscape improvement plan that integrates the Project for Public Spaces “<a href="#">Power of 10</a>”, an approach we learned about at the recent Vermont Downtown Conference. River Town’s plan of action will promote civic pride, playful programming, and create a “destination” sense of place that attracts new economic development opportunities, including the Town’s first use of crowdsourced funding for a project. These four organizations enthusiastically endorse this project (see attached letters) and have each committed \$250 to the local match. Their directors have also volunteered to serve on a project steering committee.</p>	

## Section 6: STATEWIDE PRIORITIES

Questions	Guidance to Applicants	DHCD Evaluation Criteria	Scoring
<p><b>6.1 Project Outcomes &amp; Goals. Beyond the project itself, what long-term outcomes would demonstrate the success of the project and further statewide planning goals?</b></p>	<ul style="list-style-type: none"> <li>▪ You have explained the issues you’re working to solve above, and you will explain what you are going to do below in the work plan, explain the long-term value you hope the project will deliver here.</li> <li>▪ Emphasize outcomes consistent with any relevant provision of the Regional Plan, Vermont’s planning goals (<a href="#">24 V.S.A. 4302</a>),</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Does the response communicate a clear policy direction long-term result?</li> <li><input type="checkbox"/> Will the outcomes resolve the community needs identified in a way that is consistent with the regional plan(s), Vermont planning goals, smart growth principles and other relevant law?</li> </ul>	<p style="text-align: center;"><b>5 points</b></p>



	smart growth principles ( <a href="#">24 V.S.A. 2791(13)</a> ), and other statute.	
<p>Long-term outcomes that would demonstrate the success of the density factor study would be new land use regulations that embodied the objectives of the 2020 Town Plan (see 4.3(b) above) the TRORC regional plan Land Use Goals (TRORC Regional Plan 2020 page 28) :</p> <ol style="list-style-type: none"> <li>1. Development patterns and their related transportation systems promote public health and reduce energy use and reduce greenhouse gas emissions</li> <li>2. Energy-efficient and affordable housing choices are expanded</li> <li>3. Land use planning and regulation maintains our quality of life, environment, and economy</li> <li>6. The pattern of development in the TRO region remain consistent and compatible with the goals of VSA §4302</li> </ol> <p>This project will produce findings that through the preparation of new land use regulations will help ensure consistency and compatibility with 24 VSA 2791(13)</p> <p>(2,000 space character limit)</p>		<p><b>Sample Response:</b> Long-term outcomes that would demonstrate the success of Pond Village’s “empowering small-scale makers project” include infill and redevelopment of a vacant brownfield site for multi-tenant low-impact production, processing, and repair uses. These project outcomes are consistent with the regional plan and Vermont’s statewide emphasis on development and re-development in and around centers.</p>
<p><b>6.2 Priority Project Categories. Which of the following statewide priorities does this project address?</b></p> <p><b>(select all that apply)</b></p> <p><input type="checkbox"/> not applicable (<i>project is a local priority</i>)</p>	<ul style="list-style-type: none"> <li>▪ Each year the projects recognizes projects that meet statewide priorities.</li> <li>▪ Projects that implement the <i>Zoning for Great Neighborhood</i> guidance will receive highest priority.</li> <li>▪ Projects meeting more than one priority will score higher than projects meeting only one priority.</li> <li>▪ Unsure if your project qualifies? Contact program staff.</li> </ul>	
<p><input type="checkbox"/> <b>COVID-19 Economic Recovery Plans and/or Investment</b></p> 	<p><b>Example Projects:</b></p> <ul style="list-style-type: none"> <li>▪ <i>An economic development assessment and critical recovery action plan</i></li> <li>▪ <i>An inter-municipal or regional cooperation project to explore alternative service delivery models that address budget shortfalls</i></li> <li>▪ <i>Implementation of a pilot buy-local spending card</i></li> <li>▪ <i>A strategy to increase consumer spending in small, local businesses</i></li> <li>▪ <i>An evaluation of opportunities to improve the use and efficiency of coordinated administrative review practices.</i></li> </ul>	
<p><input checked="" type="checkbox"/> <b>Fair &amp; Affordable Housing Plans and/or Regulations that Implement <u>Zoning for Great Neighborhoods</u></b></p> 	<p><b>Example Projects:</b></p> <ul style="list-style-type: none"> <li>▪ <i>Housing-focused municipal plan and bylaw amendments</i></li> <li>▪ <i>Strategic action plan to develop housing in and around the village center</i></li> <li>▪ <i>Walkable center bylaw amendments to increase allowable housing types, floor areas, and density, and reduce non-conformities, parking requirements, building setbacks, lots sizes, and travel lane widths using the Zoning for Great Neighborhoods Guide.</i></li> <li>▪ <i>Creation of a guide to help residents visualize infill opportunities and housing types in existing neighborhoods to encourage compatible development and maximize existing infrastructure.</i></li> </ul>	

