



Fiscal Year 2025 ANNUAL WORK PLAN

(Unified Planning Work Program - UPWP)

Updated Draft – March 29, 2024

Chittenden County
Regional Planning Commission

July 1, 2024 – June 30, 2025



CHITTENDEN COUNTY RPC
Communities Planning Together

110 West Canal Street, Suite 202
Winooski, Vermont 05404-2109

CCRPC
t 802-846-4490
f 802-846-4494

www.ccrpcvt.org

The preparation of this report has been financed in part through grant[s] from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the State Planning and Research Program, Section 505 [or Metropolitan Planning Program, Section 104(f)] of Title 23, U.S. Code and by matching funds provided by Chittenden County's 19 municipalities, and the Vermont Agency of Transportation. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.

CCRPC Commission

Chris Shaw, South Burlington – Chair
Bard Hill, Richmond – Vice-Chair
Jacqueline Murphy, Colchester – Secretary-Treasurer
John Zicconi, Shelburne
Michael O'Brien, Winooski
Vacant, Bolton
Garret Mott, Buel's Gore
Andrew Montroll, Burlington
Dana Hanley, Charlotte
Catherine McMains, Jericho
Andy Watts, Essex
Daniel Kerin, Essex Junction
Michael Bissonette, Hinesburg
Joe Segale, Huntington
Chuck Wilton, Milton
Abel Russ, St. George
Brad Holden, Underhill
Ben Bornstein, Westford
Andrew Watts, Williston
Joe Flynn, State of Vermont
Tom Eaton – Agriculture
Miles Waite, Conservation-Environmental
Tim Baechle, Industrial-Business
Bruce Wilson, Socio-Econ-Housing
Clayton Clarke, GMT (Ex-officio)
Mary Anne Michaels, Railroad Industry (Ex-officio)
Jacqueline DeMent, FHWA (Ex-officio)
Leah Sirmin, FTA (Ex-officio)

FY 2025 UPWP Committee

Bard Hill, Richmond (Chair)
Aaron DeNamur, Shelburne
Jonathan Rauscher, Winooski
Michael Bissonette, Hinesburg
Jaqueline Murphy, Colchester
Charles Dillard, Burlington
Joe Segale, Huntington
Kurt Johnson, Underhill
Ryan Lambert, Winooski
Annie Costandi, Essex
Matthew Arancio, VTrans
Ex-Officio, non-voting: Jacqueline DeMent, FHWA
Ex-Officio, non-voting: Chris Damiani, GMT

CCRPC Staff

Dan Albrecht, Senior Planner
Charlie Baker, Executive Director
Pam Brangan, GIS, Data and IT Manager
Jason Charest, P.E., Senior Transportation Planning Engineer
Eleni Churchill, Transportation Program Manager
Forest Cohen, Senior Business Manager
Bryan Davis, AICP, Senior Transportation Planner
Marshall Distel, Senior Transportation Planner
Chris Dubin, Senior Transportation Planner
Christine Forde, AICP, Senior Transportation Planner
Amy Irvin Witham, Business Office Manager
Trudy Namubiru, Business Office Manager
Melanie Needle, Senior Planner
Taylor Newton, Planning Program Manager
Sai Sarepalli, P.E., Senior Transportation Planning Engineer
Emma Vaughn, Communications Manager
Ann Janda, Senior Energy Project Manager
Anne Nelson Stoner, Equity & Engagement Manager
Darren Schibler, Senior Planner
Eliana Fox, Transportation Planner
Sarah Muskin, Planner

Introduction and Purpose of the UPWP

This document, the *Fiscal Year 2025 Annual Work Plan (Unified Planning Work Program)* (FY 2025 UPWP) defines the regionally agreed upon transportation and land use planning priorities and the roles and responsibilities of various participants in the planning process for Chittenden County. The work elements described are to be accomplished during the period between July 1, 2024 and June 30, 2025. The following sections provide an overview of the Chittenden County Regional Planning Commission (CCRPC) and describe how all the municipalities, agencies, partners, stakeholders, and other interests involved in the activities of CCRPC work together in a comprehensive, continuing, and cooperative process to meet critical transportation and land use needs of Chittenden County.

Introduction to Land Use Planning

The CCRPC is one of Vermont's 11 State designated Regional Planning Commissions (RPCs). CCRPC was created by its member municipalities in 1966, approved by the Vermont Agency of Commerce and Community Development specifically to undertake regional planning, and by statute are considered municipalities.

