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### Summary of Municipal Planning Grant Program (MPG)

The Municipal Planning Grant is a competitive state grant program from the Agency of Commerce & Community Development (ACCD) that funds municipal planning projects. Projects can be funded for up to \$30,000, with a 10% local match. Applications are due November 1<sup>st</sup>, 2023. NRPC is available to assist with writing the MPG application.

### Proposed Project

The Town has identified that there is a need to build a new Town Office due to structural issues and mold in the current building. The proposed MPG project, if funded, would enable the Town to complete feasibility work needed to determine next steps on replacing the Town Office. The project will identify current and future needs, potential locations for the Town office, and initial conceptual plan for the Town Office. The following scope of work and budget is estimated from previous similar projects, exact costs may vary.

Task	Hours	Cost
Task 1. Develop a scope of work, advertise RFP, & select consultant.	20	Town Staff
Task 2: Review current and future needs and locations	50	\$5,000
Task 3: Consultant develops conceptual plans	100	\$10,000
Task 4: Public Outreach Meeting	5	\$500
Task 5: Final Conceptual Design	50	\$5,000
		<b>\$20,500</b>

### RPC Agent Option

Rural towns have the option of designating their RPC as the agent for an MPG project. If NRPC is designated as agent, the project would be contracted with NRPC without a bid process and NRPC can use its pre-qualified consultants to hire subcontractors for the project. If the RPC is not selected as the agent, the Town must follow state procurement standards. NRPC will provide assistance writing the MPG application regardless of the Town's decision on RPC agent.

### Next Steps

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If the Town is interested in moving forward with an MPG application, the next step will be to finalize the scope of work and request a quote from a consultant. Additionally, the Planning Commission will need to recommend and the Selectboard approve applying for the grant via the attached Municipal Resolution form.