

Montgomery Planning Commission Minutes

Regular Meeting

Public Safety Building

December 13, 2022, 6:00 p.m.

Present: Kenny Miller, Alissa Hardy, Peter Locher, Joe Sherman (arrived at 6:07pm)
Barry Kade & Gwen S.

Meeting called to order at 6:00pm

1. Additions / Deletions to the Agenda

Barry suggested we include with meeting minutes & agendas referenced documents as attachments to agendas & minutes.

Motion made by Barry, seconded by Peter - all in favor 4-0.

Barry suggested we send meeting minutes in two phases, first phase of minutes to be posted as "Draft" version. Once minutes are approved in the following meeting (and edited when required) the minutes shall be posted again in "Final" version. "Final" versions to substitute/ superseded "Draft" versions for posting.

Motion made by Barry, seconded by Kenny - all in favor 5-0.

2. Approval of the November 8th 2022 Regular Meeting Minutes and November 29th Special Meeting Minutes

Motion to approve November 8th meeting minutes.

Motion made by Alissa, second by Kenny - all in favor 5-0.

Motion to approve November 29th meeting minutes with one edit. Edit to include Kenny Miller as listed present.

Motion made by Alissa, second by Peter - all in favor 5-0.

3. Review Municipal Planning Grant Application submitted on December 1st to prioritize focus on projects / activities

Noted that January 24th 2023 - awardees shall be announced.

Joe wished to verify if traffic control & calming was included within our application. Alissa verified that it was.

4. Update next steps needed for Short Term Rental (STR) draft ordinance; follow-up, timing of warning etc

Kenny volunteered to remind the Selectboard of the Short Term Rental (STR) draft ordinance & timing of warning

5. Discuss By-Law Modernization Grant in preparation to review with Greta at Regional Planning during next two meetings

Note to add to the next meeting agenda the two main points Regional Planning wishes to discuss when in attendance at next Planning Commission meetings.

Also to discuss Montgomery housing needs assessment w/ Emily Klofft.

6. Conduct brief training and overview for secretarial role with Gwen

Role reviewed & overview provided

7. Public comment

None

8. Other Business

None

Meeting adjourned 6:44 P.M All in favor 5-0

Attachments

- a. Memo - Montgomery MPG (SAMPLE BUDGETS)
- b. CPR-MPG_FY23_Application_Montgomery



MEMORANDUM

To: Montgomery Selectboard & Planning Commission
From: Emily Klofft – Regional Planner
Date: November 18, 2022
Subject: Montgomery Town Plan Opportunities

The following summarizes two options Montgomery may consider to complete an update of its town plan. The current Montgomery Town Plan expires on February 15, 2024 and updating & adopting a new Town Plan often takes 9-12 months. It is a best practice to ensure that the Town always has a current plan, therefore determining how to best update the plan is important.

Municipal Contract

A municipality may contract directly with NRPC to complete an update to its municipal plan. A typical contract will include updating associated data, maps and meeting several times with the Planning Commission to discuss plan drafts. Project scope may include items such as updating and editing sections to better reflect current Town priorities, but generally excludes major rewrites of the plan or extensive public outreach. A typical municipal contract with NRPC for this work is around \$5,000, see attached example budget. This type of update will ensure the Town has a modernized plan that meets standards, can be completed in a relatively short time frame, and does not require the Town to make major changes to the Plan.

Municipal Planning Grant

A municipality can apply for a Municipal Planning Grant (MPG) to fund a major update to its municipal plan. An MPG project would include extensive public outreach, updates to data & maps, and major revisions to the existing plan. The MPG is a competitive grant program with no guarantee of funding. A competitive application for a Town Plan update is one that addresses an urgent community need and ties into the state's priority areas, which include housing, equity, and planning for state designated areas.

A summary of a proposed competitive MPG project for a Town Plan update is below.

Draft MPG Project Description

Montgomery's Town Plan update will address several urgent community issues, including addressing housing affordability and planning for its Village Center. In recent years housing affordability has become a major issue in Montgomery, driven in part by an increase in short-term rentals in the community. This plan update will discuss how to best address Montgomery's housing needs through investments in infrastructure and land use policies. Additionally, since the last plan update, the Town has made significant efforts towards streetscape & infrastructure planning in its village areas. This Town Plan will provide Montgomery a forum to determine how to best leverage those new assets and identify additional opportunities to improve its villages.

The project will include widespread public outreach via a survey and two public outreach events, with the goal of reaching a broad range of residents. Equitable opportunities to participate in the plan update will be a focus. NRPC will work with the Planning Commission to draft major edits to the plan based on this public outreach.

MPG Budget

A draft budget is attached below. The total project cost would be \$19,800, with \$1,980 of that being match from the Town.

Possible Next Steps

If the Town wishes to move forward with a Municipal Planning Grant application, the following would be the next steps to ensure the application is submitted by the due date of December 1st.

Municipal Resolution

The Selectboard should pass the municipal resolution. The resolution form states that the Selectboard approves moving forward with the application and is willing to commit the required match is awarded.

As part of the resolution the Selectboard must select one member to serve as the “Municipal Authorized Official” (MAO). The MAO is responsible for setting up an account on the state GEARS website, opening the grant application and submitting it online. Additionally, the Town should designate a municipal administrator, this is typically the Town Clerk or Treasurer.

As a rural community, Montgomery is eligible to designate NRPC as the agent for their MPG application. If the Town selects this option, NRPC will complete the work as detailed in the budget if the Town is awarded the grant. If the Town does not select this option, the Town must follow state procurement policies and put out a request for proposals from consultants. If Montgomery wishes to designate NRPC as the agent for the project, there is a checkbox on the resolution form.

The Planning Commission will also be required to meet to formally recommend applying for the MPG and the chair of the PC must sign the resolution. NRPC will work with the Planning Commission to draft the full application.

