

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
TRANSPORTATION ADVISORY COMMITTEE - AGENDA

DATE: **Tuesday November 6, 2018, VOTE!**
TIME: **9:00 a.m.**
PLACE: **CCRPC Office, 110 West Canal St. Winooski**

DELIBERATIVE AGENDA:

1. Action on Consent agenda – 9:00 – 9:05
See attached memo on TIP amendments.
2. Minutes of October 2, 2018 – (Action Item) 9:05 - 9:10
See attached.
3. Public Comment Period (Information item) 9:10 - 9:15
Members of the public are invited to raise issues of interest or concern to the TAC on items not on the agenda.
4. Transportation Resiliency Planning Tool (Information Item) 9:15 – 9:35
Joe Segale of VTrans will describe this "...method to systematically identify road segments, bridges, and culverts that are vulnerable to flood and erosion damages and to pinpoint the most critical locations and mitigation options on the transportation network..."
5. VT 2A and VT 15 Signal Upgrade Project (Information Item) 9:35 – 10:00
Mike LaCroix of VTrans will report on this project to update signal equipment and communications infrastructure at 18 intersections along these corridors in Williston and Essex.
6. 2018 Transportation Survey (Information Item) 10:00 – 10:20
Staff will present selected findings from the most recent survey along with comparisons from previous surveys in 2006 and 2012. See attached memo for more information.
7. Chittenden County MRGP Tracking Tool (Information Item) 10:20 – 10:30
Staff will demonstrate the capabilities of this tool to help with Municipal Roads General Permit (MRGP) work.
8. FY2020 UPWP Application Changes ((Information Item) 10:30 – 10:40
Some modifications are being considered for next year's application for UPWP tasks. See attached memo for more information.
9. Status of Projects and Subcommittee Reports (Information Item) 10:40 – 10:45
See bulleted list on the reverse for current CCRPC projects. TAC members are encouraged to ask staff for more information on the status of any of these on-going or recently completed projects.
10. CCRPC October Board Meeting Report (Information Item) 10:45 – 10:50
The Board met on 10/17 hearing a presentation on the 2018 Transportation Survey and approving statewide transportation performance targets for the MPO area. The meeting began with a 45-minute presentation on Board responsibilities as an MPO.
11. Chairman's/Members' Items (Information Item) 10:50 – 10:55

Next Meeting: Tuesday, December 4, 2018

In accordance with provisions of the Americans with Disabilities Act (ADA) of 1990, the CCRPC will ensure public meeting sites are accessible to all people. Requests for free interpretive or translation services, assistive devices, or other requested accommodations, should be made to Emma Vaughn, CCRPC Title VI Coordinator, at 802-846-4490 ext. *21 or evaughn@ccrpcvt.org, no later than 3 business days prior to the meeting for which services are requested.

Project list:

- Title VI program participation and Public Participation Plan implementation
- Participation in the Vermont Highway Safety Alliance
- Participation in the State's Rail Council
- Coordination with United Way on the Neighbor Rides Program
- 2018 Regional Transportation Survey
- Advanced Traffic Monitoring System through FHWA AID grant – Pilot Corridor Implementation
- LPM services for Underhill sidewalk construction on VT 15 – Right of Way Plans and CE
- LPM services for Hinesburg – Village South Area Sidewalk on VT 116 – Conceptual Design
- VT 117 and Skunk Hollow Road Intersection Scoping Study, Jericho
- Allen Brook Watershed Culverts Assessment Study, Williston
- Countywide NHS Review and Update – *CCRPC Board Voted*
- Winooski Avenue Corridor Study (Burlington)
- Amtrak Train Overnight Storage Study (Greater Burlington Area)
- Coordination with GMT on ADA, NextGEN and Elders & Disabled advisory committees
- Railyard Enterprise Supplemental Scoping of Alternative 1B (Burlington)
- Winooski River Bridge Scoping Study (Burlington/Winooski)
- South Burlington Bike Ped Gaps scoping
- South Burlington Ped. Crossing and Bike Access
- Intervale Ave. Scoping (Burlington)
- Essex Junction Design 5 Corners/Village Transportation Plan update
- Essex Junction Parking Study
- Colchester Ave/Riverside Ave/Barrett St Intersection Scoping (Burlington)
- North Williston Road Scoping Study (Williston) - *Completed*
- So. Burlington VT116-Kimball-Tilley Land Use and Transportation Plan
- Williston Transportation Impact Fees
- Williston Shared Use and Multi-Modal Parking Requirements
- I-89 Exit 14 Bike/Pedestrian Crossing Study, Phase II (South Burlington)
- Overhaul of South Burlington's Traffic Overlay District
- Update to South Burlington's Transportation Impact Fee Ordinance
- Regional Transportation Energy Planning
- Transportation Hazard Mitigation Planning
- Municipal Road General Permit (MRGP) Work
- Grants-In-Aid Coordination with Municipalities.
- 2018/2019 Way to Go! to School
- Greenride Bikeshare
- City Center Parking & Movement Plan, South Burlington
- Chittenden County I-89 2015 Study

