



# Town of Hardwick

20 Church Street  
Hardwick, VT 05843  
802 472 6120  
www.hardwickvt.gov

## Grant Proposal

All grants awards exceeding \$25,000 or those creating a future annual financial obligation of that amount or acquiring a new asset must be approved by the Select Board prior to Town staff submitting applications. Grants that do not require approval of the Select Board may be approved administratively by the Town Manager.

**Name of the Grant:** EMERGENCY WATERSHED PROTECTION (EWP) Program (2024)

**Purpose of Grant:** Streambank Protection

**Amount of Grant:** \$ 410,160 (75% of \$575,000) - see attached, (X)

**Source:** Federal  State  Foundation  Other

**Sub-Recipient (if applicable):**

**Line Items to be used for Grant:**

Revenue:

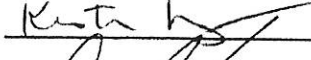
Expenditure: EWP (from 2023 version)


**Conditions:**

<b>Applicable Match</b> (Describe the financial requirements of the Town for the grant)	Owners of each property must pay 25% of Construction Expense (X)
<b>In Kind Allowed</b> (Does the Town have the ability to meet the grant requirement with means other than cash?)	No.
<b>Reimbursement Process &amp; Reporting Requirements</b> (What does the granting agency require for reimbursement and quarterly/annual reporting?)	Complete 2 SF270 + Submit with invoices
<b>Post Grant Obligations</b> (What is required of the Town after grant work is complete?)	Yearly report.
<b>Plan to meet obligations</b>	Project Tracking with Planning + Zoning office



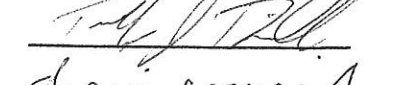
**Other Notes:**

*The department head submitting this grant proposal is responsible for assuring that the information above is complete. This department head must also assure that the condition of the grant are met, including assuring that the finance staff and sub-recipients understand the tracking responsibilities.*

Department Head Approval:  Date 1/23/25

Town Manager Approval:  Date 1/23/25

The Hardwick Select Board hereby approves the above Grant Application on the 6<sup>th</sup> day of February, 2025

  
  
  
  
Shari Cormier

**Emergency Watershed Protection (EWP) Program  
Grant Application Guidance**

**Grant Application Budget  
Financial Assistance (FA) Funds – Construction Expenses**

- The grant application budget is based on the Damage Survey Reports (DSR) Estimated Construction Cost developed by NRCS when we completed the DSR.

VT Local DSR Number	Location	Proposed Remediation	DSR Estimated Construction Cost	NRCS FA Cost Share 75%	Sponsor Share 25%
5042-004-018	380 VT Route 14	Streambank Protection Armor 70 feet of streambank with 5-foot-high x 4-foot-thick riprap.	\$31,250.00	\$23,437.50	\$7,812.50
5042-004-020	Brush Street	Streambank Protection Armor 145 feet of streambank with 5-foot-high x 4-foot-thick riprap.	\$131,250.00	\$98,437.50	\$32,812.50
5042-004-025	75 Mill Street	Streambank Protection Armor 135 feet of streambank with 5-foot-high x 4-foot-thick riprap.	\$112,500.00	\$84,375.00	\$28,125.00
5042-004-026	117 Mill Street	Streambank Protection Armor 235 feet of streambank with 6-foot-high x 4-foot-thick riprap.	\$225,000.00	\$168,750.00	\$56,250.00
5042-004-027	1120 Kate Brook Road	Streambank Protection Armor 170 feet of streambank with 5-foot-high x 4-foot-thick riprap.	\$75,000.00	\$56,250.00	\$18,750.00



Town of Hardwick  
Office of the Zoning and Floodplain Administrator  
P.O. Box 523  
Hardwick, Vermont 05843  
Phone: (802) 472-1686  
e-mail: zoning.administrator@hardwickvt.gov

### FY25 Municipal Resolution for Municipal Planning Grant

**WHEREAS**, the Municipality of Hardwick is applying for funding as provided for in the FY25 Budget Act and may receive an award of funds under said provisions; and

**WHEREAS**, the Department of Housing and Community Development may offer a Grant Agreement to this Municipality for said funding; and

**WHEREAS**, the municipality is maintaining its efforts to provide local funds for municipal and regional planning purposes or that the municipality has voted at an annual or special meeting to provide local funds for municipal and regional planning purposes,

#### Now, **THEREFORE, BE IT RESOLVED**

1. That the Legislative Body of this Municipality enters into and agrees to the requirements and obligations of this grant program including a commitment to match funds.
2. That the Municipal Planning Commission recommends applying for said Grant;

