

TO: Richmond Selectboard

FROM: Ravi Venkataraman, Town Planner

DATE: July 2, 2020

SUBJECT: FY21 UPWP Grants

On June 12, 2020, Town Staff received word from Chittenden County Regional Planning Commission (CCRPC) that the Town had been approved funding for two projects under the FY21 Unified Planning Work Program. The Town was granted \$40,000 for both projects. The town is required to provide a 20 percent cash match for the grant funds.

Presently, CCRPC is in the process of selecting consultants for the project. CCRPC has provided Town Staff recommendations for consultants, and the Transportation Committee and staff are working on outlines to guide the consultants on the scopes of the projects. Once consultants are selected and the project scope for each project is finalized, CCRPC will set up contracts with the consultants.

When CCRPC receives invoices from each consultant—either per month, or per two months—CCRPC will bill the Town for the 20 percent match owed on each invoice.

In the budget, this item would fall under “Planning and Zoning Contract Services”. In the FY20 budget, this item has a \$4,000 budget. In the FY21 budget, this item has a \$10,000 budget.