Montgomery Town Plan MPG - For discussion purposes, 11/21/2022						
	Task Name	Description of Task	Hours	Hourly Rate	Materials	Total Cost
1	Communication and Coordination	The RPC will prepare and maintain a project website and manage the project with the Planning Commission.	15	\$78		\$1,170
2	Update Data and Plan Sections	Review existing plan. Update data and other information within existing plan. Address any deficiencies according to Title 24, Chapter 117. Make formatting and organizational changes as necessary. Highlight data trends & identify important data indicators. Compile into visual, succinct presentation to the Planning Commission.	30	\$78		\$2,340
3	Project Roadmap and Key Themes	Review existing Town Plan and RPC recommendations with PC. Discuss & develop project roadmap based on VT planning manual process with a focus on visioning for a municipal center.	15	\$78		\$1,170
4	Map Updates	Update maps required per Title 24.	10	\$78		\$780
5	Community Planning Survey	NRPC will assist the Planning Commission to prepare a community planning survey to support the Town Plan update. The survey will be conducted as a digital survey with option to complete hard copy.	20	\$78		\$1,560
7	Public Outreach on Municipal Center	Hold 2 community workshops on visioning for a municipal center. The first will be a broad brainstorming event picking up where the community survey has left off. The second will involve narrowing down specific aspects of the vision, with example visual and illustrative concepts.	50	\$78	\$200	\$4,100
8	Draft Town Plan and Review with PC	Prepare draft Town Plan and review with PC. This will include at least 5 two-hour PC meetings.	80	\$78	\$100	\$6,340
9	Prepare Final Draft	Compile Final Draft Town Plan 2024 - 2032	20	\$78		\$1,560
10	Prepare for Adoption Process	Collect final feedback from PC & Selectboard and prepare required report for adoption hearings.	10	\$78		\$780
			250	TOTAL BUDGET		\$19,800
				GRANT REQUEST		\$17,820
				MATCH		\$1,980

For discussion purposes only

Montgomery Town Plan Contract - For discussion purposes, 11/21/2022						
	Task Name	Description of Task	Hours	Hourly Rate	Materials	Total Cost
1	Communication and Coordination	The RPC will manage the project with the Planning Commission.	5	\$78		\$390
2	Update Data and Plan Sections	Review existing plan. Update data and other information within existing plan. Address any deficiencies according to Title 24, Chapter 117. Make formatting and organizational changes as necessary.	15	\$78		\$1,170
4	Map Updates	Update maps required per Title 24.	10	\$78		\$780
8	Draft Town Plan and Review with PC	Prepare draft Town Plan and review with PC. This will include at least 3 two-hour PC meetings.	20	\$78	\$100	\$1,660
9	Prepare Final Draft	Compile Final Draft Town Plan 2023 - 2031	15	\$78		\$1,170
10	Prepare for Adoption Process	Collect final feedback from PC & Selectboard and prepare required report for adoption hearings.	5	\$78		\$390
			70	TOTAL BUDGET		\$5,560
For discussion purposes only						

MUNICIPAL PLANNING GRANT FY23 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.**

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

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

<p>select from dropdown menu in online application</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Municipal Plan <input type="checkbox"/> Zoning & Subdivision Bylaw <input type="checkbox"/> Planning for Designated Area <input type="checkbox"/> Infrastructure or Capital Improvement Planning <input type="checkbox"/> Natural Resource Planning <input type="checkbox"/> Flood Resilience Planning <input type="checkbox"/> If other, specify: [here] (65 space character limit) 			
<p>2.2 Project Title. Name the project as concisely as possible.</p>	<ul style="list-style-type: none"> ▪ The project title will be used in the grant agreement and program announcements if funded. 	<p>✓ Evaluated under “application quality”</p>	
<p>Response: Montgomery Town Plan Update (80 character limit)</p>		<p>Sample Response: Revolving Loan Fund & Technical Assistance for Downtown Façade & Signage Improvements</p>	
<p>2.3 Project Subtitle. Provide a very brief statement of what the project will accomplish and produce.</p>	<ul style="list-style-type: none"> ▪ This description will be used in MPG program marketing materials if this grant is funded. 	<p>✓ Evaluated under “application quality”</p>	
<p>Response: [enter project subtitle here] (250 space character limit) Montgomery will update the Town Plan, with particular focus on affordable housing, complete streets & connectivity, and conservation of natural resources.</p>		<p>Sample Response: 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>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.</p>	<ul style="list-style-type: none"> ▪ Consider writing this summary last, since it draws on more detailed responses below. 	<p>✓ Evaluated under “application quality”</p>	
<p>Response: [enter project description here] (2,500 space character limit) The project will address three key issues in Montgomery, housing affordability, safe bicycle & pedestrian transportation options, and conservation of natural resources. Due in part to the demand for seasonal and short-term rentals, housing in Montgomery is highly unaffordable. According to housingdata.org, over 45% of owner-occupied households and 78% of renter households cost-burdened, rates which are far higher than state averages. Housing prices have risen 23% in the last 6 years, furthering the housing crisis. Second, the project will address the need for safe transportation infrastructure for bicyclists and pedestrians in Montgomery. Montgomery’s main streets and the connection between its villages are state route roads with high traffic speeds and limited infrastructure for uses other than motor vehicles. This leads to an unsafe situation for those attempting to travel via bike or on foot and discourages use of these options. Finally, as Montgomery sees more demand for large lot rural development, there is the risk of forest fragmentation. This is particularly concerning as Montgomery is part of an important wildlife corridor for large animal species.</p>		<p>Sample Response: The past two years have impacted downtown and changed the mix of small retailers, personal service providers, overnight lodging, restaurants, and office space. 20% of main street businesses have changed business or remain vacant and in a quick situational survey, 25% of building owners are considering a sale or use changes. This project will organize community members and affected businesses to collectively identify high-impact and quickly implementable ideas for downtown economic adaptation including Main Street zoning updates. This project’s outreach will inform the production of a rapid, action-oriented strategy for stakeholder leaders to own and implement. Half of the grant budget will be committed to implementing one or more</p>	

