

# LETTER OF INTENT

[This form must be completed and submitted prior to the start of project construction.]

**SEND OR FAX TO:** Office of Civil Rights & Labor Compliance  
 Vermont Agency of Transportation  
 One National Life Drive  
 Montpelier, Vermont, 05633-5001  
 Email: Sonya.Boisvert@state.vt.us  
 Phone: (802) 828-5858  
 Fax: (802) 828-1047

**VTRANS CONSTRUCTION PROJECT NAME/NUMBER:** \_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_

**NUMBER OF TRAINING HOURS ASSIGNED TO THIS PROJECT (Item 634.10):** \_\_\_\_\_

In accordance with the Training Special Provisions of the above contract, we submit the following list of *anticipated training classifications* and the *projected start dates*:

	CLASSIFICATION (As listed in OJT Manual: BCT, EOT, TCT, etc.)	NUMBER OF TRAINEES IN CLASSIFICATION	PROJECTED START DATE OF TRAINEE(S)
1.			
2.			
3.			
4.			

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

FOR VTRANS USE ONLY

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Civil Rights Program Manager  
 (Copies to Resident Engineer, File)