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CCRPC Transportation Advisory Committee

November 6, 2018

Agenda Item 1: Consent Item

FY2019 Municipal Highway and Stormwater Mitigation Program Awards

Issues

Add the following VTrans FY19 Municipal Highway and Stormwater Mitigation Program awards to the FY2019-2022 TIP:

Lindenwood Drive Closed Drainage System and Stormwater Treatment, South Burlington (Project OT046, Amendment FY19-05).

- ▶ Add \$19,973 in federal funds for design in FY19 and \$95,385 in federal funds for construction in FY20 for a series of 8 catch basins along Lindenwood Drive to capture street runoff and convey it to a stormwater treatment system consisting of a 2,000-gallon pretreatment tank and detention pond located southeast of the end of Lindenwood Drive. This project is funded with 30.4% federal funds, 49.6% state funds and 20% local funds.

Kennedy Drive Gravel Wetland Retrofit, South Burlington (Project OT047, Amendment FY19-06).

- ▶ Add \$14,208 in federal funds for design and \$3,168 in federal funds for right of way in FY19 and \$66,317 in federal funds for construction in FY20 for retrofit of a stormwater detention pond into a gravel wetland to provide additional phosphorus removal, and the expansion of the treatment practice footprint to the east to manage the full Channel Protection Volume (CPV) of the current contributing drainage area. This work will require the installation of retaining walls due to the expansion into existing slopes adjacent to the treatment practice. Pond 2 collects contributing runoff from approximately 3.53 acres, including 2.23 acres of impervious surface, 33% of which is roads. This project is funded with 26.4% federal funds, 53.6% state funds and 20% local funds.

Staff Recommendation: Recommend that the TAC approve the proposed TIP amendments.

For more information, contact: Christine Forde
cforde@ccrpcvt.org or 846-4490 ext. *13

1
2 CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
3 TRANSPORTATION ADVISORY COMMITTEE - MINUTES
4

5 DATE: Tuesday, August 7, 2018
6 TIME: 9:00 a.m.
7 PLACE: CCRPC Offices, 110 West Canal St. Winooski, VT
8

9
10 **Members Present**

11 Bruce Hoar, Williston
12 Brian Bigelow, Underhill
13 Jon Rauscher, Winooski
14 Justin Rabidoux, South Burlington
15 Amy Bell, VTrans
16 Bryan Osborne, Colchester, TAC Chair
17 Nicole Losch, Burlington
18 Bob Henneberger, AARP
19 Allegra Williams, Local Motion
20 Rachel Kennedy, GMT
21 Maryann Michaels, Rail
22 Dick Hosking, VTrans
23 Richard Watts, Hinesburg
24 Chris Jolly, FHWA
25

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10 **Staff Present**

11 Christine Forde, Senior Transportation Planner
12 Eleni Churchill, Transportation Project Manager
13 Sai Sarepalli, Transportation Planning Engineer
14 Bryan Davis, Senior Transportation Planner
15 Peter Keating, Senior Transportation Planner
16 Marshall Distel, Transportation Planner
17 Charlie Baker, Executive Director
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27 Bryan Osborne called the meeting to order at 9:00AM.
28

29 **1. Consent Agenda**

30 JUSTIN RABIDOUX MADE A MOTION, SECONDED BY BRIAN BIGELOW, TO APPROVE THE
31 TWO TIP AMENDMENT ITEMS DESCRIBED IN THE CONSENT AGENDA MEMOS. THE
32 MOTION PASSED UNANIMOUSLY.
33

34 **2. Approval of Minutes**

35 AMY BELL MADE A MOTION, SECONDED BY BOB HENNEBERGER, TO APPROVE THE
36 MINUTES OF THE AUGUST 7, 2018 TAC MEETING. THE MOTION CARRIED.
37