<p>In recent years, the Town has undertaken significant planning to work on addressing these issues, starting with a Vermont Council on Rural Development community visit in 2018. Task forces have worked on streetscape planning & a public sewer project. But significantly more work is still needed to solve these major issues in Town, and to ensure that the benefits of public investments are maximized. This Town Plan update will provide the Town a forum to comprehensively plan for its future. The project will involve an in-depth public charette process to reach a broad swath of Town residents and an intensive re-write of the plan to address these priority areas.</p> <p>The intended strategic outcomes of this project are increasing availability & affordability of housing in Montgomery, developing complete connected streets for bicyclists & pedestrians, and ensuring the conservation of important habitat blocks.</p>	<p>actions.. 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, and allowances and encouragement of more downtown housing through adaptive re-use.</p>
<p>2.5 Project Location. Describe the geographic area(s) the project will address.</p>	<ul style="list-style-type: none"> ▪ Briefly describe the project’s area of focus, such as: entire town, watershed, planning area, zoning district(s), a specific site, etc.) ▪ For projects not defined by municipal or state designation boundaries, ATTACH 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. ▪ Examples: <i>entire town, planning area, zoning district(s), a specific site, etc.</i>
<p>Response: [enter location description here] (250 space character limit) The project will address the entire Town of Montgomery.</p>	<p>Sample Response: The bylaw amendment project will focus on changes to the M1, M2, and M3 Zoning Districts (see linked zoning map).</p>

Section 3: PLANNING STATUS ELIGIBILITY

Questions	Guidance to Applicants	DHCD Evaluation Criteria	Scoring
<p>3.1 Single Municipality Plan Status. If a single municipality application, does the municipality have an adopted municipal plan?</p> <p><input checked="" type="checkbox"/> yes <i>(please enter the adoption date in response below)</i></p> <p><input type="checkbox"/> no</p>	<ul style="list-style-type: none"> ▪ Unless applying to create a plan approvable by the RPC, municipality must have an adopted plan to be eligible for funding. 	<p>✓ Eligibility verified by DHCD</p>	

Response to “yes”: [enter municipal plan adoption date here: 02/15/2016]		Sample Response: 08/15/2022	
3.2 Single Municipality Confirmation Status. If a single municipality application, does the municipality have a local planning process confirmed by the RPC? <input checked="" type="checkbox"/> yes <input type="checkbox"/> no	<ul style="list-style-type: none"> ▪ Unless applying to create a plan approvable by the RPC, municipality must have an RPC-confirmed planning process by September 30, 2022. ▪ Applicants may ATTACH RPC confirmation letters at the end of the application; this is not required. 	✓ Eligibility verified by DHCD	
3.3 Single Municipality Funding Status. 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? <input type="checkbox"/> yes <input type="checkbox"/> no	<ul style="list-style-type: none"> ▪ Question will only appear in online form if answer to 3.2 is “no”. ▪ Municipality must allocate local funds for planning purposes to be eligible for funding. (This is a prerequisite to obtaining a confirmed planning process.) 	✓ Eligibility verified by DHCD	
3.4 Consortium Plan Status. If a consortium application, do all municipalities have an adopted municipal plan? <input type="checkbox"/> yes <i>(list municipalities plan adoption dates below)</i> <input type="checkbox"/> no	<ul style="list-style-type: none"> ▪ Consortium municipalities must have an adopted plan to be eligible for funding. List each municipality’s plan adoption date in response. 	✓ Eligibility verified by DHCD	
Response to “yes”: [enter municipal plan adoption dates for each town here: mm/dd/yyyy] (200 space character limit)		Sample Response: Town of Mountain (08/01/2022), Town of Hill (01/12/2019), and Town of Valley (9/20/2021).	
3.5 Consortium Confirmation Status. Do all municipalities have a local planning process confirmed by the RPC(s)? <input type="checkbox"/> yes <input type="checkbox"/> no	<ul style="list-style-type: none"> ▪ Consortium municipalities must have an RPC-confirmed planning process. ▪ Applicants are not required to attach an RPC confirmation letter. 	✓ Eligibility verified by DHCD	
Section 4: PROJECT READINESS & NEED			
Questions	Guidance to Applicants	DHCD Evaluation Criteria	Scoring

<p>4.1 Project Issue & Urgency. What timely community issue(s), problem(s), challenge(s), or obstacle(s) will the project address?</p>	<ul style="list-style-type: none"> ▪ Be specific; competitive applications clearly and thoroughly explain the specific problem(s) the community is working to solve. 	<p>Is the issue clearly explained? Has the issue been studied and documented? Is there an urgency to the issue?</p>	<p>5 points</p>
<p>Response: [enter draft response here] (2,500 character limit)</p> <p>The project will address three critical challenges facing Montgomery. First, the project will address housing affordability. Montgomery’s natural assets and its proximity to Jay Peak Resort have resulted in high demand for second homes and short-term rentals. An estimated 39% of Montgomery’s homes are used seasonally, and 8.4% are used as short-term rentals. With such high demand, the overall cost of housing has increased almost 23% in the last 6 years. Anecdotally residents have seen that many of the smaller and more affordable homes in Montgomery are being sold for use as short-term rentals. As a result of this 45% of owner-occupied households and 78% of renter households in Montgomery are cost-burdened, rates that are significantly higher than the state averages of 26% and 51%, respectively. While Montgomery has taken some steps to address this crisis, such as considering an ordinance on short-term rentals and participating in a bylaw modernization project, this Town Plan project will be a crucial opportunity to coordinate current efforts and establish a vision for the future of housing in Montgomery.</p> <p>The second critical challenge this project will address is the need for complete streets and traffic calming in Montgomery. The major streets in Montgomery’s village centers are state route roads with high-speed traffic and limited pedestrian infrastructure. Despite slower posted speed signs in the villages, speeding and unsafe driving behavior is common. In the past 10 years, there have been 27 injuries and 1 fatality on Montgomery’s roads as a result of unsafe driving, many clustered in the village areas. The Town has begun working on improving the streetscape of Montgomery’s Main Street. However, there are many other areas in the villages that still lack safe infrastructure and there is a need to plan for connectivity between the village centers. This project will provide an initial opportunity for the Town to dive further into comprehensive complete streets planning.</p> <p>Finally, the project will address conservation of natural resources. Montgomery’s forest lands are part of the important “Cold Hollow to Canada” habitat corridor that allows large species to travel from Canada and Maine to Vermont’s forests. In recent years, Montgomery is seeing more demand for homes on large forest lots. In 2021, the number of houses sold was nearly 3 times the 2016 number. This planning effort will work to identify key areas to protect and discourage residential fragmentation of these areas.</p>		<p>Sample Response: 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 code and relies on State Dept. of Public Safety and rental code 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>5 points</p>
<p>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?</p>	<ul style="list-style-type: none"> ▪ MPG funding is limited and if other funding is available for your project explain why the MPG is the best choice for this work. ▪ In general, other funding is available to fund project design and constructions but MPG is one of the rare sources of grants for planning. 	<p>Could this project be funded or be a better fit with another grant program? Does the answer explain why an MPG is needed to do the project? Will this project fill funding gaps or open opportunities for subsequent implementation funding?</p>	<p>5 points</p>

