



VERMONT

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September 16, 2015

Dean Bloch  
Town of Charlotte  
P.O. Box 119  
Charlotte, VT 05445

**RE: Scoping Study for Charlotte Town Link Trail Connections Study**

Dear Dean Bloch:

Congratulations on your project's successful application for funding to the 2015 VTrans Bicycle & Pedestrian Program. Your project was approved for partial funding of \$50,000 (total including 10% local share) to perform a scoping study. Your project was selected from among thirty-five applications statewide with funding requests totaling \$12 million in federal funds.

In accordance with the requirements of the program your award is capped at the amount of the award, so it will be important for the Town to monitor the project budget closely. Funding will be available once a grant agreement with the Agency of Transportation (VTrans) is executed. Therefore, reimbursable work cannot begin until the grant agreement is executed. We expect that you will move the project forward expeditiously and have outlined some of those expectations on the attached Project Commitment Form. Please review the form, sign it and return it to me as soon as possible. Once the form is received, we will begin working on your grant agreement.

As you know, this is a reimbursement program and not a direct grant. The Town will be responsible for 10% of the total project costs. If there will be any donated or in-kind services or materials proposed as part of the local match, a proposal must be presented to the VTrans Project Manager for approval in advance. The offering of this award should not be construed as approval of all work, methods, terms or other specifics proposed in your application. Your award will be governed by the terms of the Grant Agreement with VTrans, including all applicable VTrans, State, and Federal program requirements.

In the coming weeks, an Agency project manager and project supervisor will be assigned to your project and an initial project meeting will be scheduled. At this meeting you will discuss the project development process, typical project schedule and next steps.

If you should have any questions do not hesitate to contact me at 828-0059. We look forward to working with you and your community towards successful implementation of your project.

Sincerely,

Jon Kaplan, P.E.  
Bicycle and Pedestrian Program Manager  
Local Transportation Section, Municipal Assistance Bureau

cc: Chittenden Co. RPC  
Amy Bell, VTrans Planning Coordinator  
Project File

