

FY 2020 CCRPC Unified Planning Work Program (UPWP) Process

Fiscal Year 2020 provides an opportunity for the region and the Chittenden County Regional Planning Commission (CCRPC) to continue the good work of the past and to build on the momentum that state and federally funded regional planning programs, the ECOS Regional Planning process and the Fixing America's Surface Transportation Act (FAST Act) has enabled. In order to take advantage of these opportunities, the CCRPC needs a clear vision and direction for the UPWP (Unified Planning Work Program) process, a solid timeline for activity, and an understanding of how the process will incorporate the voices of our member communities, interest and stakeholder groups, and all others with interest.

To assist the CCRPC Board and Staff in developing a draft UPWP, a UPWP Committee has been formed. This committee will meet three times between January and March of 2019. There may also be various other forms of communication with the Staff in the process of developing a draft document for approval by the CCRPC Board.

The CCRPC Bylaws outline the membership and duties of the UPWP Committee as follows:

ARTICLE XI. COMMITTEES; C. Unified Planning Work Plan Committee (UPWPC):

The Unified Planning Work Plan Committee shall oversee the Chittenden County Regional Planning Commission annual work plan development process as specifically described in items 1-5 of this section.

The Chair of the Unified Planning Work Plan Committee shall be a Board member. There shall be up to 12 members as follows:

- 3-5 Board members
- 2 Transportation Advisory Committee (TAC) members
- 2 Planning Advisory Committee (PAC) members
- Vermont Agency of Transportation
- Federal Highway Administration (ex-officio, non-voting)
- Green Mountain Transit (ex-officio, non-voting)

The Unified Planning Work Plan Committee shall meet on a semi-annual basis or as needed to conduct the following activities:

- 1.** Develop a draft annual Unified Planning Work Program (UPWP) and report findings to the Executive Committee in cooperation with the Finance Committee;
 - 2.** Review and recommend updates to the UPWP development process policies on an as needed basis and report findings to the Executive Committee;
 - 3.** Develop performance measures to monitor the implementation of the UPWP, update the performance measures on an as needed basis, monitor the implementation of the UPWP using the established performance measures, and report findings to the Executive Committee;
 - 4.** Conduct other duties as assigned by the Board and/or Executive Committee; and
 - 5.** Establish sub-committees on an as needed basis.
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FY2020 UPWP Committee Charter

The FY 2020 UPWP Committee is tasked with developing a recommended joint work plan for the CCRPC Board of Directors. This work plan is anticipated to be presented for a Public Hearing to occur on May 15, 2019 as part of the CCRPC Board Meeting. The recommended work plan shall be consistent with the ECOS Regional Plan (which incorporates the Metropolitan Transportation Plan) and shall be tracked in such a way as to allow for progress on the UPWP to reflect progress in implementing the strategies of the ECOS Plan. The UPWP shall be constrained by the funding available to the organization.

The process of developing a work plan shall be inclusive of the public, stakeholders, interest groups, and our member communities and shall include regular updates to the TAC, PAC, CWAC, and the CCRPC Board.

FY 2020 UPWP Committee Meetings

Meeting #1 – Thursday, January 24, 2018, 5:30-7:00 p.m.

- Orientation to the UPWP process and format (based on ECOS Plan)
- Presentation of regional program tasks – committed & conceptual
- Presentation of GMT Transit planning tasks
- Brief presentations from CCRPC partner organizations

Meeting #2 – Thursday, February 21, 2018, 5:30-7:30 p.m.

- Review of public comments for proposed transportation tasks
- Review of Municipal/Partner UPWP Applications and Staff recommendations for funding

Meeting #3 – Thursday, March 21, 2018, 5:30-7:00 p.m.

- Review draft of FY 2020 UPWP Document
- Review draft of FY 2020 Budget

FY 2020 UPWP Committee

CCRPC Board Representation (3-5 members)

Michael O'Brien, Winooski (Chair)

John Zicconi, Shelburne

Mike Bissonette, Hinesburg

Jeff Bartley, Colchester

Sharon Murray, Bolton

TAC Representation (2 members)

Justin Rabadoux, South Burlington

Barbara Elliott, Huntington

PAC Representation (2 members)

Jessica Draper, Richmond

Dean Pierce, Shelburne

Vermont Agency of Transportation

Amy Bell

Federal Highway Administration (ex-officio, non-voting)

Chris Jolly

Green Mountain Transit (ex-officio, non-voting)

Rachel Kennedy

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<i>Date</i>	<i>Task</i>
Mid November	Staff sends solicitation and project application to municipalities and partner agencies with response deadline of January 18, 2019.
Early January	Staff obtains federal FTA & FHWA PL funding amounts, and other relevant anticipated funding levels, and develops anticipated available budget for FY 2020 UPWP, solicits for programs needs and considers tasks based on known requests and emerging issues, and concepts for additional work plan elements.
01/16/19	Board holds public forum to gain ideas from the public, interest groups and communities for FY 2020 UPWP.
01/18/19	Deadline for ideas from Public, Partner Agencies and Municipalities for FY 2020 UPWP.
01/23/19	Finance Committee meets to begin review of FY 2020 UPWP budget assumptions for employee & indirect costs.
01/24/19	UPWP Committee meets to receive orientation to the UPWP Process and format (based on ECOS Plan); presentation of regional program tasks – committed & conceptual; presentation of GMT Transit planning tasks; and brief presentations CCRPC partner organizations
02/21/19	UPWP Committee meets to review Municipal/Partner UPWP Applications and Staff recommendations.
Late February	Staff sends Draft FY 2020 UPWP text to UPWP Committee .
03/05/19 (TAC, CWAC, Exec) 03/13/19 (PAC)	TAC, PAC, CWAC, and Executive Committee briefed on Draft FY 2020 UPWP development progress.
03/20/19	Board votes to Warn FY 2020 UPWP for Public Hearing.
03/21/19	CCRPC UPWP Committee meets to finalize Draft FY 2020 UPWP for TAC & Executive Committee consideration on April 2 & 3.
03/27/19	CCRPC Finance Committee meets to review Draft FY 2020 UPWP budget.
04/02/19 (TAC) 04/03/19 (Exec)	Report to TAC and Executive Committee on the final Draft FY 2020 UPWP.
04/17/19	Presentation of Draft FY 2020 UPWP to Board .
04/19/19	Staff mails FY 2020 UPWP to all municipalities, posts on web, notices Public Hearing.
04/24/19	Update to CCRPC Finance Committee on final Draft FY 2020 UPWP budget.
05/01/19	Update to CCRPC Executive Committee on final Draft FY 2020 UPWP budget.
05/15/19	Public Hearing on final Draft FY 2020 UPWP at CCRPC Board meeting.
07/01/2019	FY 2020 UPWP program begins, funding available.