<p><input type="checkbox"/> <b>Plans for a NEW Designated Area or Specific-Area Visual/Physical Master Planning for a Designated Area</b> (must contact DHCD in advance of application to qualify for new designation points)</p> 	<p><b>Example Projects:</b></p> <ul style="list-style-type: none"> <li>▪ A bylaw project that prepares a community for a <a href="#">neighborhood development area</a> or <a href="#">downtown</a> designation</li> <li>▪ Physical design plan for designated downtown or village improvements.</li> <li>▪ NOTE: Preparing an application for a new <a href="#">village center designation</a> will not receive priority as a stand-alone project since this designation process is simple and requires no additional funds</li> </ul>		
<p><input type="checkbox"/> <b>Innovative Statewide Model Projects</b></p> 	<p><b>Example Projects:</b></p> <ul style="list-style-type: none"> <li>▪ A placemaking community arts plan project integrating local heritage preservation</li> <li>▪ A dynamic process and regional toolkit to enhance the efficiency and quality of municipal plans</li> <li>▪ A team-based student planning competition and award for best municipal plan proposals using a structured workbook</li> </ul>		
<p><b>6.3 Priority Project Explanation. Explain how the project furthers the selected statewide priority project(s).</b></p>	<ul style="list-style-type: none"> <li>▪ Projects must clearly and directly relate to the categories above to be eligible.</li> </ul>	<p><input type="checkbox"/> Does the project clearly relate to one or more statewide priority listed in this section?</p>	<p><b>10 points</b></p>
<p><b>Response:</b> Like many communities the rate of new housing starts in Norwich is well below the indicated demand for housing. This study measures the effectiveness of the density factor for implementing the town’s stated policies for increasing housing stock, protecting the traditional settlement pattern of a strong vibrant village surrounded by working rural landscapes, and reducing our carbon footprint by limiting rural sprawl. This study will inform the larger goal of rewriting the land use regulations to ensure consistency and compatibility with 24 VSA 2791(13). The town is motivated to create the conditions for appropriate housing (especially the ‘missing middle’) located with access to services, transit and cultural and economic opportunities. Understanding how a key local land use control which influences the rate and type of subdivision in 97percent of town is the first, necessary step. (2000 space character limit)</p>		<p><b>Sample Response:</b> The Town of Mountain, Town of Hill, and Town of Valley consortium project furthers the statewide model projects priority. We are working together to address the lack of interest in appointment to the boards of listers and limited assessment choice by expanding our purchasing power for professional assessment services through an inter-municipal agreement. As far as we know, this would be the first initiative of its kinds in Vermont and has the potential to improve the quality of each town’s grand list.</p>	
<p><b>6.4 Designated Areas. Please select all designations held by the municipality and explain how the project will relate to the designated area(s).</b></p>	<ul style="list-style-type: none"> <li>▪ You can learn more about state designations at these links: <a href="#">downtowns</a>, <a href="#">village centers</a>, <a href="#">new town centers</a>, <a href="#">growth centers</a>, and <a href="#">neighborhood development areas</a></li> <li>▪ Use the <a href="#">Planning Atlas</a> to see the locations of state designated areas.</li> <li>▪ Find a list of state designated areas <a href="#">here</a></li> </ul>	<p>✓ Designation status verified by DHCD.</p>	
<p><input type="checkbox"/> Village Center</p> <p><input type="checkbox"/> Downtown</p> <p><input type="checkbox"/> New Town Center</p> <p><input type="checkbox"/> Neighborhood Development Area</p> <p><input type="checkbox"/> Growth Center</p> <p><input type="checkbox"/> not applicable (no designation)</p>			

