

TO: Richmond Selectboard

FROM: Ravi Venkataraman, Town Planner

DATE: December 4, 2020

SUBJECT: FY22 UPWP Projects and the Transportation Committee

CC: Richmond Transportation Committee

During the Transportation Committee's December 3, 2020 meeting, the committee decided that it wants to apply for the following projects for the FY22 Unified Planning Work Program (UPWP):

1. Southern portion of Bicycle/Pedestrian Master Plan - Work on the northern portion of the Bicycle/Pedestrian Master Plan is currently underway with support from the FY21 UPWP. The Transportation Committee would like to complete the project for the entire town by applying for funds to cover the southern portion of town. This project is the highest priority for the Transportation Committee. The total cost estimate is \$40,000, meaning that the town would have to provide an \$8,000 match (20 percent, as required for transportation projects in the UPWP)
2. Sidewalk scoping for Jericho Road, from the schools, under I-89 to Valley View Road - With planning for this segment expected to be complete by July 2021 via the current work of the Bicycle/Pedestrian Master Plan, the next step in the process is scoping to investigate constraints and costs. This idea was spurred by discussions the Transportation Committee had in September. I will have to follow up with CCRPC on the expected costs for this project. I was advised that with scoping projects, CCRPC can lump together up to four unrelated segments into a single scoping project. I'm not certain how many segments this section of road would be and my guess is that the section is at most two segments.
3. Streetscape Design Standards - This would be a follow-up to the Bridge Street Complete Streets Corridor Study currently underway, supported by the FY21 UPWP. This project would take the alternatives offered from the Bridge Street Corridor Study, develop streetscape design standards that would apply to the central Richmond area, and convert the standards into regulatory design standards that could be incorporated into zoning or public works regulations. Because of the nature of this project, I will have to check with CCRPC on whether this project would be considered a transportation project.

Additional information about the FY22 UPWP is enclosed, and can also be found on the [CCRPC website](#).

Committee representatives and I look forward to Monday's Selectboard meeting to discuss.

November 20, 2020

RE: CCRPC FY2022 Unified Planning Work Program – Request for Projects

Dear Colleague:

The Chittenden County Regional Planning Commission (CCRPC) is beginning the process of creating the FY2022 Unified Planning Work Program (UPWP), our annual work program that describes our activities and specifies the deliverables for the next year (July 1, 2021 - June 30, 2022). The current UPWP can be viewed at: <http://www.ccrpcvt.org/about-us/commission/annual-work-plan-budget-finances/>. The UPWP is the mechanism to implement the strategies for our region outlined in the ECOS Plan (www.ecosproject.com) and helps municipalities implement their local plans.

For FY22 we anticipate having about \$800,000 available for municipal and partner project requests. Attached you will find a detailed description of the application and selection process. All documents can be downloaded from the CCRPC website: <http://www.ccrpcvt.org/about-us/commission/annual-work-plan-budget-finances/>. **Deadline for receipt of completed submissions is Friday, January 22, 2021.** **Please email completed forms in Word format to Marshall Distel at mdistel@ccrpcvt.org.**

As in previous years, the UPWP Committee will oversee the UPWP development process and provide a recommended work plan to the CCRPC Board of Directors. The CCRPC receives local, state and federal funds from a variety of sources to be used in various planning programs, and the UPWP Committee will determine the allocation of these diverse funds to best meet the objectives of the ECOS Plan. The UPWP development process will include input from the public, stakeholders, interest groups, and our member communities. With increasing demand for limited public funds, we believe this process will allow the UPWP Committee to select and recommend projects to the CCRPC Board that will benefit the region as well as meet the needs of local communities.

Please contact us (mdistel@ccrpcvt.org, 802-861-0122) if you have any questions or would like staff assistance in developing your application. We look forward to receiving your submission and value our continued partnership in making Chittenden County such a special place to live, work and play.

Best regards,



Charlie Baker
Executive Director

PROGRAM SUMMARY

FY2022 Unified Planning Work Program

Introduction

The Unified Planning Work Program (UPWP) is the CCRPC's annual (July 1 through June 30) work program which summarizes the planning activities and deliverables funded by and through the CCRPC.

