Introduction to Metropolitan Transportation Planning
Session 2

October 17, 2018
MPO Training

Session 2

- MPO Business at the CCRPC
- Transportation Advisory Committee
- Overall MPO Process
- Key MPO Responsibilities of the Board
  - Metropolitan Transportation Plan
  - Transportation Improvement Program
  - Unified Planning Work Program
  - Public Participation Plan
When conducting MPO business the voting power of the Board consists of a total of 24 votes:

- Each Municipality (excluding Buel’s Gore): 1
- Burlington: 4
- Colchester: 2
- South Burlington: 2
- Essex Junction and Essex: 1 each
- VTrans: 1
MPO Quorum & Voting

• MPO business includes all activities by the CCRPC Board necessary to carry out its responsibilities and authority as an MPO

• A majority of the voting power (13 of 24 votes) shall constitute a quorum for MPO business

• A majority of the voting power (13 of 24 votes) and a majority of the municipalities (10 of 18) is required to adopt or amend any MPO business
Non-MPO Quorum & Voting

• A majority of the total of Municipal (including Buel’s Gore) and Regional (excluding transportation organizations) Board members shall constitute a quorum unless otherwise noted.

• Each Board member has one vote.

• Only Municipal Board members shall vote on approving municipal plans and planning processes per 24 V.S.A. § 4350.
Transportation Advisory Committee (TAC)

- One of 6 established CCRPC subcommittees
- Advisory to the Board for all transportation issues
- Approves consultant hires
- Meets first Tuesday of the month (on average 10/year)
- The Chair is a member elected by the TAC or appointed by the Chair of CCRPC
  - Current Chair: Bryan Osborne, PW Director, Colchester
TAC Membership

Up to 31, to include:

- One Board member
- Representatives of the 18 municipalities (typically planners, administrators, public works/road foremen)
- VTrans & FHWA
- GMT, BTV, CATMA, SSTA
- Representatives of the following interests:
  - Bicycle and/or Pedestrian (Local Motion)
  - Rail Industry (VRS)
  - Business
  - Disabled
  - Elderly (AARP)
  - Environmental

NOTE: Not all currently participate or seat may be vacant
TAC Activities

Review plans, programs and studies; where appropriate, recommend actions to the Executive Committee and the Board.

Typical agenda items include:
• Metropolitan Transportation Plan (MTP)
• Transportation Improvement Program (TIP) and amendments
• Technical planning/engineering studies
• Consultant selection
• Project prioritization
• Partner planning activities from VTrans, GMT
• Water quality/transportation initiatives
Key MPO Responsibilities

• Metropolitan Transportation Plan
  – 20-25 year vision of region’s transportation
  – Updated every 5 years

• Transportation Improvement Program
  – 4-year list of projects
  – Updated annually

• Unified Planning Work Program
  – Planning activities of staff, member agencies and other transportation and planning agencies
  – Updated annually

• Public Participation Plan
  – Defines process for public participation activities
  – Periodically review the effectiveness
The MPO Planning Process

- Public Participation Plan
- UPWP & Project Development
- MTP
- TIP
- Projects funded, implemented
The Metropolitan Transportation Plan (MTP)

- Describes regional vision and the policies, operational strategies, and projects to achieve it
- Covers at least the next 20 years
  - 2018 ECOS/MTP Future Year: 2050
- Leads to an intermodal system
- Reflects public involvement
- Includes a financial plan that is fiscally constrained and is consistent with available and projected revenues
- Updated every 5 years
The Transportation Improvement Program (TIP)

The TIP is a prioritized, fiscally-constrained, multi-year list of federally funded transportation projects and operations in the MPO region.

- Must cover a 4-year period
- Must be fiscally constrained
- An initiative must be listed in the TIP to receive FHWA or FTA funds
- Must be updated at least every 4 years – CCRPC updates every year
An effective TIP development process...

