

SAFETEA –Municipal Highway Stormwater Mitigation Program Overview:

The following is a list of the stages each project goes through and what that stage entails. The stage may be simple or complex, depending on the individual project.

Stage	What needs to be done
Application, Project Description & Scope of Work (ASOW)	Meet on-site with your Local Roads/Better Backroads Coordinator. Write a short description of what your project includes the timeline, staffing and budget. Complete and submit application for funding.
Grant Agreement (GA)	Sign and record the final GA prepared by VTrans. When finalized you can get reimbursed for eligible expenses.
Choose a Project Manager (PM)	This individual may be someone in-house or may be hired via a Request For Proposals process.
Planning and Engineering (P&E)	Plan and design the project and get public involvement. (Awards for planning studies are complete after this step.)
Categorical Exclusion (CE) -Small Project done by VTrans (=< \$150,000 total proj. cost). - Large projects responsibility of the Municipality. (>\$150,000 total Proj. cost).	Submit a DRAFT CE when Conceptual Plans are completed to VTrans Program Manager. For Small Projects, VTrans Environmental Section will review the project for resource impacts, develop the CE, recommend any plan changes needed, complete the Section 106 consultation, and define any other permits required for the project after receipt of conceptual plans are received.
Environmental Protection	Erosion Prevention & Sediment Control Plans (EPSCP) shall be developed and implemented to minimize impacts to waters & wetlands resulting from the construction. The EPSCP should consider the following (at a minimum): Limit disturbance area and duration of exposure (Preserve existing vegetation where & when possible); Divert upland runoff as necessary (work in the dry); Stabilize exposed soils ASAP (including temp controls as needed). Refer to the <u>VT Standards & Specifications for Erosion Prevention & Sediment Control</u> for information on practices to consider (available at www.vtwaterquality.org/stormwater.htm)
Right-of-Way (ROW) Clearance	Show that the Municipality has a deed, easement, or legal permission to build on / pass through any property that is affected and/or obtain VTrans ROW Clearance.
PERMITS	The municipality is required to obtain all necessary permits necessary for the project involved.
State Access / Utility Clearance	Show that the project will not be affecting any State ROW or utilities, or get a State Access Permit and/or Utility Clearance. If there is work in State ROW, obtain District Transportation Administrator comments on plans.
Final Plans	Develop final construction plans, and submit your Design Certification.
VTrans approval to procure Construction Services	Submit final construction plans and proposed bid process. The VTrans Program Manager must issue written authorization to proceed to construction.
Construction	Go out to bid. Get VTrans approval for bid award. Get approval of NPDES Construction Plan before any work. Oversee construction and when finished submit Construction Completion Certificate with final invoice.
Final Reimbursement	Have a community celebration!
Audit	See requirements as defined in the Grant Agreement (GA).
Maintenance	Maintain facility to Municipal Codes & Standards to ensure public benefit.