38 **3. Public Comments**

39 None.
40

41 **4. Transportation Performance Management (TPM)**

42 Peter pointed TAC members to the memo and a report in their meeting packet and explained that the
43 presentation will cover some of the same ground as well as points made in a previous presentation to the
44 TAC this past February. Peter began by giving some background on TPM: Its basis in federal law, the
45 national goal areas, and the rulemaking that set performance measures and target deadlines. He also noted
46 the general rule that MPO's, like the CCRPC, have 180 days following a VTrans established performance
47 target to either:

- 48 • Agree to the VTrans statewide target, or
- 49 • Establish their own target

50 Peter described the safety targets that VTrans established last August that the CCRPC agreed to this past
51 February. Peter then turned the presentation over to Eleni to describe more recent efforts at VTrans to
52 establish targets in other areas. Eleni began with infrastructure condition for pavement and bridges where
53 VTrans recently set targets for Interstate and non-Interstate NHS pavements in both good and poor
54 condition. VTrans also did the same for bridges on the NHS. For illustrative purposes Eleni showed

1 Chittenden County level data for these as well, to compare with the VTrans statewide data. For these
2 infrastructure condition targets, CCRPC has a deadline to act by October 27, 2018. Eleni then explained
3 VTrans target setting for system reliability and freight. Using charts of both statewide and Chittenden
4 County data, Eleni illustrated how VTrans determined their targets and why regional level data is not that
5 reliable. She concluded with a draft motion for the TAC to consider and explained the rationale for the
6 recommendation. She also noted two goal areas that Vermont does not need to develop targets for given
7 our small population and air quality status. The next steps, following TAC action, are Board discussion
8 and action on 10/17/18 and the submittal to VTrans and FHWA of the Performance Management report.
9 Some comments/discussion points included:

- 10 • Fatality rate data from VTrans and a recent uptick in fatality numbers
- 11 • The fatality rate target should be zero
- 12 • The TAC should consider a presentation of the Traffic Safety Alliance
- 13 • There should be a travel time for active transportation modes as well – consider a
14 recommendation to FHWA on this.
- 15 • Comments during rule making may have addressed the active transportation mode issue – Chris
16 Jolly will review those comments.

17 Following discussion, Richard Watts made the following motion, seconded by Bruce Hoar:
18 THE TAC ACCEPTS THE STATEWIDE TARGETS FOR NHS PAVEMENTS AND BRIDGE
19 CONDITION, NHS TIME TRAVEL RELIABILITY, AND INTERSTATE FREIGHT MOVEMENTS
20 AND RECOMMENDS THAT THE CCRPC BOARD AGREES TO THE STATEWIDE TARGETS
21 FOR ALL PERFORMANCE MEASURES UNDER THESE CATEGORIES. The motion passed
22 unanimously.

23 24 **5. Winooski River Bridge Scoping Update**

25 Peter began with background information on both this project as well as scoping in general. The subject
26 bridge was built in 1928 following the 1927 flood, has three spans and saw major repairs in 1961, 1975
27 and 1997. Its unique bracket supporting sidewalks restricts any outward expansion of the bridge width.
28 Before describing the five bridge alternatives developed in the scoping process, Peter identified the
29 Advisory Committee members and the outreach to the public as well as VTrans structures and resource
30 staffs. The alternatives are:

- 31 1. Superstructure **rehabilitation** with separate bike/ped bridge
- 32 2. Superstructure **replacement** with separate Bike/Ped bridge
- 33 3. Superstructure replacement with all modes on one bridge (widened piers **upstream**)
- 34 4. Superstructure replacement with all modes on one bridge (widened piers **downstream**)
- 35 5. Completely new two span, one pier bridge, includes all modes

36 Peter described the discussion at the Advisory Committee that modified the bike/ped facility for
37 Alternatives 4 and 5, to be 12-foot shared use paths on both sides. He next showed the two-page
38 evaluation matrix that compares each alternative under the dozens of criteria. Difficult to see but
39 illustrated the complex evaluation process and comparison analysis. Peter also described the accelerated
40 bridge program at VTrans and the use of a lateral slide technique to build the new bridge and minimize
41 the length of time needed total bridge closure. Following extensive discussion at the last Advisory
42 Committee, the following preferred alternative recommendation, and rationale, was agreed to: *The*
43 *Advisory Committee recommends both Alternatives 4 and 5 move forward as locally recommended*
44 *alternatives and that the bridge should be constructed using an accelerated bridge construction method.*

45 Decision factors:

- 46 1) The roadway configuration is identical for both Alternatives 4 and 5
- 47 2) Several unknowns at this point:
 - 48 • The condition of the existing substructure (piers and abutments)
 - 49 • Potential river access constraints from either side
 - 50 • The timeframe for construction.