\_\_\_\_\_  
Dave Gross  
(Name of Planning Commission Chair)

\_\_\_\_\_  
(Signature)

3. That David Upson, Hardwick Town Manager, who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or is a Select Board Member, the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal/Authorizing Official (M/AO) for the Grant Electronic Application and Reporting System (GEARS), and to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

3b. (Alternate Authorizing Official for redundancy)

That Casey Rowell, Hardwick Business Manager, who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or a Select Board Member, is the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal/ Authorizing Official (M/AO) for the Grant Electronic Application and Reporting System (GEARS), and to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

Town Manager's Office  
Town Clerk's Office  
Town Highway Department

David Upson, Jr.  
Tonia Chase  
Tom Fadden

(802) 472-6120  
(802) 472-5971  
(802) 472-6029

That Kristen Leahy, Zoning and Floodplain Administrator, is hereby designated as the Grant Administrator, the person with the overall Administrative responsibility for the Municipal Planning Grant program activities related to the application, and any subsequent Grant Agreement provisions.


Passed this 6<sup>th</sup> day of February, 2025.

LEGISLATIVE BODY\*

(name)

(signature)

Eric Remick  
Cecilidh Galloway-Kane  
DANNY HALE  
Tim Ricciardello  
Shari Cornish  
   
 

  
Cecilidh Galloway-Kane  
DANNY HALE  
Tim Ricciardello  
Shari Cornish  
   
 

INSTRUCTIONS FOR RESOLUTION FORM

- A. The Legislative Body of the Municipality must adopt this resolution or one that will have the same effect. This Form may be filled in or the adopted Resolution may be issued on municipal letterhead, filling in the name of the municipality, the Legislative Body (e.g. Selectboard), and the name and title of the Municipal/ Authorizing Official(s) (M/AOs); and the Grant Administrator.
- B. Following formal adoption, a majority of the legislative body must sign the Resolution. The Chair of the Planning Commission must also sign upon endorsement by vote of the Planning Commission.
- C. This form must be either uploaded to the online application or grant, or emailed to: [Jennifer.lavoie@vermont.gov](mailto:Jennifer.lavoie@vermont.gov)
- D. If mailed, an electronic copy of the submitted Resolution document will be uploaded by DHCD staff and available online.
- E. Please note that the designated Municipal/Authorizing Official(s) and Grant Administrator must also register for an account in the online grants management system, if they have not done so already, before the application can be considered complete.

**Attachment D:**

**Municipal Resolution for Downtown Transportation Fund**

**WHEREAS**, the Municipality of \_\_\_\_\_ is applying for funding as provided for in the State of Vermont FY 2025 Budget Act and may receive an award of funds under said provisions; and

**WHEREAS**, the Department of Housing and Community Development may offer a Grant Agreement to this Municipality for said funding; and

**WHEREAS**, the municipality has agreed to provide local funds for a downtown transportation grant.

**Now, THEREFORE, BE IT RESOLVED**

1. That the Legislative Body of this Municipality enters into and agrees to the requirements and obligations of this grant program including a commitment to match funds of 20% of total project cost;
2. That the Municipal Planning Commission recommends applying for said Grant;

\_\_\_\_\_  
*(Name of Planning Commission Chair)*

\_\_\_\_\_  
*(Signature)*

Passed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**LEGISLATIVE BODY\***

<i>(name)</i>	<i>(signature)</i>

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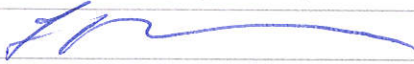



1. That the Legislative Body of this Municipality enters into and agrees to the requirements and obligations of this grant program including a commitment to match funds of 20% of total project cost;
2. That the Municipal Planning Commission recommends applying for said Grant;

\_\_\_\_\_  
(Name of Planning Commission Chair)

\_\_\_\_\_  
(Signature)

Passed this 6<sup>th</sup> day of February, 2025.

**LEGISLATIVE BODY\***

(name)	(signature)
Eric Remick	
Ceilidh Galloway-Kane	
Shari Cornish	
Tim Ricciardello	
Danny Hale	

## **INSTRUCTIONS FOR RESOLUTION FORM**

- A. The Legislative Body of the Municipality must adopt this resolution or one that will have the same effect. This Form may be filled in or the adopted Resolution may be typed on municipal letterhead, filling in the name of the municipality and the Legislative Body (e.g., Board of Selectmen).
- B. Following formal adoption, the Resolution must be signed by a majority of the legislative body. The Chair of the Planning Commission must also sign upon endorsement by vote of the Planning Commission.
- C. This form must be included in the grant application e-mailed to [accd.cpr@vermont.gov](mailto:accd.cpr@vermont.gov).