	<ul style="list-style-type: none"> ▪ If you're unsure about other potential funding opportunities for your project, review this list or check with your RPC. 		
<p>Response: [enter draft response here] (2,000 space character limit)</p> <p>The Town consulted with Northwest Regional Planning Commission (NRPC) about completing the proposed project through RPC technical assistance, but the proposed scale of the project is beyond what could be achieved via technical assistance. The Town's limited financial resources also make paying for a consultant to complete this project with money from the Town General Fund extremely difficult. The MPG program has been determined by the Town to be the ideal funding source for the proposed project because of the program's focus and dedication to local planning in Vermont communities. There are extremely limited grant funding opportunities for Town Plan projects outside of the MPG.</p>		<p>Sample Response: 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 have 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. Currently, the MPG is one of the few programs that helps pay for this type of pre-engineering planning.</p>	
<p>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?</p>	<ul style="list-style-type: none"> ▪ MPG funding is only available for plan projects that intend to comply with Vermont statute through RPC-confirmation Applicants may ATTACH the RPC's plan consultation report online in the <i>Attachments Form</i>; this is not required. ▪ 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. ▪ Plan updates should incorporate any prior plans and studies to promote coordinated and comprehensive planning. 	<p>Does the response demonstrate a need that goes beyond the need to maintain a current plan or re-adopt an expired plan?</p> <p>Does the project help address a pressing need or important change in the community?</p> <p>Does the project address recommendations by the RPC to bring the plan into compliance with statutory requirements?</p>	<p>5 points</p>
<p><input type="checkbox"/> not a municipal plan project (answer 4.3(b))</p>			
<p>Response for Municipal Plan Projects: [enter draft response here] (2500 space character limit)</p> <p>The Town has been active in planning since the last plan update. In 2018, the Town hosted a Vermont Council on Rural Development Community Visit, which resulted in the Montgomery Thrives Plan. The town selected two major focus areas from the plan to focus on, "Improve Village and Center Traffic Flow and Pedestrian Safety" and "Develop Community Wastewater Infrastructure". In 2020, Town residents approved</p>		<p>Sample Response: Since the last municipal plan adoption, the town has completed several planning initiatives, including: a stormwater master plan, a Vermont Council on Rural Development community visit, four scoping studies for transportation improvements, a walk/bike audit, and a Main Street master plan. As described above, these plans and</p>	

<p>moving forward with streetscape planning for Main Street and developing a public sewer. As those projects progress, there is a need to ensure the Town Plan reflects the community vision and plans for how to best utilize these potential new public assets.</p> <p>It is also critical for the plan to more comprehensively cover housing. As stated in Section 4.1, Montgomery is experiencing high housing demand. Since 2016, when the plan was last adopted, the number of seasonal homes has increased 20% and the number of short term rentals has increased by 59%, which has made finding year-round affordable housing more challenging for residents. There has been growing local concern over these issues, including efforts to regulate short-term rentals & participation in a regional bylaw modernization consortium. While the current plan does address housing, this Town Plan update will allow the Town to dive deeper into the issue, getting public input and developing a shared vision for housing in the Town.</p> <p>Finally, as identified in a previous RPC review, the current Town Plan has some weaknesses in the natural resources section and does not include a component on forest integrity. Montgomery is part of the key “Cold Hollow to Canada” region that is the primary linkage from forests in Vermont to those in Canada and Maine. The Long Trail and the Northern Forest Canoe Trail are both drivers of tourism in Montgomery and rely on its natural resources. Therefore, a comprehensive natural resources section of the plan is very important. This plan update will bring the plan into compliance with the forest integrity statutory requirements and ensure that the plan adequately addresses conservation of Montgomery’s natural resources.</p>	<p>studies have advanced the 2012 plan, and provided the town with better data, but they have also created some 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 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 forest integrity statutory requirements and address the recommendations made by the RPC in the consultation report attached to the application.</p>		
<p>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?</p> <p><input checked="" type="checkbox"/> not an implementation project (answer 4.3(a))</p>	<ul style="list-style-type: none"> ▪ Implementation proposals that are clearly prioritized in the municipal plan are more likely to be competitive. ▪ For longer responses, applicants may ATTACH 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> 	<p>Does the response include specific plan language with citations?</p> <p>Does the adopted municipal plan clearly identify and support the implementation project?</p>	<p>5 points</p>
<p>Response for Implementation Projects: [enter draft response here] (2500 space character limit)</p>		<p>Sample Response: The Town’s Comprehensive Plan includes seven policy actions for the next Unified Development Regulations 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</p>	

