

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 (04/02).

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 \$: _____

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

Equipment \$
Materials \$
Total \$

Permits Required

Please check all that apply
[] Stream Bank Alteration [] Wetland [] Zoning [] Act 250
[] 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.

Field Inspection

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 statement 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 Program Trails Agreement

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

hereinafter called the Project Applicant, for the purpose of providing assistance for the development and maintenance of 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 lesser of the two, for materials, 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 documentation of actual costs incurred.

The Project Director acknowledges receipt of process paperwork as follows:

- Completed Construction Application
- All invoices (or copies)
- Project Summary Reimbursement Form

All project paperwork must be returned along with the documentation that supports the total cost of the project. The project summary reimbursement form shall be approved by the County Trails Coordinator before the final project paperwork is submitted to the VAST Office.

The Project Applicant agrees that the trail project has received landowner permission, will be open for use by VAST members and that the trail project meets acceptable trail standards as outlined in the *VAST Guideline for the Development of Snowmobile Trails*, latest edition and signed according to the *VAST Guideline for the Snowmobile Trail Signing and Placement*, latest edition.

Trail projects must be completed by December 15th of the application year unless the applicant has requested a written extension to the VAST Trails Administrator.

In witness thereof, the parties have signed this agreement on this _____ day _____ of 20_____

Witness: _____

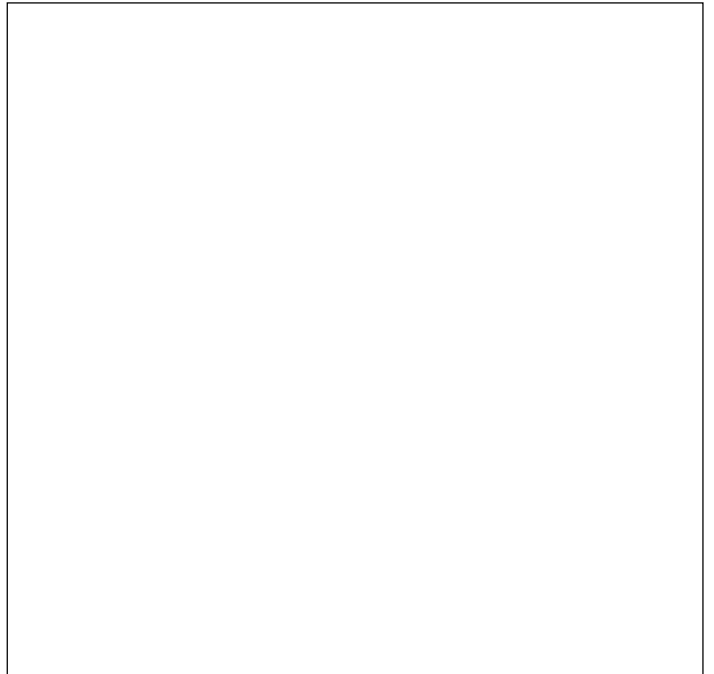
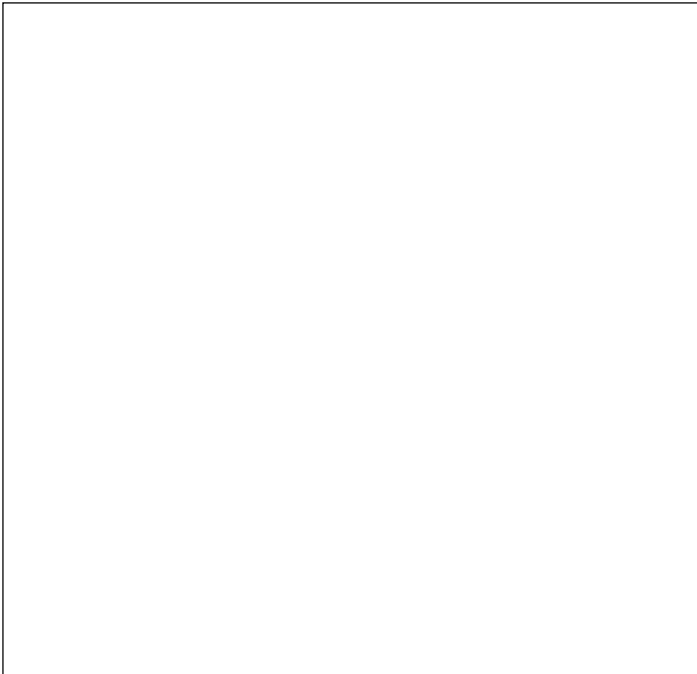
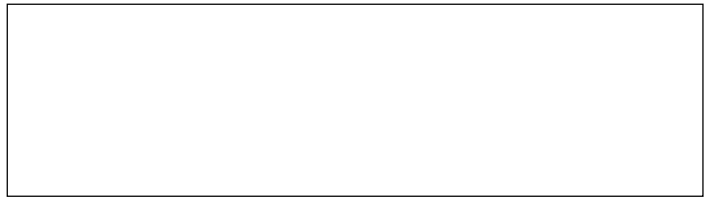
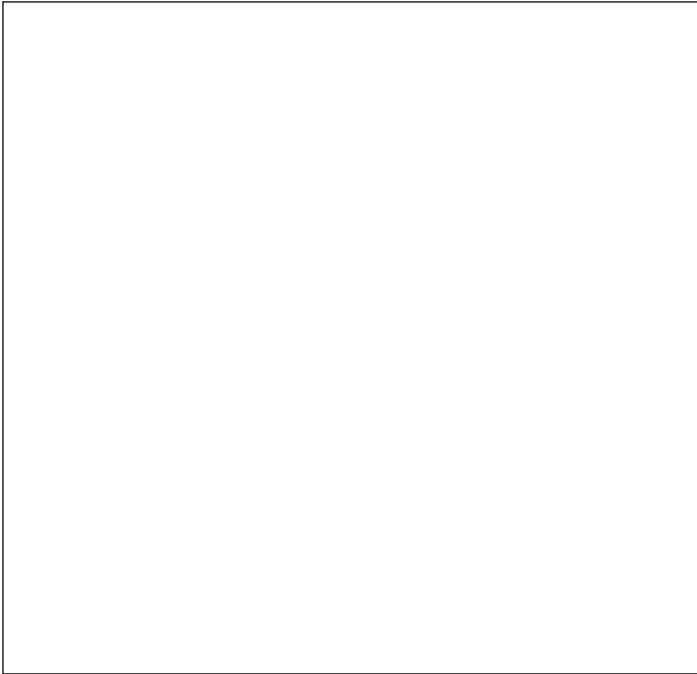
By: _____
 (Project Director)