- Is based on a continuing, comprehensive transportation planning process carried out cooperatively by the State, the MPO, and transit operators
- Is part of a multimodal planning process
- Contains only those initiatives consistent with the MTP
- Includes public involvement
- Authorizes the Obligation of federal funds
The Transportation Improvement Program (TIP)

CCRPC FY2019-2022 TIP
Funding by Project Use Category

- Roadway: Paving 11.6%
- Roadway: New Facility/ Major Roadway Upgrades 24.7%
- Roadway: Roadway Corridor Improvements 0.1%
- Roadway: Safety/Traffic Operations/ITS 17.7%
- Aviation 13.8%
- Bridge Preservation 5.9%
- Rail 0.6%
- Intermodal 1.0%
- Stormwater/Environmental 1.7%
- Bike/Pedestrian 2.5%
- Transit 23.9%

Projects:
- Colchester Causeway
- VT116/Potash Brook Culvert
- Exit 16 Improvements
- Downtown Transit Center
- Exit 16 Park and Ride
- VT15/Browns Trace
The TIP vs The STIP vs The Capital Program

• In order to spend funds, projects must be listed in TIP and the VTrans Capital Program

• The TIP is wholly incorporated into the State Transportation Improvement Program (STIP)

The State shall include each metropolitan TIP without change in the STIP, directly or by reference, after approval of the TIP by the MPO and the Governor. 23 CFR 450.218
UPWP Overview

- Summarizes CCRPC’s planning activities and deliverables for each fiscal year (July 1 - June 30)
- Is a mechanism to implement the strategies for our region outlined in the ECOS Plan (www.ecosproject.com)
- Helps municipalities to develop transportation plans, moves projects towards implementation by investing in scoping of transportation facilities, and provides technical assistance
UPWP Schedule

- Projects (scoping, corridor studies, etc.), technical assistance, transportation counts, TDM – *solicited end of November to late January*: Driven by member municipalities and partner organizations
- UPWP Committee reviews – *January to March*
- FHWA/VTrans review for PL funds eligibility – *Feb*
- Executive & Finance Committee & Board review – *April to May*
- Board approves UPWP & Budget in *May*
- Work program starts *July 1*
- Mid-year review – *December*
Public Involvement

• Public involvement is a process formalized in a written document – the Public Participation Plan (PPP)
• The public involvement process should be:
  – Proactive
  – Early and continuous
  – Open and collaborative
• Different levels of involvement for various plans, projects and initiatives
**CCRPC Spectrum of Engagement**

<table>
<thead>
<tr>
<th>INFORM</th>
<th>CONSULT</th>
<th>INVOLVE</th>
<th>COLLABORATE</th>
<th>EMPOWER</th>
</tr>
</thead>
</table>

**INFORM**
We will provide the public with balanced and objective information, using:
- Website & online calendar
- Database
- Informational brochures
- Posters & flyers
- Display ads
- Press releases
- Social media
- Email announcements
- Newsletters

**CONSULT**
We will obtain public feedback on analysis, alternatives and/or decisions. This includes:
- Public hearings & legal ads
- Work groups
- Comment forms
- Surveys & questionnaires
- Visualization techniques
- Analysis reports
- Technical assistance studies

**INVOLVE**
We will work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood / considered.
At this level, we complete an EQUITY IMPACT WORKSHEET.
- Steering/advisory committees
- Project meetings/workshops/open houses/forums
- Direct mailings
- Staff outreach
- CCRPC Equity Impact Worksheet

**COLLABORATE**
We will partner with the public in each aspect of the decision, including the development of alternatives and the identification of a preferred solution.
- Community or co-led committees
- Advisory boards
- Coalitions & partnerships
- Policy development & advocacy

**EMPOWER**
We will place final decision-making in the hands of the public.
- Community-led planning efforts
- Community-hosted forums
Examples

