

**State of Vermont**  
**Highway Division**  
**Municipal Assistance Bureau**  
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**Agency of Transportation**

March 22, 2019

Mr. Jonathan DeLaBruere  
5421 VT Rte. 100  
Duxbury, VT 05676

**RE: Grant application for a scoping study for Camels Hump Road improvements**

Dear Mr. DeLaBruere,

Thank you for your recent application on behalf of the Town of Duxbury for funding through the SFY 2019 Transportation Alternatives Program (TAP). The TAP selection committee met on February 15, 2019 and voted to award your project **\$92,000** in federal funds, which will require **\$23,000** in matching funds to complete a scoping study for this improvement. A scoping study is defined as an engineering investigative study and report up to the "Preferred Alternative" phase of project development.

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 Bureau – 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 should have any questions do not hesitate to contact me directly at 802-793-2395. We look forward to working with you and your community towards a successful implementation of your project.

Sincerely,

A handwritten signature in dark ink, appearing to read 'S. Robertson', with a long horizontal flourish extending to the right.

Scott Robertson, PE - TAP Coordinator  
VTrans - Municipal Assistance Bureau

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