 (Club President or Cty Trails Coordinator)

Date: _____
 (VAST Trails Administrator)

By: _____
 (VAST Trails Administrator)

Photo Page





The following are the Vermont Association of Snow Travelers, Inc. policies and procedures developed by the VAST Trails Committee, which includes county trails coordinators from each county. These policies and procedures have been reviewed and adopted by the VAST Board of Directors and are incorporated in the master document "VAST Policy Manual." These policies and procedures along with any revisions are current as of May, 2008.

VAST Policy Manual – Section 4 – Trails Program Trail and Bridge Development

In order to qualify for VAST grant-in-aid, trails and bridges must be constructed according to the standards set forth in the **VAST Guide for Development of Snowmobile Trails - latest edition**

Construction Grant-In-Aid Policies and Procedures

a. Applications and Project Approval

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/Coordinator for approval. The County Trails Coordinator or VAST Trails Administrator shall approve all construction grant-in-aid applications, and all new trails construction must meet county and VAST strategic plan requirements.

- Applications for the next fiscal year must be received in the VAST office by **June 30th** each year.
- The VAST Trails Administrator/Coordinator shall rank each project request in order according to the VAST Trails priority list that appears in this policy (Section 6-2b).
- Projects shall be approved in priority order up to the amount budgeted for the next fiscal year. All clubs, with approved projects, shall be notified no later than July 15.
- Work on projects may be started upon receipt of notification that the project has been approved for construction. Funding will not be available until the first of the next fiscal year.
- Projects not funded will be held until the following June and will be re-prioritized along with projects submitted at that time.

All projects not completed by December 15 of each year shall be cancelled. If a project cannot be completed by December 15, extensions may be requested in writing from the VAST Trails Administrator/Coordinator.

- All time extension requests must be received in the VAST office, in writing, no later than December 10.

b. Priority Ranking of Corridor Trail Projects (Revised 3/04)

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 by removing obstructions along side of trail, in tread, widening curve radii. Increasing sight distance at critical locations, etc. or by correcting underlying causes of dangerous conditions like 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. *Correct resource damage like erosion.*
4. *Installation of Gates and Culverts*
5. *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.*
 2. *Projects that remove trails from a plowed highway, river or other body of water.*
 3. *Project upgrades trail to a higher class as approved by County and State Trails Committees:*
 - *Trail upgrades proven to be necessary to maintain overall trails continuity and 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.*
 4. *Construction of new trails as proven necessary and approved by 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 or and Easement) (20 points)*
 - *Level and Cost of Construction (20 points)*
 - *Current Grooming Situation (20 total points)*
 - *Equipment used to maintain the trail (10 points)*
 - *The cost associated with adding miles to current contract (10 points)*
 - *Length of season and area where trail will be located (higher elevations vs. lowlands and valleys (15 points)*
 - *Volume of traffic on adjacent trails and new trail (10 points)*
 - *Major trail connections (E-W, N-S corridors) (10 points)*
 - *Connection to services (5 points)*
- 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. Once the Board of Directors determines the specific percentage or cost implemented in determining the feasibility of the projects.*



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5. 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 and 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.

Landowner Bridge Agreement

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

- Allow the local club, VAST, or their representatives to remove the bridge from their property and restore the property back to an acceptable level as agreed upon by the club and the landowner.
- Or agrees to purchase the bridge from VAST at a cost equal to the original installation cost minus ten percent each year for depreciation and capped at ten years. If the original purchase price of the bridge is less than \$2,500.00 the landowner agrees to take the liability of the bridge or allows VAST to remove the bridge at Club's/VAST expense.

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 Coordinator/Administrator prior to grant-in-aid payment being authorized must inspect all projects. The signature of either on the payment authorization request must demonstrate this inspection. Approved projects shall be reimbursed based on the following criteria:

- 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 invoice amount or the approved amount by the VAST Trails Administrator/Coordinator. Copies of invoices must be signed and dated by the project coordinator and provided with payment request. Incurred labor cost, if any, will be at the club's expense.