		<p>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 customers a combined access/zoning permit – instead of two separate permits.</p>
<p>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?</p>	<ul style="list-style-type: none"> ▪ Sometimes a pressing need arises outside of the regular 8-year municipal planning cycle that spurs action; explain other applicable background here. ▪ Examples: <i>a recent community forum, a new recreation master plan, Safe Routes to School Walk Audit, or a community survey.</i> 	<p>✓ Evaluated and scored under plan or implementation scores above</p> <p>Have additional and complimentary community efforts or activities helped inform this project?</p>
<p>Response: [enter draft response here] (2000 space character limit)</p> <p>In 2018, the Town worked with Vermont Council on Rural Development (VCRD) to host a community visit. Extensive public outreach resulted in over 150 members of the community participating, more than 10% of the Town. The result of that community visit was the Montgomery Thrives report & initiative. The report identified three main priorities for the Town: 1) Improve Village and Center Traffic Flow and Pedestrian Safety, 2) Develop Community Wastewater Infrastructure, and 3) Improve Cell and Broadband Access. The Town has worked towards addressing all these issues. It is seeking funding to complete streetscape improvements to Main Street & to fund a public sewer. The Town is also an active member in the Northwest Communications Union District with the goal of bringing fiber to the Town.</p>		<p>Sample Response: In 2018 the Town participated in the Town Forest Recreation Planning Initiative. 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 & 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>This project will work to further the first priority area by identifying additional areas that need streetscape improvements & opportunities for connections between villages. Additionally, it will allow coordination of these planned infrastructure investments with land use planning.</p> <p>In addition to the Montgomery Thrives initiative, the Town is also working on projects to address housing availability & affordability in Montgomery. The Town is a consortium member in a bylaw modernization project where the Town's bylaws will be reviewed for recommendations on changes that support housing choice & affordability. The Town Planning Commission has also been working on drafting regulations on short-term rentals. This Town Plan update will provide the Town a chance to further plan & vision for the long-term future of housing in Montgomery, building on these previous efforts.</p>	
<p>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.</p> <p><input checked="" type="checkbox"/> not applicable (<i>single project with no overlap</i>)</p>	<ul style="list-style-type: none"> ▪ Explain the current project's status, how the projects will interact, and the bandwidth of the project manager(s). ▪ Certain projects, like a complete overhaul of bylaws, should expect to take more than one MPG cycle to first prepare proposed amendments and second undergo the adoption hearing process. If you are unsure if your project should be phased, contact program staff.
<p>✓ Last year's MPG funding status verified by DHCD.</p> <p>If applicable, is the sequencing sensible, and does the applicant have the capacity to successfully complete the project within 22 months?</p>	<p>May be scored down</p>
<p>Response: [enter draft response here] (1,500 space character limit)</p>	<p>Sample Response: 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>4.6 Project Management. How will the project and consultant be managed and who will make decisions about the process and final products?</p>	<ul style="list-style-type: none"> ▪ Collaborative planning projects often succeed or fail based on the ability of a person or group to lead the project and make effective decisions. ▪ A responsive project manager with an engaged and representative steering committee is a key success factor.
<p>Has a person and/or group been identified to manage the consultant and champion the project?</p> <p>Is the project management structure adequate for the type of project proposed?</p> <p>Do decision-makers represent diverse stakeholders in the community?</p>	<p>5 points</p>

<p>Response: [enter draft response here] (1,500 space character limit)</p> <p>The Montgomery Planning Commission will manage the project in collaboration with the Northwest Regional Planning Commission as the agent. The Town will contract with the NRPC to complete the plan update. The Planning Commission will meet regularly to discuss the project and the NRPC will work closely with the Planning Commission throughout the planning process to ensure successful completion of the project. NRPC has ample experience working with rural planning commissions, including the Montgomery Planning Commission, and as the agent will coordinate closely with the Town on project management to ensure timely completion of grant-related work products. The final product will be presented to the Selectboard for review and approval.</p>	<p>Sample Response: 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 task force comprised of representatives of the planning commission and selectboard, and local stakeholders appointed by the selectboard, including a renter, a recent college graduate, a working parent. 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>
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Section 5: PUBLIC OUTREACH & PROJECT PARTNERSHIP

	Guidance to Applicants	DHCD Evaluation Criteria	Scoring
<p>5.1 Public Outreach. 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"> ▪ Planning projects are more successful when there is sustained public outreach throughout a project. ▪ Engagement needs and timing differ by project and appropriate levels of participation vary. DHCD offers engagement pointers here. ▪ Indicate how many people you expect to engage in the project. ▪ Example Techniques: <i>demonstration projects, charettes, design workshops, engaging people at existing community events, project website, and social media</i> 	<p>Does response identify any under-served, historically discriminated, or under-represented populations in the community and propose effective ways to meet the needs of harder-to-reach stakeholders?</p> <p>Are the outreach activities described here included in the work plan and sufficiently budgeted below?</p> <p>Are the activities aligned with the community and project: relevant, well-timed, meaningful, and multi-venue?</p> <p>Does the response say how many people will be engaged?</p> <p>Does the project include any innovative methods or explain why the methods selected will be effective?</p>	<p>10 points</p>
<p>Response: [enter draft response here] (2000 space character limit)</p>	<p>Sample Response: This project will feature a rapid planning (charrette) process to design gateway improvements and public art concepts for key village focal points and</p>		