## **Proposal to the Hardwick Select Board Regarding A Proposed Partners for Places Grant**

The Center for an Agricultural Economy (CAE) proposes to pursue a Partners for Places grant for the benefit of the Granite Street Historic District, including CAE's property Atkins Field.

Partners for Places is a program managed by The Founders Network, a nonprofit based in Florida, and supported by The JPB Foundation, The Kendeda Fund, The Kresge Foundation, and the Pisces Foundation. Partners for Places "enhances local capacity to build equitable and sustainable communities in the United States and Canada." The grant requires a partnership between (1) local government (You!), (2) a frontline community partner (CAE!), and (3) a place-based funder (CAE's funders, including the Block Foundation and the Hoehl Foundation). This grant would dovetail with the Municipal Planning Grant Hardwick town officials are proposing, by covering some or all of the costs associated with Benefit Cost Analyses (BCA), cost estimates, and engineering plans for the different flood resilience plan alternatives for the Granite Street District that will be identified through the Municipal Planning Grant. The Benefit Cost Analyses, cost estimates, and engineering plans are required prerequisites for obtaining funds to implement flood resilience plans. Kristen Leahy has indicated that an initial estimate for this scope of work is \$50,000. CAE would cover these costs through this grant program, as a community partner and land owner in the Granite Street District.

CAE would be the recipient of this grant. The town would not be a recipient or subrecipient. The town would benefit from this grant project by CAE paying consultant fees associated with the BCAs, cost estimates, and engineering for the Granite Street District flood resilience plans. Additional funds would be included in the grant project to begin implementing whatever alternative the community decides to pursue once the Municipal Planning Grant has resulted in providing us all with various flood plan alternatives. Implementation funds would be spent on land owned by CAE at Atkins Field, but within the context of the neighborhood as a whole, benefiting those residents and the town by reducing flood impacts on residents' and town land.

The town would not be responsible for any Partners for Places grant administrative duties; all grant administration would be CAE's responsibility. The town would need to coordinate with CAE on communicating the results of the Municipal Planning process, engaging the community in determining which alternative we collectively pursue, and ensuring that any implementation that CAE enacts at Atkins is working in concert with any other implementation in the Granite Street District.



**Center** for an  
**Agricultural  
Economy**

POST OFFICE BOX 422, HARDWICK, VERMONT 05843 | 802-472-5362 | CAEVT.ORG

**WHAT:** Partners for Places Grant through The Funders Network, to plan and implement an equitable climate action project: flood resiliency projects in the Granite Street District including Atkins Field. Learn more at [www.fundersnetwork.org/partners-for-places/](http://www.fundersnetwork.org/partners-for-places/)

**WHEN:** Grant deadline is February 28, 2025. Grant awards will be announced at the end of May. Funds would be available over two years from mid June 2025 through May 2027.

**HOW MUCH:** The maximum award is \$150,000 over two years, June 2025 through May 2027. CAE will be applying for between \$80,000 and \$150,000, depending on how much matching funds we are able to secure. The grant requires a 50% match from a place-based philanthropic organization.

**WHAT THE TOWN GETS:** Financial assistance to cover prerequisite consulting fees in order to implement flood resilience plans, and implementation of those plans at Atkins Field to benefit the whole Granite Street District and all those downstream from Cooper Brook.

**WHAT CAE IS ASKING FROM THE TOWN:** A letter of support for this proposal to include in the application; a signature on the application; collaboration in the planning and implementation process. The town would not be responsible for any grant administration, except for communicating with CAE's Grants Manager about results from the town's planning process.

**WOULD THE TOWN BE A GRANTEE OR SUBGRANTEE?** No. Only CAE would be a grantee.

**DEFINITIONS:** This grant has a

# Town of Hardwick FY 2025 Budget Update Through 12-31-2024

## Revenues:

Overall, revenues from the General Fund are on track to meet the budget.

The tax revenue shows over 100% because we have not paid the school their portion yet. The budget amount is what the Town expects to receive after paying the schools and the actual amount that you see below is a "billed" amount.

If we assume that the Town has collected 50% of our *expected* tax revenues (50% of \$3,456,808), the overall percentage would be 61.75%. We are ahead of schedule primarily due to the flood expense reimbursement of \$233,000 we received for the 2023 repairs.