**INFORM**
Website, online calendar, newsletter, press releases

**CONSULT**
Public hearings, comment forms, technical studies (TIP, fluvial erosion hazard studies, speed studies)

**INVOLVE**
Advisory committees, project meetings, direct outreach (TAC, PAC, UPWP Committee, Scoping studies)

**COLLABORATE**
Co-led committees, policy development (MTP, Regional Plan, PPP, Corridor studies)

**EMPOWER**
Citizen-led
End of Session 2
The Unified Planning Work Program (UPWP)  
http://www.ccrpcvt.org/workplan/

MPOs must prepare a Unified Planning Work Program (UPWP):

- Planning tasks and studies to be conducted
- Funding sources identified for each project
- Schedule of activities
- Agency responsible for each task or study
UPWP Overview

• Summarizes the planning activities and deliverables for each fiscal year (July 1 - June 30)

• Is a mechanism to implement the strategies for our region outlined in the ECOS Plan (www.ecosproject.com)

• Helps municipalities fulfill their local plans
UPWP Development

• Projects solicited from end of November to mid-January
• CCRPC staff and UPWP Committee reviews requests from January – March
• Finance Comm, Exec Comm, Board review April to May
• Approve UPWP & Budget in May for program year starting each July
Funding Sources

Federal Transit Administration

FHWA

DEPARTMENT OF TRANSPORTATION UNITED STATES OF AMERICA

VERMONT AGENCY OF NATURAL RESOURCES

Agency of Commerce & Community Development

Vermont Department of Public Safety

Division of Emergency Management and Homeland Security

VTrans Working to Get You There Vermont Agency of Transportation
Eligible Applicants

- CCRPC member municipalities
- Partner non-profit organizations (including but not limited to CATMA, GMT, CarShare Vermont, Local Motion, VEIC, United Way, UVM TRC, etc.)
UPWP Funding History

- CCRPC’s UPWP funds have been budgeted as follows in previous fiscal years:

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Municipal Projects</th>
<th>Partner Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY2015</td>
<td>$557,000</td>
<td>$316,000</td>
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<tr>
<td>FY2016</td>
<td>$533,000</td>
<td>$330,000</td>
</tr>
<tr>
<td>FY2017</td>
<td>$626,340</td>
<td>$224,000</td>
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<tr>
<td>FY2018</td>
<td>$605,700</td>
<td>$221,500</td>
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<tr>
<td>FY2019</td>
<td>$715,000</td>
<td>$161,300</td>
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Eligible Initiatives

- Transportation, Land Use, and Stormwater Planning
- Major Technical Assistance
- Minor Technical Assistance
- Non-Municipal Partner Program Assistance
Ineligible Initiatives

- Cover the cost of municipal employees
- Right-of-way acquisition
- Detailed design and engineering
- Surveying
- Stormwater/sewer system design
- Construction of transportation system facilities
- Capital-oriented implementation actions
Evaluation Criteria

• Project requests are screened to ensure program requirements are met
• Consistency with the ECOS Plan (specifically the 8 strategies)
• Applicants encouraged to fill out a project application form with questions that determine which requests will receive priority if funding is limited
# FY2020 UPWP Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>November</td>
<td>FY20 UPWP applications released</td>
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<tr>
<td>November/December</td>
<td>CCRPC staff available to meet with municipalities</td>
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<tr>
<td>January 16</td>
<td>CCRPC public forum for UPWP input</td>
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<tr>
<td><strong>January 18</strong></td>
<td><strong>FY19 UPWP application deadline</strong></td>
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<tr>
<td>January to March</td>
<td>UPWP Committee meetings</td>
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<tr>
<td>March/April</td>
<td>Draft UPWP presented to TAC and PAC</td>
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<tr>
<td>April 17</td>
<td>Draft UPWP presented to CCRPC Board / public hearing warned</td>
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<tr>
<td>May 15</td>
<td>CCRPC Board holds public hearing and votes on FY20 UPWP</td>
</tr>
<tr>
<td>July 1</td>
<td>FY20 UPWP takes effect</td>
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