In order to be considered for assistance, municipalities and other eligible partners must submit requests for UPWP funding by following the application process outlined in this document. **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 conducted by CCRPC staff – please submit one form per request. Deadline for receipt of completed submissions is Friday, January 22, 2021. Please email completed forms in Word format to mdistel@ccrpcvt.org.** All forms are available on the CCRPC website: <https://www.ccrpcvt.org/about-us/commission/annual-work-plan-budget-finances/>.

Eligible Applicants

CCRPC member municipalities, agencies, and partner non-profit organizations (including, but not limited to, CATMA, GMT, CarShare Vermont, Local Motion, VEIC, United Way, Old Spokes Home, UVM, AARP VT) are eligible to apply for UPWP funds.

Relationship to ECOS Plan

Project requests will be screened for consistency with the ECOS Plan (www.ecosproject.com) as part of the evaluation process. The ECOS Plan serves as the Chittenden County Regional Plan, Metropolitan Transportation Plan, and Comprehensive Economic Development Strategy. The CCRPC has identified 10 action areas to focus on over the next five years. These actions will help inform and guide the development of CCRPC's annual Unified Planning Work Program, and are listed below:

1. Support and inform municipalities on setting the stage for smart, multi-modal development in our areas planned for growth, and protection of our rural planning area, through plan and bylaw assistance, participation in the Act 250 Next 50 Years Committee, brownfields assessments, etc.
2. Invest in our transportation system by maintaining our existing transportation system, addressing safety and localized congestion issues on our roadways and investing in Intelligent Transportation Systems to facilitate traffic flows on our arterials and minimize the need for major roadway expansion projects; and supporting our areas planned for growth by expanding bike and pedestrian infrastructure, improving transit services, investing in and supporting Transportation Demand Management partners and programs such as Green Mountain Transit, Chittenden Area Transportation Management Association, CarShare Vermont, Local Motion and NeighborRides.
3. Assist and inform municipalities with research and technical assistance to support housing development in our areas planned for growth, and continue participation in the Building Homes Together campaign.
4. Assist and inform municipalities on enhanced energy planning for the heating, electricity and transportation sectors including a shift away from gas/diesel vehicles to electric or other non-fossil fuel transportation options.
5. 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.

6. Assist municipalities and the state in emergency management planning through implementation of the All Hazards Mitigation Plan, Local Emergency Planning Committee coordination, Local Emergency Operation Plan assistance, regional dispatch support, etc.
7. Support local and regional efforts to improve population health by continuing coordination with partners such as the University of Vermont Medical Center, United Way of Northwest Vermont, Chittenden Prevention Network, Vermont Department of Health, and the Chittenden County Opioid Alliance.
8. Monitor the advancement of autonomous vehicles and work with the state, municipalities, and other partners on preparations for this technology to ensure the ECOS goals are met.
9. Continue annual coordination with our municipalities and partners to monitor and report on progress toward our shared goals through the ECOS Annual Report, ECOS Scorecard and annual performance reports to our municipalities and state funding agencies.
10. Monitor our shifting demographics and support workforce development by focusing on these top actions and continuing coordination with GBIC.

Relationship to Local Plans

Communities invest significant time and resources envisioning their future, and proposed projects should represent steps towards achieving that vision. Municipal applications should identify how and where projects are identified in local plans, capital improvement programs, or other local planning efforts.

Eligible Initiatives

The UPWP provides funding assistance for a range of project types, and inter-municipal initiatives are encouraged. The CCRPC receives funding from diverse sources including: the Vermont Agency of Commerce & Community Development (ACCD) to implement the ECOS Plan; the Vermont Agency of Transportation (VTrans) to implement the Metropolitan Transportation Plan; the Vermont Agency of Natural Resources for water quality planning; and the Vermont Division of Emergency Management & Homeland Security for emergency management planning. These are in addition to federal funds from the US Department of Transportation, Federal Highway Administration, and Federal Transit Administration. Many resources are grants to implement single purpose projects. To a limited degree there is some flexibility to use transportation funds and ACCD funds for emergent and innovative planning needs. The majority of funding available is for projects with a transportation nexus, but the CCRPC is interested in understanding the highest priority needs of municipalities and partners. CCRPC staff are available to discuss and refine your project ideas and offer application support.