<p><b>6.5 Designated Area Projects. If the project relates to any of the designated area(s) selected above, please explain.</b></p> <p><input checked="" type="checkbox"/> <b>not applicable</b> (<i>no designation</i>)</p>	<ul style="list-style-type: none"> <li>▪ Projects that relate to state designated areas receive priority in accordance with 24 V.S.A. Chapter 76A.</li> <li>▪ Where the project relates to multiple state designated areas, the score is cumulative up to 20 points</li> </ul>	<p>✓ Reviewers will assign priority points to the highest scoring “core” designation to which the project relates: downtowns (15 points), village centers (10 points), new town centers (5 points), and any add-on designations: growth centers (5 points), neighborhood development areas (5 points) up to 20 points.</p> <p><input type="checkbox"/> <b>Does the project have a clear connection to the designated area(s)?</b></p>	<p><b>20 points</b></p>
<p><b>Response:</b> N/A (2000 space character limit)</p>		<p><b>Sample Response:</b> The Town of River has a designated village center with a neighborhood development area designation, making it eligible for 15 priority points. The proposed capital improvement plan project will create a schedule for sidewalk investments in both designated areas</p>	
<p><b>6.6 Program Success Stories (Optional). Please share any positive outcomes demonstrating the success of prior funding from the past decade.</b></p>	<ul style="list-style-type: none"> <li>▪ Responses may be used in promotional materials to demonstrate the long-term impact of successful projects.</li> <li>▪ This also helps DHCD explain why funding for Municipal Planning Grants is so important.</li> </ul>	<ul style="list-style-type: none"> <li>▪ This is optional and will not be scored.</li> </ul>	
<p><b>Optional Response:</b> In the past decade Norwich has benefited from MPG awards in 2011 and 2014. The Route 5 South and River Rd study was completed in 2015. This work has continued to inform discussions around land use regulations, opportunities for adding housing and the challenges utilities provision presents for denser development. (2000 space character limit)</p>		<p><b>Sample Response:</b> In 2016, the Town received MPG funding for a Village Center Revitalization Plan. The plan identified physical improvements and economic development actions the community could take to attract visitors, support local business growth. The planning process engaged the community and showed key local leaders what was possible, building the support needed to unlock \$850,000 of local funds and grants from the <a href="#">Vermont Dept. of Buildings and General Services</a>, <a href="#">VTrans Bicycle and Pedestrian Program</a>, <a href="#">the Land Water Conservation Fund</a>, and the <a href="#">Northern Borders Regional Commission</a> to pay for parking, lighting, sidewalk, water &amp; electrical service updates, easements, restrooms, and a new performance venue in and around the Village Green and soccer fields. These improvements activated an underutilized space and enabled the community to offer quarterly festivals and weekly summer events (such as the summer rummage sale), attracting residents and visitors to spend at the general store and event vendors. Since improving and programming the green and fields, three new businesses have opened, recreation department event and tournament revenues now</p>	

gross \$85,000 annually (up 180%), downtown sales are reported to have increased by 230%. Finally, 89% of residents say the Town Green Initiative has improved the community.

