



November 18, 2022

RE: CCRPC FY2024 Unified Planning Work Program – Request for Projects

Dear Colleague:

The Chittenden County Regional Planning Commission (CCRPC) is beginning the process of creating the FY2024 Unified Planning Work Program (UPWP), our annual work program that describes our activities and specifies the deliverables for the next year (July 1, 2023 - June 30, 2024). 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 FY24 we anticipate having about \$1 million or more 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 20, 2023. 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. Moreover, the CCRPC is currently engaged with a racial equity consultant and Equity Advisory Committee to build our capacity to address systemic racism and inequities in our culture, practices, and policies. This work will inform the UPWP process as we will be trying to understand potential benefits and burdens of proposed projects to historically excluded and underserved populations. With input from our equity consultant and Equity Advisory Committee, we will develop a process to screen proposed projects for potential equity impacts.

With increasing demand for limited public funds, we believe this process outlined above 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,

A handwritten signature in blue ink that reads "Charlie Z Baker".

Charlie Baker
Executive Director

PROGRAM SUMMARY

FY2024 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 20, 2023. Please email completed forms in Word format to Marshall Distel at 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. In 2018, the CCRPC identified 8 ECOS strategies and 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 here: (http://www.ecosproject.com/wp/wp-content/uploads/2017/09/2018-ECOS-Plan-Summary_20180807_FINAL.pdf)

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-Related Projects (PL Funding)**
 - 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/Water Quality planning and project scoping consistent with the Municipal Roads General Permit (MRGP), tactical basin plans or 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.
 - Transportation-related education or outreach to historically excluded and underrepresented populations
 - 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/>), Stormwater management system inventory.
 - Minor Technical Assistance: Speed studies, Level-of-Service (LOS) or Volume/Capacity analyses, Stop warrant analysis, Transportation safety analysis, GIS/data/mapping assistance.
- **Land Use and Energy Implementation Assistance (ineligible for PL funding)**
 - 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
 - Energy Implementation Assistance, including but not limited to:
 - a) Education and outreach conducted to increase awareness and understanding of local, regional, and state energy and climate plans
 - b) Energy-related transportation and land use sector implementation activities (e.g., climate resilience, public transportation, bike-ped projects, compact mixed-use development, electric vehicles, charging infrastructure and e-bikes)
 - c) Electricity sector implementation activities (e.g., electric efficiency and conservation measures, smart grid, appropriate siting of renewables-based generating facilities, electricity/power resilience)
 - Other, including Health and/or Equity Impact Assessments as part of any of the previous categories.
- **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:

Regional, Municipal and Partner UPWP Funding					
	FY2019	FY2020	FY2021	FY2022	FY2023
Regional	\$381,000	\$370,000	\$320,000	\$585,000	\$215,000
Municipal	\$635,000	\$615,023	\$757,250	\$594,000	\$1,151,613
Partner	\$273,300	\$269,800	\$318,000	\$329,900	\$442,898
Total	\$1,289,300	\$1,254,823	\$1,395,250	\$1,508,900	\$1,809,511

For FY24 we anticipate having about \$1 million 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, 2023, to June 30, 2024.

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 2023. 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, 2023. 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 proposed scope of work 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 evaluate submissions using the Evaluation Criteria in the following section. The Committee's evaluation results, and funding options will be discussed at its March 2023 Committee meeting and will inform development of the draft FY24 UPWP. Approval of the final FY24 UPWP is anticipated at the May 2023 CCRPC Board meeting.

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 how the project need is documented? Is the project identified in a local plan? Or, does this project address a newly identified need? (mandatory)
3. Was a public meeting held (or will be held by the end of March 2023) 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 or improve equity for historically excluded and 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 18	FY24 UPWP applications released
December/January	CCRPC staff available to meet with municipalities
January 18	CCRPC public forum for UPWP input
January 20	FY24 UPWP application deadline
January to March	UPWP Committee meetings
April 4	Draft UPWP presented to TAC
April 12	Draft UPWP presented to PAC
April 19	Draft UPWP presented to CCRPC Board / Public Hearing warned
May 17	CCRPC Board holds public hearing and votes on FY24 UPWP
July 1	FY24 UPWP takes effect

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