• Transportation, Land Use, and Stormwater Planning

The CCRPC desires to receive applications for projects that lead to implementation under these categories:

- Chittenden County Better Connections Program: similar to the State's Better Connections Program (<http://vtrans.vermont.gov/planning/projects-programs/better-connections>), the CCRPC encourages municipalities to coordinate land use decisions with transportation investments that build community resilience, with a particular emphasis on projects that support the implementation of innovative transportation and land use concepts such as:
 - a) Corridor/area wide plans
 - b) Smart growth community plans
 - c) Smart growth bylaw development
- Project development/scoping that will lead to implementation (roadways, bridges, intersections, traffic signals, sidewalks, bike facilities). In addition to long-term alternatives, these projects could

- develop short- or medium-term transportation improvements that could be implemented with local funding or through grant programs.
- Multimodal transportation planning that leads to implementation.
 - Stormwater and Water Quality planning and project development/scoping consistent with the Municipal Roads General Permit (MRGP), tactical basin plans or other state/regional goals, plans and permits.
 - CCRPC staff time to provide project management services for state/federal grant awards (design/construction). For example, staff could serve as Local Project Manager (LPM) for a sidewalk construction grant award.
 - Other, including Health Impact Assessments as part of any of the previous categories.
- **Major Technical Assistance**
 - Build-out analysis
 - Transportation modeling
 - Signal timing plans and optimization
 - Data development
 - Demographics
 - Interactive web mapping (examples at <http://www.ccrpcvt.org/our-work/gis/>)
 - Other
 - **Minor Technical Assistance**
 - Speed studies
 - Level-of-Service (LOS) analysis
 - Stop warrant analysis
 - Transportation safety analysis
 - GIS/data/mapping assistance
 - Other
 - **Major Data Collection/Asset Management** – Any data collection request where consultant or contractor assistance is needed.
 - Stormwater management system inventory
 - Other
 - **Transportation Counts and Inventories (Conducted by CCRPC staff)**
 - Traffic counts
 - Pavement inventories
 - Road erosion inventories
 - Sign inventories
 - Culvert inventories
 - Other
 - **Non-Municipal Partner Program Assistance**
 - CCRPC staff will work with local and regional partners on various programs. Proposed budgets should reflect what can be spent in one year with contracts in place by July 1.

Examples of Previously Funded Projects

For examples of projects funded through previous UPWPs, visit <https://www.ccrpcvt.org/about-us/commission/annual-work-plan-budget-finances/> or contact CCRPC staff for details.

Ineligible Initiatives

UPWP initiatives/projects are conceptual in nature and funding is for planning assistance only. UPWP funds

are not available to cover the cost of municipal employees. The following are not eligible for UPWP funds:

- Right-of-way acquisition
- Detailed design, engineering and specifications
- Construction of transportation system facilities
- Capital-oriented implementation actions

Cost Estimates and CCRPC Funding Sources

UPWP Funding History: While funding pools have not been determined, CCRPC’s UPWP funds have been budgeted as follows in previous fiscal years:

Fiscal Year	Regional Projects	Municipal Projects	Partner Projects
FY2018	\$460,000	\$582,000	\$221,500
FY2019	\$381,000	\$635,000	\$273,300
FY2020	\$370,000	\$615,023	\$269,800
FY2021	\$320,000	\$757,250	\$318,000

For FY22 we anticipate having about \$800,000 available for municipal and partner project requests. Keep in mind that some of these funds may be committed to additional phases of current projects. Applications must include a total project cost estimate and the local cash match contribution (see the Match Requirement section for more details). CCRPC staff may follow up with applicants to discuss how the cost estimate was derived. Partial awards maybe considered. Budgets should reflect funding to be expended from July 1, 2021 to June 30, 2022.

Match Requirement and Budget Details

Please consult this section for match requirements based on project type. Please submit a letter of support from your governing body or organizational director to document the availability of the local match and commitment of staff time. Additional consideration will be given to submissions that commit local staff services or intend to provide an overmatch of local funds.

- **Transportation, Land Use, and Stormwater Planning**
 - Transportation and transportation-related land use/water quality projects – 20% non-federal cash match required.
 - Non-transportation projects (including plan and bylaws) – this is a fee-for-service program, cost TBD. We encourage municipalities to also seek [Municipal Planning Grants](#).
 - Local match requirement may be waived for municipal projects deemed 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 \$60 per hour.
- **Major Data Collection/Asset Management**
 - 20% non-federal cash match required
- **Transportation Counts and Inventories**
 - No local match required
- **Non-Municipal Partner Program Assistance**
 - 20% match required.