## Section 7: MUNICIPAL RESOLUTION & GRANT ROLES

Questions	Guidance to Applicants	DHCD Evaluation Criteria	Scoring
<p><b>7.1 Grant Roles.</b> Identify the following grant roles that correspond to the roles identified in the Municipal Resolution Form.</p> <p><b>Municipal Authorized Official:</b> [select from online menu]  <b>M/AO Title:</b> [enter draft response here]  <b>Alternate Municipal/Authorizing Official (M/AO):</b> [select from online menu]  <b>Alt M/AO Title:</b> [enter draft response here]  <b>Grant Administrator:</b> [select from online menu]  <b>GA Title:</b> [enter draft response here]</p>	<ul style="list-style-type: none"> <li>▪ Print and complete the <a href="#">Municipal Resolution Form</a> offline.</li> <li>▪ You can <b>ATTACH</b> the resolution in the online application or mail it to DHCD.</li> <li>▪ More information about the responsibilities and permissions of the MPG Roles are available <a href="#">here</a>.</li> <li>▪ <b>Note that Municipal/Authorizing Official (M/AO) role can only be attached to this application by program staff.</b></li> <li>▪ Please contact DHCD staff at <a href="mailto:Jennifer.Lavoie@vermont.gov">Jennifer.Lavoie@vermont.gov</a> or 802.828.1948 for assistance.</li> <li>▪ If this is a consortium application, remember that each participating municipality must complete a resolution designating the same Municipal/Authorizing Official and Grant Administrator, and upload consortium resolutions in the online Application Attachments Form.</li> </ul>	<p>✓ Evaluated and scored under application quality.</p>	

## WORK PLAN & BUDGET FORM

### Section 1: WORK PLAN AND BUDGET

Questions	Guidance to Applicants	DHCD Evaluation Criteria	Scoring
<p><b>Work Plan.</b> Outline the project approach by listing the major tasks and associated costs in the table (below).</p>	<ul style="list-style-type: none"> <li>▪ Successful applications and projects invest time and focus on the work plan and budget.</li> <li>▪ Include all tasks and costs that will be paid for by the Municipal Planning Grant and match funds. If your application is selected for funding, the following work</li> </ul>	<p>✓ Eligibility verified by DHCD: is any ineligible activity included (see program guide)?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Is it a single project with a realistic scope for an 18-month time frame?</li> <li><input type="checkbox"/> Is the work plan effectively sequenced?</li> <li><input type="checkbox"/> Are the work plan tasks sufficiently detailed and appropriate to the project type, identified</li> </ul>	<p><b>15 points</b></p>

	<p>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.</p> <ul style="list-style-type: none"> <li>▪ Break out the project’s tasks into pieces that aren’t overly broad or too specific, showing the flow of the project’s major activities and associated costs.</li> <li>▪ Projects that involve regulatory oversight by other State agencies (such as the Agency of Transportation) must be identified for coordination in the work plan.</li> <li>▪ Some plans and bylaws go unadopted because resources are not available for consulting assistance for hearings. Do not list an “adopted” deliverable, since adoption is not guaranteed, but do allocate consulting resources for the hearing process if not proposed as a larger project over multiple MPG cycles.</li> <li>▪ Refer to real work plans and budgets <a href="#">here</a>.</li> </ul>	<p>needs, and the community situation?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Does the work plan reflect the public engagement identified above?</li> <li><input type="checkbox"/> Are State agencies likely to have oversight authority been identified for coordination?</li> </ul>	
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**Work Plan:** enter draft response in table below

Task Name	Task Description	Paid Personnel Category: Consultant, RPC Staff, or Other	If other, specify	Hours	Hourly Rate	Personnel Cost (will auto-calculate online)	Material Description	Material Cost	Total (will auto-calculate online)
Historical Analysis	Research land development 1990 on	Consultant		45	100				4500
Build Out Analysis	Scenarios depicting development potential	Consultant		25	100				2500
Recommendations	Develop recommendation for PC	Consultant		20	100				2000
Report Drafting	Produce iterative versions of final report	Consultant		10	100				1000
Public Outreach	Develop a public outreach strategy and schedule	Consultant/Planning Director/PC		28	100		Printing charts, maps	215.00	3,015
PC work meetings	Attend PC meetings to present work	Consultant/Planning Director/PC		10	100				1000

Final Report Presentation	A roundtable event	Consultant/Planning Director/PC		10	100				1000
									15,015.