51 Given the access restrictions to the site, the relatively high cost and the fact that the current substructure is
52 still in remarkably good condition, this project is likely to be well off into the future before we see it
53 under construction.

6. Bicycle Parking Bylaws

Bryan Davis presented “Model Bylaws for Short and Long-Term Bicycle Parking Facilities” He provided some photo evidence of when and where bike parking is needed noting some unusual methods owners go to to secure their bikes. Within Chittenden County, bike parking is addressed to varying degrees in current bylaws – or not at all. He noted that examples are usually tied to car parking requirements. Bryan stated that “The goal is to get well-designed and usable racks as the standard. Towns and developers pay dearly for vehicle parking and traffic impacts; the cost of a good bike rack is a fraction of those.” He recommended towns add definitions to their bylaws, describe the bike parking they want, and identify an appropriate amount to be provided, keeping the site context in mind. He then went through the language in several local bylaws – Burlington, Milton and South Burlington - to compare and contrast what each are doing. He added that Burlington has their own separate bike parking guidelines while other towns have a section as part of their land development regulations. He next illustrated with photos a number of good and bad examples and concluded with a list of resources:

- CCRPC staff
- Free *ABPB Essentials of Bike Parking*
- Free Dero Bike Parking Guide
- *APBP Bike Parking Guidelines* - RPC has on file and willing to loan.

Bob Henneberger remarked that as the population ages, bike parking that includes charging stations for e-bikes as well as room for trikes, will be needed.

7. Status of Projects and Subcommittee Reports

Bryan Osborne referred members to the project list on the reverse side of the meeting agenda.

8. CCRPC September Board Meeting Report

Peter reported the Board met on 9/19 hearing a presentation, and taking action, on the proposed National Highway System (NHS). They also received an update on transportation performance management and upcoming deadlines for target setting. The meeting began with a 45-minute presentation on Board responsibilities as an MPO.

9. Chairman’s/Members’ Items

Bryan Davis mentioned upcoming Local Road workshops on designing pedestrian facilities for accessibility.

The meeting adjourned at 10:40 a.m.

Respectfully submitted, Peter Keating



Transportation Advisory Committee (TAC)

November 6, 2018

Agenda Item 6: Information Item

Transportation Survey Results

Background:

Since 2000, the CCRPC has regularly assessed the public's attitudes on transportation. Previous public surveys were undertaken in 2000, 2006 and 2012. The surveys are collected from a random sampling of CC residents in order to achieve results that can be reliably extrapolated, within a margin of error, to the entire County population.

The latest survey, conducted this past April/May, largely replicated the previous versions to note any historical attitudinal shifts. The purpose of the survey is to objectively measure public opinion regarding performance of the region's transportation system and identify strategies to address existing and future deficiencies. Relative to performance, questions measure opinion on how well the transportation system serves the public's travel needs, affects issues of livability, promotes economic development and opportunity, and impacts the environment. Regarding possible improvement strategies, the survey garners opinion on a variety of alternatives such as highway capacity, public transportation, pedestrian and bicycle facilities, transportation demand management measures (TDM) and land use strategies. Broader questions related to transportation policy and financing are also part of the mix.

The primary objectives of the survey are to measure satisfaction with the county's transportation system among those who live and work here and gather opinion on how future transportation investments should be made – as well as to track any changes in responses over time. By asking respondents their opinion on a wide range of transportation issues including road maintenance, sidewalk quality, public transportation, and bike infrastructure, the CCRPC is better able to identify the public's desired transportation priorities.

For the 2018 survey the CCRPC contracted with WBA Research of Crofton, MD. Staff will offer some survey highlights.

**For more
information
contact:**

Peter Keating
846-4490 ext. *14 or pkeating@ccrpcvt.org



CCRPC Transportation Advisory Committee

November 6, 2018

Agenda Item 8: Information Item

FY 20 UPWP Application Changes

Background and Application Changes:

During the UPWP process to solicit projects for FY 19, the CCRPC received a \$160,000 request from the Town of Colchester for the Inspection & Inventory of the Town's Existing Stormwater System. Following consultation, we were informed by FHWA that data collection and inventory work for planning purposes is a PL-eligible request. While this project was ultimately funded as part of the FY 19 Work Program, the UPWP Committee expressed concerns related to the precedent of funding such a large data collection request and that other municipalities might submit similar data collection/asset management requests rather than traditional planning projects.