<p>This project’s public outreach will center on a community charette & celebration where residents can discuss transportation & housing planning in more depth. In recent years, local political issues have been divisive in Montgomery. Online discussions and traditional meetings have often resulted in increased conflict around town issues, and this conflict dissuades new participants. To reverse these trends, this event will focus on providing a community atmosphere, with food and fun, as well as discussing important topics to Town residents. Key stakeholders and opinion leaders in town will be personally invited to make sure important perspectives are represented. Advertising via posters, online, and community word-of-mouth will ensure residents who may not otherwise be involved in planning efforts hear about the workshop. The workshop will feature hand-on activities and small group break-out sessions on housing & transportation to build a unified community vision. This model has worked well in the Town before, as with the Montgomery Thrive Initiative, which had 65 residents in attendance at its community visit day.</p> <p>In addition to the main workshop, the Planning Commission will make appearances at several community events such as the farmer’s market, or library & recreation events put on by the Town. This will further spread the word of the plan update process to those that may not have heard of it.</p>	<p>gateways. Charettes 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 visual preferences.</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 Better Places Grant to implement the most popular ideas, including an application to the Vermont Arts Council Animating Infrastructure Grant Program.</p>	
<p>5.2 Project Partnership & Support. In addition to the Selectboard and Planning Commission’s resolution of support, please explain and provide evidence of organizational partnership and community support for the project.</p>	<ul style="list-style-type: none"> ▪ Planning projects are more successful when they begin with community support and are done in partnership with organizations outside the municipality. ▪ Projects that involve regulatory oversight by State agencies (such as the Agency of Transportation) must identify those agencies as partners for coordination. ▪ Applicants may ATTACH 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. 	<p>Does the project have documented support and/or partnership from relevant stakeholders 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> <p>Are identified partners included in the work plan or invested in the local match?</p> <p>Is there evidence of coordination and partnership with state agencies likely to have regulatory oversight?</p> <p style="text-align: right;">10 points</p>
<p>Response: [enter draft response here] (2000 space character limit)</p> <p>The project will build existing community support developed through the Montgomery Thrive project. Over 150 residents participated in the Montgomery Thrive initiative and identified key priority areas for the Town. This project will directly further the key priority of “Improve Village and Center Traffic Flow and Pedestrian Safety” by identifying ongoing transportation needs such as where</p>	<p>Sample Response: 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, artist guild, and historic society approached the Town to partner on a preparing a streetscape</p>	

streetscaping, bicycle and pedestrian facility or additional connections between villages are needed. In addition, the plan will further the Montgomery Thrive other “key opportunity” action of “Address Housing Needs” by comprehensively addressing housing affordability and discussing how land use & infrastructure investments can support housing access. Given that 150 residents represent more than 10% of all Montgomery residents, this shows strong community support towards working towards these issues. The Town Planning Commission will work closely with other groups in town such as the Conservation & Recreation Commissions as the Town Plan update occurs.

improvement plan that integrates the Project for Public Spaces “Power of 10”, 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.

Section 6: STATEWIDE PRIORITIES

Questions	Guidance to Applicants	DHCD Evaluation Criteria	Scoring
<p>6.1 Project Outcomes & Goals. Beyond the project itself, what long-term outcomes would demonstrate the success of the project and further statewide planning goals?</p>	<ul style="list-style-type: none"> ▪ You have explained the issues you are 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. ▪ Emphasize outcomes consistent with any relevant provision of the Regional Plan, Vermont’s planning goals (24 V.S.A. 4302), smart growth principles (24 V.S.A 2791(13)), and other statute. 	<ul style="list-style-type: none"> Does the response communicate a clear policy direction long-term result? 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? 	<p>5 points</p>
<p>Response: [enter draft response here] (2,000 space character limit)</p> <p>Three long-term outcomes would demonstrate the success of the Town Plan update process. First, the project will support affordable housing, including a wide array of housing options, especially in the village centers. This is consistent with the state planning goal, “to ensure the availability of safe and affordable housing for all Vermonters” as well as the goal of encouraging intensive residential development in community centers. This is also consistent with the Regional Plan housing goals of ensuring safe and affordable housing that is located in convenient areas for employment, services and public facilities.</p> <p>Second, the project will plan for safe, complete streets with adequate walking and biking infrastructure, including connectivity between villages, addressing Goal 4 of the state planning goals “To provide for safe, convenient, economic and energy efficient transportation systems that respect the integrity of the natural environment, including public transit options and paths for pedestrians</p>		<p>Sample Response: 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 and 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>and bicyclers”. This also aligns with the Regional Plan goals of ensuring that the region’s transportation network accommodates all users and uses appropriate Complete Streets techniques.</p> <p>Third, the project will promote conservation of Montgomery’s critical natural resources, including its key high priority forest blocks that make up the “Cold Hollow to Canada” forest linkage. This is consistent with the state planning goal number 5 “To identify, protect, and preserve important natural and historic features of the Vermont landscape” and number 6 “To maintain and improve the quality of air, water, wildlife, and land resources.”. Additionally, this is consistent with the Regional Plan goal to protect significant natural resources.</p>	
<p>6.2 Priority Project Categories. Which of the following statewide priorities does this project address?</p>	<ul style="list-style-type: none"> ▪ Each year the projects recognizes projects that meet statewide priorities. ▪ Projects meeting more than one priority will score higher than projects meeting only one priority. ▪ Unsure if your project qualifies? Contact program staff.
<p>(select all that apply) <input type="checkbox"/> not applicable (<i>project is a local priority</i>)</p>	
<p><input type="checkbox"/> Equity-oriented projects focused on reducing unfair impacts to lower-resourced, under-served, and historically excluded communities, people and/or businesses, which may integrate an equity impact assessment</p>	<p>Example Projects:</p> <ul style="list-style-type: none"> ▪ <i>An equity impact assessment of municipal plan policies on households living in poverty.</i> ▪ <i>Capital planning for private-public infrastructure investments in a manufactured home community.</i> ▪ <i>Transportation, housing, and economic needs assessment for service industry workers in resort communities throughout the region.</i> ▪ <i>Public outreach catered to new Americans</i>
<p><input checked="" type="checkbox"/> Housing-related projects (not eligible for funding from the Bylaw Modernization Grant Program)</p>	<p>Example Projects:</p> <ul style="list-style-type: none"> ▪ <i>Housing-focused municipal plan amendments</i> ▪ <i>Strategic action plan to develop housing in and around a village center</i> ▪ <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>
<p><input type="checkbox"/> Planning for a <u>NEW</u> designated area</p>	<p>Example Projects:</p> <ul style="list-style-type: none"> ▪ <i>A bylaw project that prepares a community for a <u>neighborhood development area</u> or <u>downtown</u> designation</i> ▪ <i>NOTE: Preparing an application for a new <u>village center designation</u> will not receive priority as a stand-alone project since this designation process is simple and requires no additional funds</i>
<p><input type="checkbox"/> Specific-Area Improvement Plans for a designated area</p>	<ul style="list-style-type: none"> ▪ <i>Physical design plan for designated downtown or village improvements.</i>

