

From: [Dente, Wendy](#)
To: [Bristol Town Administrator](#)
Cc: [Robertson, Scott](#); [Gouin, Ross](#)
Subject: SFY 2024 TAP / MHSMP Grant Application
Date: Friday, March 29, 2024 6:43:09 AM
Attachments: [image002.png](#)
[FY 24 Town of Bristol Bike Ped.pdf](#)
[PCF Construction.pdf](#)

Dear Valerie,

Congratulations regarding the SFY 2024 TAP/MHSMP grant awards for your project which has been awarded the specified grant amount. Attached is the award letter and Project Commitment Form (PCF) referenced in the letter. Please return this to me at your earliest convenience. A Municipal Assistance Section Project Supervisor will be contacting you soon to discuss next steps for this new grant funding.

Thank you,

Wendy

Wendy Dente, Administrative Services Coordinator I
Vermont Agency of Transportation
Highway Division | Project Delivery Bureau
219 North Main Street | Barre, VT 05641
802-498-5448 cell
Wendy.dente@vermont.gov
<http://vttrans.vermont.gov>



**State of Vermont
Highway Division
Municipal Assistance Section**

Barre City Place
219 North Main St.
Barre, VT 05641
vtrans.vermont.gov

[phone] 802-828-2667
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Agency of Transportation

03/25/2024

Town of Bristol
ATTN: Valerie Capels
PO Box 249
Bristol, VT 05443

RE: SFY 2024 Transportation Alternatives Program (TAP) and Municipal Highway and Stormwater Mitigation Program (MHSMP) Grant Application

Dear Valerie,

Thank you for your recent application for funding to the SFY 2024 Transportation Alternatives (TAP) and Municipal Highway and Stormwater Mitigation Program Grant (MHSMP) combined grant opportunity. The grant selection committee voted to award your project **\$240,000** in federal funds, which will require **\$60,000** in matching funds.

In accordance with the requirements of the program, your award is capped, and the amount indicated above will be considered the maximum limiting amount (MLA) of federal funds available to the project, so it will be important that the project budget be monitored closely. Project details will be articulated in a grant agreement with the Agency of Transportation (VTrans). We expect that the project will be advanced expeditiously and have outlined some of those expectations on the attached Project Commitments Form (PCF). Please review the form, sign it, and return it as soon as possible, but within one month of receipt. Conversely, please notify us as soon as possible if you are not interested in moving forward. Once the form is received, we will begin working on your Grant Agreement. Reimbursable work cannot begin until after the Grant Agreement is fully executed.

After receipt of the attached PCF, a VTrans staff member from the Municipal Assistance Section – Local Projects Section will be assigned to your project and an initial project meeting will be scheduled. At this meeting, there will be discussion regarding the project development process, typical project schedule and next steps.

As you know, this is a reimbursement program and not a direct grant. The offering of this conditional 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.

If you have any questions, do not hesitate to contact Scott Robertson, TAP Coordinator at 802-793-2395 or Ross Gouin, MHSMP Coordinator at 802-595-2381. We look forward to working with you and your community towards the successful implementation of your project.

Sincerely,

A rectangular box containing a handwritten signature in black ink that reads "Scott Robertson".

Scott Robertson, PE – TAP Coordinator
VTrans - Municipal Assistance Section

A handwritten signature in black ink that reads "Ross Gouin".

Ross Gouin, MHSMP Coordinator
VTrans - Municipal Assistance Section

Cc: RPC
VTrans – DTA
VTrans – Policy, Planning & Research
Project File

**Vermont Agency of Transportation
Municipal Assistance Bureau
Grant Recipient
Project Commitments Form (PCF)**

Grant Recipient (*Grantee*): Town of Bristol

Project Name: Airport Drive Sidewalk

Project Unique Entity Identifier (UEI) available at [SAM.gov](https://sam.gov). JMANQ31L8DU6

Note: The UEI is a new requirement that replaces the previous DUNS number requirement.

Name of full-time Municipal employee in *Responsible Charge* of this project regardless of any additional contracted management services: Valerie Capels, Town Administrator

By signing at the bottom of this document, the *Grantee* agrees to the following:

1. We acknowledge that we are responsible for providing the local share of the project funding and commit to doing so.
2. We are ready to move forward with this project and will sign the grant agreement within one month of receiving it from the State of Vermont Agency of Transportation (VTrans).
3. Within 2 months of receiving a fully executed grant agreement from VTrans, we will begin the procurement process for contracted services (i.e. project management and/or engineering.) If both of these services will be procured, the RFP/RFQ for design services must be advertised within one month of the selection of the Municipal Project Manager (MPM).
4. The *Grantee* shall obtain a detailed proposed schedule from the design consultant, which indicates the time duration for key steps which advance the project to contract plans and bid documents within 1 month of the design contract being executed. Municipal Assistance Bureau staff members will review and verify that adequate timeframes are included for VTrans reviews and required project milestones. We agree to work with VTrans to develop a mutually-agreeable initial baseline project schedule, against which project progress will be evaluated.
5. We will submit reports at least quarterly that detail project progress, as compared to the baseline schedule. We will notify the VTrans project supervisor of any proposed changes to the baseline schedule in a timely manner. These will be discussed and reviewed. Impacts to key milestones resulting from an approved schedule change will be identified and discussed.
6. Project invoices requesting reimbursement for eligible expenses will be submitted at least quarterly, but may be submitted monthly.
7. We understand that a copy of this PCF will be appended to the grant agreement.

Valerie Capels, Town Administrator



04/03/2024

Authorized municipal official (Name and Signature)

Date