<p><b>State Grant Funds. Enter the amount of state grant funds you are requesting.</b></p>	<ul style="list-style-type: none"> <li>▪ After entering the amount of STATE GRANT FUNDS being requested, click <b>SAVE</b> in the online form and all other fields will automatically calculate based on the information entered in the work plan and budget table.</li> <li>▪ <b>After you complete the task table, enter the State Grant Funds (Grant Amount Requested) and click SAVE.</b> <u>The Total Project Cost, Total Match Funds, Minimum Required Match Funds, and Additional Match Funds will automatically calculate in the online form.</u></li> <li>▪ Municipalities may apply for any grant award dollar amount between <b>\$2,500</b> (minimum) and <b>\$22,000</b> (maximum), <b>\$35,000</b> (maximum consortium) with a minimum cash match requirement of 10%.</li> <li>▪ The required 10% match is based off the requested State Grant Funds, <u>NOT</u> Total Project Cost.</li> <li>▪ Match funds beyond the minimum 10% may be included to demonstrate additional community support.</li> <li>▪ Please note that in-kind contribution or contribution of staff or others' time <b>cannot</b> be offered as a match.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Eligibility verified by DHCD:</li> <li>✓ Does the budget include the minimum 10% match (calculated in work plan &amp; budget)?</li> </ul>
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<p><b>State Grant Funds Response:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Total Project Cost \$15,015.00</b></li> </ul>	<p><b>Sample Response:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Total Project Cost: \$12,000</b></li> </ul>
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<ul style="list-style-type: none"> <li>▪ <b>State Grant Funds (Grant Amount Requested):</b> \$13,650.00</li> <li>▪ <b>Total Match Funds</b> (will auto-calculate in online form)\$1,365.00</li> <li>▪ <b>Minimum Required Cash Match Funds</b> (10% of Grant Funds): (will auto-calculate in online form)</li> <li>▪ <b>Optional Additional Match Funds</b> (will auto-calculate in online form)</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>State Grant Funds:</b> \$10,000</li> <li>▪ <b>Minimum Required Cash Match Funds</b> (10% of the Grant Funds): \$1,000</li> <li>▪ <b>Additional Match Funds</b> (optional): \$1,000</li> <li>▪ <b>Total Match Funds:</b> \$2,000</li> </ul>
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## Section 2: BUDGET DOCUMENTATION

<b>Source of Match. Describe source(s) of match funds.</b>	<ul style="list-style-type: none"> <li>▪ Contribution of municipal staff or volunteer's time <b>cannot</b> be offered as a match. Other contributions, while not required, may be documented here as well.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Eligibility verified by DHCD.</li> </ul>	
<b>Source of Match Response:</b> General Fund Planning Budget		<b>Sample Response:</b> General Fund Planning Budget	
<b>Budget &amp; Cost Estimates. Explain how you developed a realistic budget.</b>	<ul style="list-style-type: none"> <li>▪ DHCD maintains a list of potential project consultants <a href="#">here</a>.</li> <li>▪ Please provide a letter or other documentation from a consultant with a cost estimate for tasks, including hourly rate.</li> <li>▪ You can <b>ATTACH</b> the document in the online application or mail it to DHCD.</li> <li>▪ Other ways to develop a realistic budget: discuss with a planner who frequently procures planning services; coordinate with the RPC to develop the work plan and budget; undertake a pre-application bid; or research similar projects.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Eligibility verified by DHCD: <ul style="list-style-type: none"> <li>✓ Is the budget within the allowable minimum \$2,500 /maximum \$22,000 (single) or \$35,000 (consortium)?</li> <li>✓ Does budget include any ineligible “in-kind” contributions?</li> </ul> </li> <li><input type="checkbox"/> Does the budget align with work requested for each task?</li> <li><input type="checkbox"/> Is the overall funding realistic and adequate for the proposed work plan?</li> <li><input type="checkbox"/> Does the match reflect any organizational partnership or extra funding commitment that significantly exceeds the minimum 10% required?</li> <li><input type="checkbox"/> Are the cost estimates and budget allocations documented and realistic?</li> <li><input type="checkbox"/> Is the project’s budget informed by input and guidance from planning professionals or a pre-application bid process?</li> <li><input type="checkbox"/> Did the applicant obtain more than one estimate/quote to find the best value?</li> </ul>	<b>20 points</b>
<b>Project Approach Response:</b> Reviewed past successful MPG submissions. Obtained review of this proposed budget from consultant (letter attached).		<b>Sample Response:</b> As volunteer/citizen planning commissioners, we were uncertain how to organize our first consultant planning project. So, we reached out to the Regional Planning Commission and called two firms on DHCD’s consultant <a href="#">list</a> to explore different project	