To address the UPWP Committee's concerns, CCRPC staff is proposing to add a new "Major Data Collection/Asset Management" category to the FY 20 UPWP application with a maximum PL-funding contribution by the CCRPC of \$32,000 and a minimum of 20% (\$8,000) non-federal local match.

In addition to this new data category, other minor changes were made to the UPWP application, including: clarifying that land use project requests are a fee-for-service program and asking applicants to explain how their project will advance the CCRPC's top 10 actions as articulated in the 2018 ECOS Plan

(http://www.ecosproject.com/wp/wp-content/uploads/2017/09/2018-ECOS-Plan-Summary_20180807_FINAL.pdf).

The proposed FY 20 UPWP Summary document is included in your packet for your review.

The UPWP application changes and any comments received from the TAC will be reviewed by the CCRPC Executive Committee at their November meeting.

Staff contacts:

Eleni Churchill, echurchill@ccrpcvt.org

Marshall Distel, mdistel@ccrpcvt.org



November 16, 2018

RE: CCRPC FY2020 Unified Planning Work Program – Request for Projects

Dear Colleague:

The Chittenden County Regional Planning Commission (CCRPC) is beginning the process of creating the FY2020 Unified Planning Work Program (UPWP), our annual work program that describes our activities and specifies the deliverables for the next year (July 1, 2019-June 30, 2020). 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 FY20 we anticipate having about \$800,000 available for project requests **which will likely be less than prior years due to the I-89 Study**. 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 18, 2019. 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,

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

Charlie Baker
Executive Director

PROGRAM SUMMARY

FY2020 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. 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: <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, UVM TRC, 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, 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 (VTTrans) 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 (safety, roadway, bridge, intersections, traffic signals, sidewalks, or paths). 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 Assessments¹ as part of any of the previous bullets.
- **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
- **Major Data Collection/Asset Management – Any data collection request where a consultant/contractor assistance is needed.**
 - **Stormwater management system inventory**
 - **Other major data collection and inventory work used for planning purposes**
- **Minor Technical Assistance (completed by CCRPC staff)**
 - Traffic counts
 - Pavement inventories
 - Road erosion inventories
 - Sign inventories
 - Culvert inventories
 - Speed studies
 - Level-of-Service (LOS) analysis
 - Stop warrant analysis
 - Transportation safety analysis
 - GIS/data/mapping assistance
 - Other

¹ Health Impact Assessment (HIA) is a practical tool that uses data, research and stakeholder input to determine a policy or project's impact on the health of a population. HIAs also provide recommendations to address these impacts. The Burlington District Office - Vermont Department of Health may have resources available to assist with this work (<http://healthvermont.gov/local/district/Burlington.aspx>).

- **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:

	Municipal Projects	Partner Projects
FY2015	\$557,000	\$316,000
FY2016	\$533,000	\$330,000
FY2017	\$626,340	\$224,000
FY2018	\$605,700	\$221,500
FY2019	\$715,000	\$161,300

For FY20 we anticipate having about \$800,000 available for 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. Budgets should reflect funding to be expended from July 1, 2019 to June 30, 2020.

Match Requirement and Budget Details

Please consult this section for match requirements based on project type (described in Eligible Initiatives). 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 projects – 20% non-federal cash match required.
 - Non-transportation projects (including plan and bylaws) – Projects will be charged a rate of \$50 per hour. 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**
 - **Maximum CCRPC contribution of \$32,000 of PL funds and a minimum of 20% (\$8,000) non-federal local match.**
- **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, child care, 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 2019. 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, 2019. 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. Incomplete submissions and those that do not meet the program requirements will not be considered for funding.

Step 2: CCRPC staff will review the scope of work tasks proposed 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 2019 Committee meeting and inform development of the draft FY20 UPWP, which the CCRPC Board will consider at their April 2019 meeting. Approval of the final FY20 UPWP is anticipated at the May 2019 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 (http://www.ecosproject.com/wp/wp-content/uploads/2017/09/2018-ECOS-Plan-Summary_20180807_FINAL.pdf) or the eight ECOS strategies? (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 2019) 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	FY20 UPWP applications released
November/December	CCRPC staff available to meet with municipalities
January 16	CCRPC public forum for UPWP input
January 18	FY20 UPWP application deadline
January to March	UPWP Committee meetings
March/April	Draft UPWP presented to TAC and PAC
April 17	Draft UPWP presented to CCRPC Board / public hearing warned
May 15	CCRPC Board holds public hearing and votes on FY20 UPWP
July 1	FY20 UPWP takes effect

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