



**Project Details**

The following questions and your relevant details/answers provide a self-analysis of your proposed trail project, its need and its compatibility with the existing trails system. These questions provide a necessary planning function for any well-planned project and will prioritize VAST funding in accordance with the ranking criteria of our adopted Trail Policy (03/16).

**Where?**

Location of Project on current VAST Map *(Included with this application)*

Yes  No

Detailed written description of project location:

**Why?**

Describe why such work is needed:

**Who?**

**A. Landowner Permissions Obtained** *(attach a copy of LOP forms).*

Yes  No *If NO, please provide explanation:*

**B. Will the club hire a contractor?**

Yes  No

<input type="checkbox"/> Excavator	<input type="checkbox"/> Dozer	<input type="checkbox"/> Truck	<input type="checkbox"/> Other
No. of Hrs:	No. of Hrs:	No. of Hrs:	No. of Hrs:
Rate/Hr.:	Rate/Hr.:	Rate/Hr.:	Rate/Hr.:

Total Hrs: \_\_\_\_\_ *(Estimate)* Total \$: \_\_\_\_\_ *(Estimate)*

**C. Club participation:** Volunteer time, equipment or other

**What?**

**Materials required:** *Please check all that apply*

Culverts  I-beams  Steel Diaphragms  Blocks  Hardware

Lumber  Seed  Gates  Poles

**Culverts**

Total No: \_\_\_\_\_ Total \$: \_\_\_\_\_

Size(s): \_\_\_\_\_

**I-beams**

Total No: \_\_\_\_\_ Total \$: \_\_\_\_\_

Size(s): \_\_\_\_\_

**Lumber**

PT  Hemlock  Other

Total \$: \_\_\_\_\_

Lumber Size(s): \_\_\_\_\_

Other

Multiple horizontal lines for text entry.

Total Trail Distance Involved

Horizontal line for text entry.

Total Bridge Distance

Horizontal line for text entry.

Estimated Project Cost

Table with 2 columns: Item, Cost. Rows for Equipment, Materials, and Total.

Permits Required

Form with checkboxes for Stream Bank Alteration, Wetland, Zoning, Act 250, and a statement 'No permits are required for this project:'.

Note: It is the club's responsibility to obtain all necessary Federal, State or local permits connected with this construction project. The VAST Trails Administrator can help you determine your needs as necessary.

The outlined trail construction/maintenance project has been reviewed and has been found to be in compliance with the VAST Guide for The Development of Snowmobile Trails.

County Trails Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Submit this application, a map showing the exact location of this proposed trail project, copies of necessary permits (if any) and the signed landowner(s) permission form(s).

Applications must be at the VAST office by June 30th! Funding will not be approved without the above!!

For Office Use Only

This project has been reviewed and has been found to be in compliance with the VAST Guide for The Development of Snowmobile Trails.

VAST/SSTP Project Number: \_\_\_\_\_ County: \_\_\_\_\_

Project Estimated Cost: \_\_\_\_\_ Funding Alloted: \$ \_\_\_\_\_

Approved by VAST Trails Administrator: \_\_\_\_\_ Date: \_\_\_\_\_



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# Construction Grant-In-Aid Policies and Procedures

This agreement is made between the Vermont Association of Snow Travelers, Inc. hereinafter called VAST, and

\_\_\_\_\_  
 (Club Name)

hereinafter called the Project Applicant, for the purpose of providing assistance for the development and maintenance of the snowmobile trails detailed in this application.

VAST agrees to reimburse the Project Applicant 100% of the **approved** snowmobile trail project costs or the actual cost, whichever is the lesser of the two, for materials, and leased/rented or contracted equipment necessary to complete the project. Reimbursement will be made upon the completion of the project, final inspection/approval by the County Trails Coordinator and receipt of documentation of actual costs incurred. Donated equipment, materials or services will not be reimbursed.

VAST reserves the right to consider reimbursement or funding from any and all other sources in determining a net figure as the 100% reimbursement amount. Any and all reimbursement or funding available or anticipated, from any source, to offset the cost of the project shall be disclosed to VAST prior to any determination of the project cost. VAST reserves the right to reevaluate its determination of the project cost in the event that funds become available to offset the cost following its initial determination.

All documentation that supports the total cost of the project must be submitted. The Trails Request for Reimbursement form shall be approved by the County Trails Coordinator before the final project paperwork is submitted to the VAST Office.