<input type="checkbox"/> Preliminary/phased planning (visioning, outreach, concept development, scoping, or design) that helps qualify a project for known implementation funding	<ul style="list-style-type: none"> ▪ A recreational planning and design project to ready a project for State recreation implementation funding ▪ Community outreach, development-modeling, and situational analysis for village wastewater 		
<input type="checkbox"/> Innovative and original statewide model projects (such as American Rescue Plan Act-leveraged projects, new intermunicipal cooperation, or coordinated design/infrastructure investment and planning for smart-growth neighborhoods)	Example Projects: <ul style="list-style-type: none"> ▪ A placemaking community arts plan project integrating local heritage preservation ▪ A team-based student planning competition and award for best municipal plan proposals structured by a user-friendly workbook 		
6.3 Priority Project Explanation. Explain how the project furthers the selected statewide priority project(s).	<ul style="list-style-type: none"> ▪ Projects must clearly and directly relate to the categories above to be eligible. 	Does the project clearly relate to one or more statewide priority listed in this section?	10 points
Response: <input type="text" value="enter draft response here"/> (2000 space character limit) The project will address the housing-related project priority. Housing will be a major focus for the town plan update, with a specific focus on how to encourage affordable housing development via land use and infrastructure planning. This work will build on a previous bylaw modernization project undertaken by the Town.		Sample Response: Mountain Town, Hill Town, and Valley Town 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 kind in Vermont and has the potential to improve the quality of each town’s grand list.	
6.4 Designated Areas. Please select all designations held by the municipality and explain how the project will relate to the designated area(s).	<ul style="list-style-type: none"> ▪ You can learn more about state designations at these links: downtowns, village centers, new town centers, growth centers, and neighborhood development areas ▪ Use the Planning Atlas to see the locations of state designated areas. ▪ Find a list of state designated areas on Vermont's Municipal Planning Data Center 	<input checked="" type="checkbox"/> Designation status verified by DHCD.	
<input checked="" type="checkbox"/> Village Center <input type="checkbox"/> Downtown <input type="checkbox"/> New Town Center <input type="checkbox"/> Neighborhood Development Area <input type="checkbox"/> Growth Center <input type="checkbox"/> not applicable (no designation)	<ul style="list-style-type: none"> ▪ Projects that relate to state designated areas receive priority in accordance with 24 V.S.A. Chapter 76A. ▪ If the project relates to multiple state designated areas, the score is cumulative up to 20 points 	<input checked="" type="checkbox"/> 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	20 points
6.5 Designated Area Projects. If the project relates to any of the designated area(s) selected above, please explain. <input type="checkbox"/> not applicable (no designation)			

		points), neighborhood development areas (5 points) up to 20 points. Does the project have a clear connection to the designated area(s)?	
Response: [enter draft response here] (2000 space character limit) The Town of Montgomery has two designated village centers, making it eligible for 10 priority points. While the Town Plan will address issues across the whole Town, specific attention will be paid to the village centers as natural locations for denser housing development. Additionally, the Plan will discuss bicycle and pedestrian connectivity between the villages as a major part of its transportation section.		Sample Response: 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	

Section 7: MUNICIPAL RESOLUTION & GRANT ROLES

Questions	Guidance to Applicants	DHCD Evaluation Criteria	Scoring
7.1 Grant Roles. Identify the following grant roles that correspond to the roles identified in the Municipal Resolution Form.			
Municipal Authorized Official: [select from online menu] M/AO Title: [enter draft response here] Alternate Municipal/Authorizing Official (M/AO): [select from online menu] Alt M/AO Title: [enter draft response here] Grant Administrator: [select from online menu] GA Title: [enter draft response here]	<ul style="list-style-type: none"> ▪ Print and complete the Municipal Resolution Form offline. ▪ You can ATTACH the resolution in the online application or mail it to DHCD. ▪ More information about the responsibilities and permissions of the MPG Roles are available here. ▪ Note that Municipal/Authorizing Official (M/AO) role can only be attached to this application by DHCD staff member Jenni Lavoie Jennifer.lavoie@vermont.gov. ▪ 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. 	<ul style="list-style-type: none"> ✓ Evaluated and scored under application quality. 	

WORK PLAN & BUDGET FORM

Section 1: WORK PLAN AND BUDGET

Questions	Guidance to Applicants	DHCD Evaluation Criteria	Scoring
Work Plan. Outline the project approach by listing the major tasks and associated costs in the table (below).	<ul style="list-style-type: none"> ▪ Successful applications and projects invest time and focus on the work plan and budget. 	<ul style="list-style-type: none"> ✓ Eligibility verified by DHCD: is any ineligible activity included (see program guide)? 	15 points

	<ul style="list-style-type: none"> ▪ 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 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. ▪ Break out the project’s tasks into pieces that are not overly broad or too specific, showing the flow of the project’s major activities and associated costs. ▪ Projects that involve regulatory oversight by other State agencies (such as the Agency of Transportation) must be identified for coordination in the work plan. 	<p>Is it a single project with a realistic scope for an 22-month time frame?</p> <p>Is the work plan effectively sequenced?</p> <p>Are the work plan tasks sufficiently detailed and appropriate to the project type, identified needs, and the community situation?</p> <p>Does the work plan reflect the public engagement identified above?</p> <p>Are State agencies likely to have oversight authority identified for coordination?</p>	
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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)
Communication and Coordination	The RPC will prepare and maintain a project website and manage the project with the Planning Commission.	RPC		15	\$78				\$1,170
Update Data and Plan Sections	Review existing plan. Update data and other information within existing plan. Address any deficiencies according to Title 24, Chapter 117. Make formatting and organizational changes as necessary. Highlight data trends & identify important data indicators.	RPC		30	\$78				\$2,340

