
PROJECT APPLICATION FORM FY2027 Unified Planning Work Program

Applications should be **no longer than 6 pages** – this does not include any maps or letters of support for the project(s). Please provide documentation from your governing body/board to confirm that you have the local funding and staff availability to work on the proposed projects.

A Project Application Form must be submitted for each project. If you are submitting more than one application, please show the priority order of each project. There are separate forms to request transportation counts and infrastructure inventories. The deadline for submissions is Friday, January 23, 2026. Please email completed forms in Word format to mdistel@ccrpcvt.org. All forms can be found on the CCRPC website: <https://www.ccrpcvt.org/about-us/commission/annual-work-plan-budget-finances/>.

1. GENERAL INFORMATION

Submitted by (Name, Title): Keith Osborne
Municipality/Agency/Organization: Town of Richmond, Vt.
Telephone: 802 336-2289
Email: koborne@richmondvt.gov

2. PROJECT INFORMATION

Project Title: Jolina Court, Railroad Street, Bridge Street Intersection Traffic Study

Project Location: See attached map

Project Description and Expected Outcomes (250 words max):

What issue or problem is proposed to be addressed? Please state whether this is a multi-year effort and identify each phase, and for which phase this application is requesting funding.

The purpose of the request is to ascertain the Level of Service at the intersection of Bridge Street, Railroad Street and Jolina Court in the event of a full “build-out” of the parcels that rely on the intersection for transportation purposes. In short, the Town of Richmond is looking for assistance in a comprehensive traffic study of the intersection. A side note is there is a railroad crossing located at the northern end of the project.

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

- Identify at least one of the CCRPC’s top 10 actions or 8 ECOS strategies that this project will address (you can find them at http://www.ecosproject.com/wp/wp-content/uploads/2017/09/2018-ECOS-Plan-Summary_20180807_FINAL.pdf).
- ❖ ***# 2 of the top 10 Actions - 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, Local Motion and NeighborRides.

- ❖ ***#1 of the 8 Strategies - Improve and strengthen the economic systems of our region to increase opportunities for Vermont employers and employees.***
- ❖ ***#2 of the 8 Strategies - Strive for 80% of new development in areas planned for growth, which amounts to 15% of our land area.***
- Explain how the need for this project is documented or identified. Is it a part of a local plan, or is it a newly identified need? Please provide details.
 - ❖ ***This is not a newly identified need but a piece of the Complete Streets Study that identified the need for improvements at the intersection. The approach is to ascertain the impacts of a full build-out of the parcels that feed the intersection and potential plans to mitigate the most likely negative impacts.***
- Please describe the demographics of the project area, including historically excluded or underserved populations (e.g. age, race, income, ethnicity, language, etc.). Please be as specific to your community as possible. You can reference [CCRPC's Demographic Map Viewer](#) for census data on your community.
 - ❖ ***There are no known, historically excluded or underserved populations in the project area.***
- Please describe how this project will benefit your community and different populations. ***The project request is to understand what, if any, traffic improvements are needed to support a full buildout of properties that feed the intersection at Bridge Street. Concerning the two districts in the project area, Jolina Court District is predominantly multi-family residential zoning with some commercial and the Village Commercial (VC) District is predominantly commercial in nature with some existing residential uses. Expanded residential use is allowed only through the Planned Unit Development regulations in the VC District.***
- What potential unintended negative impacts could arise, which populations or neighborhoods might be most affected, and how will you minimize harm and ensure fair access to project benefits? ***The project aims to understand and minimize any potential negative impacts before they manifest themselves through development.***

4. PUBLIC PARTICIPATION

Please check CCRPC's 2014 (amended 2017) Public Participation Plan for resources:

https://www.ccrpcvt.org/wp-content/uploads/2016/01/CCRPC_2014_PPP_Amended_2017.pdf

Does this project require any public engagement?

YES:

NO: ☒

For transportation technical assistance requests and projects that do not involve public engagement, please skip the questions below. Examples of these projects include but are not limited to technical assistance requests (speed studies, road safety audits, signal timings, etc.); water quality projects with transportation nexus; and stormwater and other data gathering for municipal capital planning purposes.

For projects that involve public outreach and engagement, please ensure that your budget and timeline include sufficient funds and staff/consultant time to support a meaningful and inclusive process. Please consider the following questions as you develop your budget and timeline. These questions will be revisited when the scope of work is developed.

- Who are the key partners and populations that should be involved in this project?
- What outreach and engagement tools and methods should be considered to ensure that all affected groups, including historically excluded or underserved populations, are informed and have meaningful opportunities to participate?
- Does public outreach for your project need to include translation/interpretation, facilitation, outreach materials, stipends, childcare, etc.? Did you budget for these services?
- How will your public engagement process build upon or be informed by past community engagement?

5. PROJECT COSTS & MATCH REQUIREMENT

Please see the **FY27 UPWP PROGRAM SUMMARY** and the **Technical Assistance and GIS Pricing Policy** for a description of match requirements and check below to get an idea of which applies to your proposal. If matching funds are required, **municipalities** should attach a letter of support from their governing body to show that they have the required local match and staff availability.

Non-municipal transportation partners should include a letter from their Board or other governing body that shows their support and commitment to providing the matching funds.

- **Transportation-Related Projects (Federal Transportation Planning Funds)**
 - Transportation and transportation-related land use and water quality projects – 20% non-federal cash match required.
 - The CCRPC may waive the local match requirement for municipal projects deemed to be regionally significant.
 - Transportation Technical Assistance – no local match required.
 - Non-Municipal Transportation Partner – 20% non-federal cash match required.

For PL funded transportation projects requiring consultants or for non-municipal partners:

Total Project Cost Estimate (100%)	Undetermined
Local Match Required (20% of Total Cost)	Undetermined

Examples:

	Example 1	Example 2	Example 3
Total Project (100%)	\$25,000	\$50,000	\$75,000
Local Match (20%)	\$5,000	\$10,000	\$15,000

- **Land Use and Energy Implementation Assistance (ineligible for federal transportation funding)**
 - Non-transportation projects (including municipal plans and bylaws) – This is a fee-for-service program. 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 \$70 per hour. We encourage municipalities to also seek [Municipal Planning Grants](#).
 - Energy Implementation Assistance – this program provides CCRPC staff assistance to the municipality. Depending upon state grant requirements, this may have no local match requirement.

Is the project request for CCRPC staff assistance only? (Yes/No)	Yes
CCRPC staff hours requested:	TBD

For Non-Transportation Land Use Project Requests, please contact Taylor Newton (TNewton@ccrpcvt.org, (802) 846-4490 ext. 115 to discuss project and budget needs.

For Non-Transportation Water Quality Project Requests, please contact Dan Albrecht (dalbrecht@ccrpcvt.org, (802) 861-0133 to discuss project and budget needs.

6. GOVERNING BODY MEETING REQUIREMENT

All **municipal** applications (local or regional), including match amounts, must be presented to, and approved by the governing body at a warned public meeting by the end of March 2026. **Non-municipal transportation partners** are not required to have a public meeting, but their applications should be approved by their Board or similar governing body. If available, please provide documentation by the January 23, 2026, deadline. The governing body meeting requirement is not applicable for Transportation Technical Assistance projects.