

State of Vermont  
Operations Division  
District 5  
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Agency of Transportation

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February 3, 2015

Dear Town Official,

Applications are now being accepted for the Town Highway Structures and Town Highway Class II Roadway Grant Programs. Please reference the current VTrans Handbook for Local Officials referred to as the "Orange Book". The Orange Book is located online at [http://www.aot.state.vt.us/ops/documents/AOT-OPS\\_OrangeBook.pdf](http://www.aot.state.vt.us/ops/documents/AOT-OPS_OrangeBook.pdf). **Please do not use the forms in the Orange Book as they are only there for exemplary purposes.**

We expect level funding of both grant programs this year. The maximum State portion is \$175,000 in each grant program.

The mileage rates (subject to approval of the legislative T-bill) for your Annual Town Financial Plan are:

**Class 1 = 11213.228894 per mile   Class 2 = 4112.450583 per mile   Class 3 = 1521.367985 per mile**

A paper copy of your completed grant applications is due on my desk by end of day on March 20, 2015. Earlier submittals would be appreciated to allow field review if necessary. Equitable distribution of funds over time is a priority for all grant funds distribution.

District 5 will recommend and submit complete Grant Program Applications to Montpelier beginning Monday April 13, 2015. The following is a check list of materials to be included with your grant application. Items marked \*\*\* are mandatory: **Items marked (1) must be submitted even if not applying for a grant.**

- Signed paper copy of the TH Grant Program Application for each grant applied for \*\*\*
- Complete and signed TA 60 Annual Town Financial Plan \*\*\* **(1)**
- Certification of Compliance for Town Road and Bridge Standards and network inventory (new)\*\*\***(1)**
- Detailed Scope of Work of the project \*\*\*
- Detailed Cost Estimate \*\*\*
- Written Plans
- Accurate Site Location Map
- Copy of Critical Bridge Reports if applicable
- Copy of current Hydraulic Study for new structures \*\*\*
- Descriptive photographs
- Other supporting data

The preparation of the grant process is different this year. Instead of District 5 filling out the grant forms and sending them to the Municipality for signature, that work will be done by our Contract Administration Section. They will fill out the form and send it to the Municipal clerk for signature and a copy of your certificate of insurance. As in the past we will let you know if you will get a grant so you can alert your municipal offices that the grant form will be coming to them.

If you have any questions, please contact me at [dick.hosking@state.vt.us](mailto:dick.hosking@state.vt.us) , (802) 654-1722.

Sincerely,

*Richard Hosking*

Richard Hosking  
District 5 District Project Manager