	<p>click SAVE in the online form and all other fields will automatically calculate based on the information entered in the work plan and budget table.</p> <ul style="list-style-type: none"> ▪ After you complete the task table, enter the State Grant Funds (Grant Amount Requested) and click SAVE. <p><u>The Total Project Cost, Total Match Funds, Minimum Required Match Funds, and Additional Match Funds will automatically calculate in the online form.</u></p> <ul style="list-style-type: none"> ▪ Municipalities may apply for any grant award dollar amount between \$2,500 (minimum) and \$26,400(maximum), \$39,600 (maximum consortium) with a minimum cash match requirement of 10%. ▪ The required 10% match is based off the requested Total Project Cost, NOT STATE GRANT FUNDS ▪ Match funds beyond the minimum 10% may be included to demonstrate additional community support. ▪ Please note that in-kind contribution or contribution of staff or others' time cannot be offered as a match. 		
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<p>State Grant Funds Response:</p> <ul style="list-style-type: none"> ▪ Total Project Cost \$19,844 ▪ State Grant Funds (Grant Amount Requested): \$ 17,860 ▪ Total Match Funds \$1,984 ▪ Minimum Required Cash Match Funds (10% of Grant Funds): <i>(will auto-calculate in online form)</i> ▪ Optional Additional Match Funds <i>(will auto-calculate in online form)</i> 	<p>Sample Response:</p> <ul style="list-style-type: none"> ▪ Total Project Cost: \$12,000 ▪ <u>State Grant Funds: \$10,000</u> ▪ Minimum Required Cash Match Funds (10% of the Total Project Cost): \$1,200 ▪ Additional Match Funds (optional): \$800 ▪ Total Match Funds: \$2,000
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Section 2: BUDGET DOCUMENTATION

Source of Match. Describe source(s) of match funds.	<ul style="list-style-type: none"> ▪ Contribution of municipal staff or volunteer's time cannot be offered as a 	<ul style="list-style-type: none"> ✓ Eligibility verified by DHCD. 	
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	match. Other contributions, while not required, may be documented here as well.		
Source of Match Response: Town general fund.		Sample Response: General Fund Planning Budget	
<p>Budget & Cost Estimates. Explain how you developed a realistic budget.</p>	<ul style="list-style-type: none"> ▪ DHCD maintains a list of potential project consultants here. ▪ Please provide a letter or other documentation from a consultant with a cost estimate for tasks, including hourly rate. ▪ You can ATTACH the document in the online application or mail it to DHCD. ▪ Other ways to develop a realistic budget: discuss with a municipal official or regional 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. 	<p>✓ Eligibility verified by DHCD:</p> <ul style="list-style-type: none"> ✓ Is the budget within the allowable minimum \$2,500 /maximum \$26,400 (single) or \$39,600 (consortium)? ✓ Does budget include any ineligible “in-kind” contributions? <p>Does the budget align with work requested for each task?</p> <p>Is the overall funding realistic and adequate for the proposed work plan?</p> <p>Does the match reflect any organizational partnership or extra funding commitment that significantly exceeds the minimum required?</p> <p>Are the cost estimates and budget allocations documented and realistic?</p> <p>Is the project’s budget informed by input and guidance from planning professionals or a pre-application bid process?</p> <p>Did the applicant obtain more than one estimate/quote to determine a realistic budget?</p>	<p>20 points</p>
<p>Project Approach Response: The budget was developed based on the Northwest Regional Planning Commission’s extensive experience with municipal plan update projects. Please see attached letter from NRPC providing further justification regarding the budget.</p>		<p>Sample Response: 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 list to explore different project approaches, available expertise, and average hourly costs. This helped us develop a better work plan with a timeline and budget that is realistic and offers the public a good value.</p>	
<p>Section 3: ACCOUNTING</p>			
<p>Accounting System. What type of accounting system does your municipality use?</p>	<ul style="list-style-type: none"> ▪ Responses to the accounting questions are used for administrative risk assessment purposes only and will not impact the competitiveness of your application. 	<p>✓ Reviewed by DHCD.</p>	
<p><input type="checkbox"/> Automated</p> <p><input type="checkbox"/> Manual</p> <p><input type="checkbox"/> Combination of Both</p>			

<p>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?</p>	<ul style="list-style-type: none"> ▪ 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; or (c) delinquent in submitting their Single Audit Reports (if required). 	<p>✓ Eligibility verified by DHCD.</p>	
<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>			

APPLICATION ATTACHMENTS FORM

<p>Attachments Submitted in Other Forms</p> <ul style="list-style-type: none"> ✓ Single Municipality or Lead Municipality Resolution ✓ Budget & Cost Estimates 	<ul style="list-style-type: none"> ▪ In the online application, this form is used for uploading any additional files up to 30MB in size, including supporting text, maps, photographs, etc. ▪ Enter a brief name for your document, click the 'Choose File' button to browse your computer and select the document you want to attach, then SAVE at the top of the page. ▪ If you cannot scan and upload an attachment, feel free to email it directly to Grant Administrator, Jenni Lavoie, Jennifer.lavoie@vermont.gov. ▪ Only attach as much as is needed to avoid overwhelming reviewers. 		
<p>Optional Attachments</p> <ul style="list-style-type: none"> <input type="checkbox"/> Project Location Image(s) <input type="checkbox"/> RPC Municipal Plan Consultation Report (for municipal plan projects) <input type="checkbox"/> Relevant Municipal Plan Excerpts <input type="checkbox"/> Resolutions from Partner Municipalities in Consortium <input type="checkbox"/> Letter(s) of Support from Project Partners <input type="checkbox"/> Other Attachments 			
<p>Overall Application Quality & Past Performance</p>	<ul style="list-style-type: none"> ▪ Up to 10 points are assigned for application quality. 	<p>Is the application clear, internally consistent, on-topic, specific, and easily understood?</p> <p>✓ DHCD may reduce scores for poor administrative performance for past grants.</p>	<p>10 points</p>
<p>TOTAL SCORE</p>			<p>120 points</p>

NOTE: Applications scoring less than 60 points will not be funded.

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.