

PROJECT APPLICATION FORM
FY2020 Unified Planning Work Program

Applications should be no more than 4 pages (excluding any maps and letter of support from your governing body to document the availability of the local match and commitment of staff time). **A Project Application Form must be submitted for each project request. If you are submitting more than one request, please indicate projects in order of priority. There are separate forms to request transportation counts and infrastructure inventories – please submit one form per request. Deadline for receipt of completed submissions is Friday, January 18, 2019. Please email completed forms in Word format to mdistel@ccrpcvt.org.** All forms are available on the CCRPC website: <http://www.ccrpcvt.org/about-us/commission/annual-work-plan-budget-finances/>.

1. GENERAL INFORMATION

Submitted by (Name, Title): Jessica Draper, Richmond Town Planner
Municipality/Agency/Organization: Town of Richmond
Telephone: 802-434-2430
Email: jdraper@richmondvt.gov

2. PROJECT INFORMATION

a. Project Title: Stormwater Project Conceptual Design Re-Work

b. Project Location (name of roadway, intersection, geographic area, etc.): Camels Hump Middle School/ School Street

c. Project Description (100 words max): The goal of this project would be to create, and re-work existing, conceptual designs for stormwater master plan projects near and on the Camels Hump Middle School property. One of the identified projects in the i-89 corridor is not planned for construction in the near future, so other nearby stormwater projects need to be adjusted to account for this. See attached email from Amy Macrellis of Stone Environmental.

d. Budget, Scope of Work & Project Schedule:

Please describe the tasks and anticipated schedule to complete the project. If you are able to estimate the budget for each task, please include that information. CCRPC staff are available to assist you.

Task (add rows if needed)	Month/Year	Task Budget (if known)
Concept Design Updates	May 2020	\$2813
Meetings and Coordination	May 2020	\$1710

Will you accept a partial award? (Yes/No)	Yes
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Is Request for CCRPC Staff Assistance Only? (Yes/No)	No
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For Transportation and Transportation Water Quality Project Requests:

Total Project Cost (100%)	\$4523
Local Match Required (20% of Total Cost)	\$904.60

NOTE: Requested amount is expected to be spent by June 30, 2020. Be sure to account for any potential direct expenses in proposed budget. Please note if you are requesting CCRPC staff assistance only. Contact us so we can help determine the appropriate hours/cost and potential match requirement.

e. Expected Deliverables:

- Technical Memo and Updated Conceptual Designs

f. Other Project Participants: Stone Environmental, CCRPC, Friends of the Winooski River, Camels Hump Middle School/Richmond Elementary School

g. Project Match Requirement:

Please refer to the **FY20 UPWP PROGRAM SUMMARY** for a description of match requirements and check below which applies to your proposal. If matching funds are required, municipalities should attach a letter of support from your governing body to document the availability of the local match and commitment of staff time. Non-municipal partners should provide a letter from their Board or other governing body demonstrating knowledge and support of project request, ability and intent to provide matching funds, etc.

- **Transportation, Land Use and Stormwater Planning**

✓ Transportation projects – 20% non-federal cash match required.

- Non-transportation projects – Projects will be charged a rate of \$50 per hour. For plan and bylaw development projects, contact CCRPC staff to develop a scope and budget. We encourage municipalities to also seek [Municipal Planning Grants](#).
- The CCRPC may waive the local match requirement for projects deemed to be regionally significant.

- **Major or Minor Technical Assistance**

- Transportation projects – no local match required.
- Non-transportation projects – there is no fee for projects requiring less than 12 hours of CCRPC staff time. Projects over 12 hours will be charged a rate of \$50 per hour.

- **Major Data Collection/Asset Management**

- 20% non-federal cash match required.

- **Non-Municipal Partner Program Assistance**

- 20% match required.

h. Public Meeting Requirement:

All municipal applications, including match amounts, must be presented to and approved by the governing body at a warned public meeting by the end of March 2019. For non-municipal partners, a public meeting is not required but applications should be approved by a Board or similar governing body. If available, please provide documentation by the January 18 deadline. Not applicable for “Minor Technical Assistance” projects identified in the FY20 UPWP PROGRAM SUMMARY packet. Regional project requests will be addressed as part of the CCRPC’s public process.

- See attached preliminary approval from selectboard in excerpt from 12/3/18 meeting minutes

3. BENEFITS TO REGIONAL AND LOCAL PLANNING (please keep your responses brief)

a. Identify at least one of the CCRPC’s top 10 actions or 8 ECOS strategies that this project will primarily address (http://www.ecosproject.com/wp/wp-content/uploads/2017/09/2018-ECOS-Plan-Summary_20180807_FINAL.pdf).

- Improve the safety, water quality, and habitat of our rivers, streams, wetlands and lakes in each watershed
- Assist the State and municipalities in implementation of the Lake Champlain Total Maximum Daily Load and other water quality improvement efforts through participation in the Tactical Basin Plans, Municipal Road General Permit assistance, Regional Stormwater Education Partnership/Rethink Runoff, etc.

b. Demonstrate where this project is identified in a local plan, or how it addresses an existing, documented need. Or, is this a newly identified project for which there is a sense of urgency? Please describe.

This project is identified in the 2018 Richmond Stormwater Master Plan. The identified problem areas near Camels Hump Middle School are considered urgent due to severe erosion behind the school buildings. The Richmond Stormwater Master Plan is also identified as a priority in the 2018 Richmond Town Plan.

c. For transportation and land use projects, how will the project benefit the following:

- The safe, efficient operation of the transportation system?
 - Reduce erosion on and near school street and school parking
- Regional and/or local economic development?
- Multimodal travel options, connections, and/or reduce travel delays for people and goods?
- Increase the livability of local communities?

- Reduce erosion that threatens the structural integrity of the school property which if not addressed could result in the school leaving town
- Complement other local/regional activities or initiatives?
 - This complements the work of the Friends of the Winooski River, the tactical basin planning efforts, and the Lake Champlain TMDL, as well as supporting our municipal roads work.

d. For other planning projects, please describe how the project benefits the local community.

e. Consider the public engagement needs of your project:

(see the CCRPC's 2014 Public Participation Plan for resources: <http://www.ccrpcvt.org/our-work/our-plans/public-participation-plan/>)

- Are there traditionally underserved populations in the project study area and will this project require more than routine public engagement to reach these populations?
 - No
- How will this project help to achieve greater equity? NA
- How are disparities for disadvantaged communities improved through this project? NA
- How will you evaluate the success of your public engagement efforts?
 - Public engagement was conducted during the stormwater master planning process. Public engagement will not be a priority until this project has complete designs and funding for implementation.

f. How does the project demonstrate a cost-effective solution to a potential or recognized problem?

This project demonstrates commitment from the Town of Richmond for implementing stormwater projects that were identified in the 2018 Richmond Stormwater Master Plan. This project builds on work that has already been commenced and paid for, rather than starting from scratch and spending more money to start over.

g. How will this project be implemented after planning is complete?

After this work is complete, it is the intent of the town, school, and Friends of the Winooski River to work on ERP Grant funding and other funding opportunities, to help fund completion of designs and implementation.