Please incorporate direct expenses when developing budgets for proposed projects and initiatives. CCRPC will not independently cover direct expenses that were not budgeted. Direct expenses include, but are not limited to: publishing fees for legal notices, food for meetings, translation services, childcare, printing, supplies, etc. Please note questions on the **PROJECT APPLICATION FORM** related to public engagement that will help determine any additional funds for outreach, education, public meetings, etc.

Community Need and Public Meeting Requirement

Projects should be identified in a municipal plan, strongly related to the ECOS Plan, or evidence provided that the issue to be addressed is new, innovative, or urgent. All applications, including match amounts, must be presented to and approved by the local governing body by the end of March 2021. The purpose of the meeting is to inform the community about the project request, to solicit public comments, and confirm the availability and commitment of local matching funds. For non-municipal partners, a public meeting is not required but applications should be approved by a Board or similar governing body.

Contracting and Project Management

Contracting for projects will commence after July 1, 2021. Projects may be implemented using CCRPC staff resources, private consultants, or a combination of both. Any consultants retained will be under direct contract with the CCRPC. CCRPC staff will be assigned to each project and will manage consultants in partnership with municipal staff. There may be some exceptions depending on individual circumstances. Monthly invoices and progress reports are expected for each project.

Project Selection

The UPWP project request process is competitive and involves a three-step selection process:

- Step 1:** Submissions will be screened to ensure they are complete and meet all program requirements as listed in this Program Summary.
- Step 2:** CCRPC staff will review the scope of work and proposed tasks for each project and the estimated budget. If the budget is not adequate for the desired scope of work, CCRPC staff will develop an appropriate budget for the project and will reach out to the project sponsor with two choices: 1) increase the local match in proportion to the revised study cost to complete the desired scope of work, or 2) reduce the desired scope of work to fit the original proposed budget. Once budgets and scopes have been confirmed for all projects, the submissions will be forwarded to the UPWP Committee for full evaluation.
- Step 3:** CCRPC staff and the UPWP Committee will then evaluate the submissions using the Evaluation Criteria in the following section. The Committee's evaluation results and funding options will be discussed at its March 2021 Committee meeting and will inform development of the draft FY22 UPWP, which the CCRPC Board will consider at their April 2021 meeting. Approval of the final FY22 UPWP is anticipated at the May 2021 CCRPC Board meeting.

The likelihood of a project receiving funds will not be known until submissions have been received and evaluated. The following proposed evaluation criteria are not presented in order of importance; however, an indication of their relative importance is noted for each criterion.

Evaluation Criteria

The UPWP Committee will use these criteria to evaluate each project. Please address these in the **PROJECT APPLICATION FORM**:

1. Does the project address the CCRPC’s top 10 actions or the eight ECOS strategies (http://www.ecosproject.com/wp/wp-content/uploads/2017/09/2018-ECOS-Plan-Summary_20180807_FINAL.pdf)? (mandatory)
2. 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 a sense of urgency? (mandatory)
3. Was a public meeting held (or will be held by the end of March 2021) to solicit input from residents and others regarding the project? (mandatory – include documentation)
4. Will the project have a positive impact on the transportation system and/or advance the strategic planning objectives of the community when implemented? (improves priority)
5. Is the proposal an inter-municipal initiative? (improves priority)
6. Is the submission supported locally through complementary activities? (improves priority)
7. Does the project address and improve equity for traditionally underserved populations? (improves priority)
8. What is the sponsors’ plan for implementation? Does the proposal indicate a path for success? (improves priority)
9. For past sponsors: Was the sponsor’s performance adequate and appropriate as determined by CCRPC staff? (improves priority)

Submissions that best meet the Evaluation Criteria will be considered first for funding. If there are more worthy submissions than available funding, the UPWP Committee will consider regional priorities, geographic balance and project type to aid in selecting projects.

UPWP Schedule

November 20	FY22 UPWP applications released
December/January	CCRPC staff available to meet with municipalities
January 20	CCRPC public forum for UPWP input
January 22	FY22 UPWP application deadline
January to March	UPWP Committee meetings
April 6	Draft UPWP presented to TAC
April 14	Draft UPWP presented to PAC
April 21	Draft UPWP presented to CCRPC Board / Public Hearing warned
May 19	CCRPC Board holds public hearing and votes on FY22 UPWP
July 1	FY22 UPWP takes effect

For more information contact Marshall Distel, mdistel@ccrpcvt.org, 802-861-0122