	approaches, available expertise, and average hourly costs. This helped us develop a better work plan with a timeline and budget we think are realistic and offer the public a good value.
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### Section 3: ACCOUNTING

<b>Accounting System. What type of accounting system does your municipality use?</b>	<ul style="list-style-type: none"> <li>▪ Responses to the accounting questions are used for administrative risk assessment purposes only and will not impact the competitiveness of your application.</li> </ul>	✓ Eligibility verified by DHCD.	
<input type="checkbox"/> Automated <input type="checkbox"/> Manual <input checked="" type="checkbox"/> Combination of Both			
<b>Accounting System. 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?</b>	<ul style="list-style-type: none"> <li>▪ State funds cannot be awarded to municipalities who are (a) suspended or debarred by the Federal Government; (b) delinquent in submitting their subrecipient annual reports; and (c) delinquent in submitting their Single Audit Reports (if required).</li> </ul>	✓ Eligibility verified by DHCD.	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

### APPLICATION ATTACHMENTS FORM

<b>Attachments Submitted in Other Forms</b> ✓ Single Municipality or Lead Municipality Resolution ✓ Budget & Cost Estimates	<ul style="list-style-type: none"> <li>▪ In the online application, this form is used for uploading any additional files up to 30MB in size, including supporting text, maps, photographs, etc..</li> <li>▪ Enter a brief name for your document, click the Choose File button to browse your computer and select the document you want to attach, and SAVE at the top of the page.</li> <li>▪ If you cannot scan and upload an attachment or simply prefer to send it by</li> </ul>		
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<p><b>Optional Attachments</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Project Location Image(s)</li> <li><input type="checkbox"/> RPC Confirmation Letter(s)</li> <li><input type="checkbox"/> RPC Municipal Plan Consultation Report (for municipal plan projects)</li> <li><input type="checkbox"/> Relevant Municipal Plan Excerpts</li> <li><input type="checkbox"/> Resolutions from Partner Municipalities in Consortium</li> <li><input type="checkbox"/> Letter(s) of Support from Project Partners</li> <li><input type="checkbox"/> Other Attachments</li> </ul>	<p>mail, please name the document, select the "mailed to DHCD" option, and save the page. All mailed attachments must be postmarked by the application due date, Thursday, October 1, 2020 at 6pm.</p> <p>Municipal Planning Grant Program Department of Housing and Community Development 1 National Life Drive, 6th Floor Montpelier, VT 05620-0501</p> <ul style="list-style-type: none"> <li>▪ To avoid overwhelming reviewers, only attach as much as is needed.</li> </ul>		
<p><b>Overall Application Quality &amp; Past Performance</b></p>	<ul style="list-style-type: none"> <li>▪ Up to 10 points are assigned for application quality.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Is the application clear internally consistent, on-topic, specific, and easily understood?</li> <li>✓ DHCD may reduce scores for poor administrative performance for past grants.</li> </ul>	<p><b>10 points</b></p>
<p><b>TOTAL SCORE</b></p>			<p><b>120 points</b></p>
<p><b>NOTE: Applications scoring less than 60 points will not be funded.</b></p>			

Once your draft application is complete, please copy and paste your narrative responses into the [online application in GEARS](#). Save the online application frequently. To create or update a GEARS account, see instructions here: <https://accd.vermont.gov/community-development/funding-incentives/municipal-planning-grant/applicant-guidance>.

For questions about the competitive criteria or application questions, please contact [Jacob Hemmerick](#) at 802-828-5249. For questions regarding GEARS, the online Grants Management System, please contact [Jenni Lavoie](#) at 802-828-1948.