

**Vermont Agency of Transportation
Policy, Planning and Research Bureau
Better Connections Program
Grant Recipient
Project Commitment Form (PCF)**

Grant recipient (Grantee): _____

Project Name: _____

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 have submitted a resolution that confirms our local match commitment.
2. We are ready to move forward with this project and will sign and submit the grant agreement by March 31, 2018.
3. We will begin the procurement process for contracted services (i.e. Project Management) by June 8, 2018.
4. The grantee shall obtain a detailed proposed schedule from the project consultant, which indicates the time duration for key steps which advance the project within 1 month of the consultant contract being executed. The Better Connections Program Managers will review and verify that adequate timeframes are included for VTrans and ACCD reviews and required project milestones. We agree to work with VTrans and ACCD to develop a mutually-agreeable initial baseline project schedule, against which project progress will be evaluated.
5. We will submit quarterly reports that detail project progress, as compared to the baseline schedule. We will notify the Better Connections Program Managers 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 quarterly.
7. We understand that a copy of this PCF will be appended to the grant agreement.

Authorized municipal official/Local Project Manager (Name and Signature)

Date