By signing the Trails Agreement below the Project Applicant acknowledges that:

- A representative from the applying club has attended the most recent VAST Spring Construction Seminar or has reviewed the approved course curriculum, understands it, and will adhere to the information contained within the curriculum while performing this trail project.
- Landowner permission to complete the trail project has been obtained.
- All necessary local, State and Federal permits have been obtained to complete the trail project.
- The trail project meets acceptable standards as outlined in the *VAST Guideline for the Development of Snowmobile Trails*, latest edition.
- All trails are signed according to the *VAST Guideline for Snowmobile Trail Signing and Placement*, latest edition.
- None of the requests for reimbursement are fraudulent in any way and that all expenses being reimbursed have been paid by the Project Applicant.
- The trail will be open for use by VAST members for the upcoming snowmobile season.

Trail projects must be completed and all necessary paperwork must be submitted by December 15<sup>th</sup> of the application year. All projects not completed by December 15<sup>th</sup> of each year may be carried over. Extensions should be requested in writing to the VAST Trails Administrator prior to December 15<sup>th</sup>.

By: \_\_\_\_\_  
 (Project Director) (Date) (Printed Name)

By: \_\_\_\_\_  
 (VAST Trails Administrator) (Date) (Printed Name)



The following are the Vermont Association of Snow Travelers, Inc. policies and procedures developed by the VAST Trails Committee, which includes the County Trail Coordinators from each county. These policies and procedures have been reviewed and adopted by the VAST Board of Directors. These policies and procedures along with any revisions are current as of January, 2016. In order for Grant-in-Aid Application to be considered clubs/contractors must be compliant with all VAST policies and by-laws (latest edition).

## **A. Trail and Bridge Development**

In order to qualify for VAST grant-in-aid, trail construction and maintenance projects must be constructed according to the standards set forth in this document:

### **1. VAST Guide for the Development of Snowmobile Trails (Latest edition)**

### **2. Construction Grant-In-Aid Policies and Procedures**

#### **A. Applications and Project Approval**

- In order to qualify for a grant a designated representative from each club who applies for Construction Grant in Aid funding must attend the most recent VAST Spring Construction Seminar, or review the approved course curriculum online and acknowledge that they have reviewed, and understand all information contained within the curriculum by completing the exercise. By signing the Trails Agreement Form the designated representative from the applying club acknowledges that they and the applying club will be responsible for completing the project according to the VAST Guide for The Development of Snowmobile Trails and will adhere to the information outlined in the course curriculum. Upon request, the course curriculum materials can be sent directly to clubs not able to participate online. Clubs who participate using this format must acknowledge through the designated agent that they have reviewed, and understand all information contained within the curriculum via signed agreement.
- Prior to starting work on a project for which a Grant-in-Aid request will be made, a Construction Grant-in-Aid Project Application must be submitted to the VAST Trails Administrator for approval. The County Trails Coordinator and VAST Trails Administrator shall review and approve all Construction Grant-in-Aid Applications. Work on the project should not begin until written approval has been granted by the VAST Trails Administrator.
- In order to avoid the appearance of impropriety, or a conflict of interest, County Trail Coordinators shall not sign off on Grant-in-Aid Applications or corresponding paperwork for the club to which they belong. Paperwork shall be signed by the County Director or an authorized agent as outlined in the corresponding counties by-laws, or as approved by the VAST Trails Administrator upon written notice from the County Trail Coordinator.
- Projects submitted as part of a Grant-in-Aid Application may be inspected at the discretion of the Trails Administrator.
- Completed applications shall be submitted for the next fiscal year and must be received in the VAST office by June 30<sup>th</sup> each year.

- The VAST Trails Administrator shall rank each project request in order according to the VAST Trails priority list that appears in this policy (See section B. Priority Ranking of Corridor Trail Projects).
- Projects shall be approved in priority order up to the amount budgeted for the fiscal year.
- Work on projects may be started upon receipt of notification that the project has been approved for construction, however funding may not be available until after October 1<sup>st</sup>.
- Projects that are denied may be re-submitted the next fiscal year.
- All projects not completed by December 15th of each year may be carried over. Extensions should be requested in writing to the VAST Trails Administrator prior to December 15th.

#### **B. Priority Ranking of Corridor Trail Projects**

Projects shall comply with the VAST Strategic Plan or be part of the existing SSTS and be shown on the current VAST Trails Map. Projects shall be approved based on priorities. Within each priority, projects on heavily used trails will be approved first in the following order:

##### **a. Maintenance**

1. Bridges in need of repair or replacement for the upcoming season.
2. Projects that bring trails up to VAST safety-related standards (as outlined in the VAST Guide for the Development of Snowmobile Trails (Latest edition)) by removing obstructions alongside of trail, in tread, widening curve radii, increasing sight distance at critical locations, etc. or by correcting underlying causes of dangerous conditions like erosion, ice boils; all as called for in standards for the existing trail class. This work would not upgrade a trail to a higher class.
3. Installation of gates and culverts
4. Projects on secondary trails using the same priorities as used for corridor trails.