We would expect revenues to be at about 50% at this point in the fiscal year. Grant revenue is over budget due to the bylaw modernization grant and an election supplies grant that the Town Clerk obtained. Other revenue is over due to a miscellaneous revenue item where Hardwick Area Community Coalition (HACC) dissolved and returned a few years of appropriations to the Town (\$11,000). Interest revenue is also more than expected since the rate for our deposit accounts has been very favorable. We have already received all four quarters of our highway aid for the fiscal year.

<b>Town of Hardwick Revenue Summary</b>			
<b>Department</b>	<b>Budget</b>	<b>Actual</b>	<b>% Collected</b>
Tax Revenues	\$3,456,808	\$6,613,440	191.32%
Office Revenues [Licenses, Recordings, etc.]	\$45,350	\$22,517	49.65%
Highway Revenues	\$181,823	\$190,483	104.76%
Police Revenues [Tickets, Grants, etc.]	\$37,850	\$18,131	47.90%
Grant Revenue - Other	\$400	\$11,189	2797.32%
Other Revenue [Misc, Interest, W/S Transfers]	\$342,753	\$539,257	157.33%
	<b>\$4,064,984.00</b>	<b>\$7,395,016.64</b>	<b>181.92%</b>

**Expenses:**

Total expenses are at 62.03% when we would typically expect them to be at about 50%. Most departments are right where expected, around 50% or a little above. There is nothing to be overly concerned about at this time. We have \$436,986 in flood expenses. Appropriations are paid out as entities request the funds, so this is based on how many have requested the funds to date. *If we estimate we will get 90% of our flood expenses back, we are at about 52%.*

At this point, we are on track to meet our expense budget (excluding flood expenses).

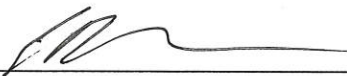
<b>Town of Hardwick Expense Summary</b>				
<b>Department</b>	<b>Budget</b>	<b>Actual</b>	<b>\$ (Remaining) or Over Budget</b>	<b>% Used</b>
Office [Clerk/Manager/Supplies, Etc.]	\$633,616	\$321,102	(\$312,514)	50.68%
Other Payroll [Stipend employees, etc.]	\$92,997	\$36,312	(\$56,685)	39.05%
Buildings	\$71,224	\$29,748	(\$41,476)	41.77%
Police Department	\$893,902	\$428,430	(\$465,472)	47.93%
Fire Department	\$61,091	\$23,768	(\$37,323)	38.91%
Highway Department	\$1,083,906	\$615,177	(\$468,729)	56.76%
Flood Expenses - 2023	\$0	\$43,850	\$43,850	100.00%
Flood Expenses - 2024	\$0	\$393,136	\$393,136	100.00%
Rescue Squad	\$90,220	\$0	(\$90,220)	0.00%
Appropriations	\$46,900	\$26,200	(\$20,700)	55.86%
County/Gravel Pit Taxes	\$34,200	\$5,306	(\$28,894)	15.51%
Line Items	\$1,024,205	\$585,325	(\$438,880)	57.15%
Recreation	\$21,565	\$6,833	(\$14,732)	31.68%
Trails	\$11,158	\$6,267	(\$4,891)	56.17%
	<b>\$4,064,984.00</b>	<b>\$2,521,454.98</b>	<b>-\$1,543,529.02</b>	<b>62.03%</b>
<i>Without Flood</i>	<b>\$4,064,984.00</b>	<b>\$2,084,468.58</b>	<b>-\$1,587,379.39</b>	<b>51.28%</b>
<i>Factoring in our portion of flood</i>	<b>\$4,064,984.00</b>	<b>\$2,128,167.98</b>	<b>-\$1,453,309.02</b>	<b>52.35%</b>

**Certification of Compliance  
for  
Town Road and Bridge Standards  
and  
Network Inventory**

We, the Legislative Body of the Municipality of Hardwick certify that we have reviewed, understand and comply with the Town Road and Bridge Standards / Public Works Specifications and Standards passed and adopted by the Selectboard / City Council / Village Board of Trustees on July 18, 2019.

We further certify that our adopted standards do do not meet or exceed the minimum requirements included in the June 5, 2019 State-approved template.

We further certify that we do do not have an up-to-date highway network inventory which identifies location, size, deficiencies/condition of roads, bridges, causeways, culverts and highway-related retaining walls on class 1, 2, and 3 town highways, and estimated cost of repair.

  
\_\_\_\_\_

Date: Feb 6 2025

  
\_\_\_\_\_

  
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\_\_\_\_\_

(Duly Authorized Administrator)

For a summary of your community's road and bridge information please visit: [tinyurl.com/rdsinfo](http://tinyurl.com/rdsinfo)