##### **b. Trail Construction**

1. Trail relocation due to land closure, landowner request or onto a permanent easement or unplowed public highway or projects that remove trails from a plowed highway, river or other body of water.
2. Project upgrades trail to a higher class as approved by the Club, County, and the VAST Trails Committee:



# Construction Grant-In-Aid Policies and Procedures

- Trail upgrades proven to be necessary to maintain overall trails continuity when other options are not possible will be considered.
  - Trail upgrades, which are not necessary to maintain trail continuity or trail upgrades that create a parallel corridor trail, will most often not be approved.
3. Construction of new trails as proven necessary and approved by the county and VAST Trails Committee. The following criteria shall be used when determining the practicality of the project.
- Permanence of Trail (*location of Federal, State, private, easement*)
  - Level and cost of construction
  - Current grooming situation
  - Equipment used to maintain the trail
  - The cost associated with adding miles to current grooming contract as well as projected usual and unusual maintenance costs that may be necessary going forward.
  - Length of season and area where trail will be located  
(higher elevations vs. lowlands and valleys)
  - Volume of traffic on adjacent trails and new trail
  - Major trail connections (E-W, N-S corridors)
  - Connection to services
- a. No new trail construction shall be implemented that will exceed the historic level of 4,700 miles of VAST funded corridor trails unless specifically approved by the Board of Directors and budgeted for any fiscal year.

4. Projects on secondary trails using the same priorities as used for corridor trails.

## Bridge Policy

All bridge construction projects will require the standard construction documents including but not limited to Stream Alterations Permit approval, Army Corp of Engineers Permit/approval, Local Zoning Permit/approval as well as a signed Landowner Bridge Agreement (when necessary). This Agreement will be supplied by VAST and must be signed by the landowner, local Club President, County Trails Coordinator, and VAST Trails Administrator before any construction begins. Clubs will be responsible for obtaining the necessary permits and approvals and providing them to the VAST Trails Administrator before any construction begins.

## Landowner Bridge Agreement

This agreement shall include a provision that in the event the designated VAST trail leading to the snowmobile bridge is either discontinued or relocated off the landowner's property then the landowner agrees to one of the following:

- Allow the local club, VAST, or their representatives to enter & remove the bridge from their property, and repair the property in a good and husband like fashion.
- Purchase the bridge from VAST at its fair market value as determined by VAST or its duly authorized agent at the time of sale.
- Become sole owner of the bridge (if the original cost for construction of the bridge was less than \$2,500) and save the local snowmobile club, VAST and any of their agents or servants harmless from any liability arising out of the construction, use, or ownership thereof.

This policy will be reviewed and implemented on a case-by-case basis according to the VAST Trails Administrator, County Trails Coordinator and Club Trail Master.

## c. Reimbursement

The County Trails Coordinator or the VAST Trails Administrator must inspect all projects prior to the Grant-in-Aid payment being authorized. The signature of either on the Trails Request for Reimbursement must demonstrate this inspection. Approved projects shall be reimbursed based on the following criteria:

- Upon proof of payment, purchased material for trail projects such as culverts, fill, I-beams, bridge planking, etc. as well as leased/rented or contracted equipment, shall be reimbursed at 100% of the amount approved by the VAST Trails Administrator. Copies of detailed and itemized invoices must be submitted by the project coordinator and provided with the Trails Request for Reimbursement. *Donated equipment, materials or services will not be reimbursed.*
  - *VAST reserves the right to consider reimbursement of funding from any and all other sources in determining a net figure as the 100% reimbursement amount.*
  - Upon proof of payment labor associated with contracted equipment may be reimbursed at the discretion of the County Trails Coordinator and VAST Trails Administrator. All other incurred labor cost will be at the club's expense unless previously approved by the VAST Trails Administrator.
  - If the total cost of a project exceeds the amount approved by the VAST Trails Administrator the overage will be the responsibility of the applying club. The overage, or a portion of the overage may be paid at the discretion of the VAST Trails Administrator.
  - *Any and all reimbursement of funding available or anticipated, from any source, to offset the cost of the project shall be disclosed to VAST prior to any determination of the project cost. VAST reserves the right to reevaluate its determination of the project cost in the event that funds become available to offset the cost following its initial determination.*
- \* Policies in red italic are subject to Trails Committee and Board approval.*