In Vermont, planning is performed collaboratively by the State, RPCs, and municipalities. Laws define how this collaboration is to work, specifying different responsibilities for each level of government. This means that the regional planning undertaken by each RPC is intended to be different from the planning undertaken by municipalities and the State.

Regional planning performed by RPCs is at an intermediate level between the local planning performed by municipalities and the general statewide planning performed by the State. Consequently, it makes sense that the regional planning responsibilities of RPCs are intended primarily to promote the coordination and collaboration of planning activities, both between each RPC's member municipalities and between those municipalities and the State.

The State calls upon each RPC to fulfill the following duties:

- + Promote the mutual cooperation of the RPC's member municipalities and cooperate with neighboring states, regions, counties, and municipalities;
- + Assist and advise municipalities in the preparation of plans, studies, and Bylaws regarding the appropriate development and use of the region's physical and human resources;
- + Prepare a regional plan at least every eight years;

- + Review proposed State capital expenditures for compatibility with the RPC's regional plan and assist municipalities in assessing compatibility with municipal plans;
- + Appear before District Environmental Commissions to aid in *Act-250* reviews of proposed developments and appear before the Public Service Board to aid in *Section-248* reviews of proposed utilities; and
- + Confirm municipal planning programs and approve municipal plans.

In order to fulfill these responsibilities, the State empowers each RPC to exercise certain powers:

- + Prepare studies, plans, and recommendations on a broad set of issues;
- + Retain staff and consultant assistance, enter upon land with the prior approval of the owner to make examinations and surveys, hold public hearings, and require municipalities and the State to provide information;
- + Carry out, with the cooperation of member municipalities, programs for the appropriate development and use of the region's physical and human resources; and
- + Perform other acts or functions that the RPC deems to be necessary or appropriate.

ECOS Regional Plan

The regional plan for Chittenden County must be updated on a five-year cycle to comply with federal Department of Transportation and Economic Development Administration regulations governing the Metropolitan Transportation Plan (MTP) and Comprehensive Economic Development Strategy (CEDS) which are encompassed in the regional plan. The 2018 ECOS Regional Plan was adopted by the CCRPC Board of Directors on June 20, 2018. The ECOS Regional Plan lays out four broad goals and eight strategies for the region:

Broad Goals

1. **Natural Systems** – Design and maintain a strategically planned and managed green infrastructure network composed of natural lands, working landscapes, and open spaces that conserve ecosystem values and functions, and provide associated benefits to our community.
2. **Social Community** – Promote the skills, resources, and assurances needed for all community members to participate in the workforce and in their family, civic and cultural lives, within and among their neighborhoods, and in the larger community.
3. **Economic Infrastructure** – Build the region's capacity for shared and sustainable improvements in the economic wellbeing of the community through support of both local and globally competitive initiatives.
4. **Built Environment** – Make public and private investments in the built environment to minimize environmental impact, maximize financial efficiency, optimize social equity and benefits, and improve public health.

High Priority Strategies

1. Improve and strengthen the economic systems of our region to increase opportunities for Vermont employers and employees.
 2. Strive for 80% of new development in areas planned for growth, which amounts to 15% of our land area.
 3. Improve the safety, water quality, and habitat of our rivers, streams, wetlands and lakes in each watershed.
 4. Increase investment in and decrease subdivision of working lands and significant habitats and support local food systems.
 5. Increase opportunity for every person in our community to achieve optimal health and personal safety.
 6. Equip our residents with the education and skills that they need to thrive.
 7. Develop financing and governance systems to make the most efficient use of taxpayer dollars and reduce costs.
 8. Ensure that the projects and actions in all ECOS strategies assess equity impacts, and that the design and development of programs are inclusive of all and engage underrepresented populations.
-

Introduction to Transportation Planning

The CCRPC also serves as the sole Metropolitan Planning Organization (MPO) operating within Vermont. MPOs are federally mandated and funded transportation planning and policy organizations that are governed by representatives from local governments and governmental transportation authorities. They were created to ensure regional cooperation in transportation planning for any urbanized area with a population greater than 50,000. Federal funding for transportation projects and programs is channeled through this planning process to ensure that existing and future expenditures of governmental funds for transportation projects and programs are based on a continuing, cooperative, and comprehensive (“3-C”) planning process.

As the MPO for the region, the CCRPC is required to prepare and update a number of planning documents that detail the investments and planning activities that will help improve the transportation system within the MPO Planning Area. They include:

- ☐ A Unified Planning Work Program (UPWP)
- ☐ A Metropolitan Transportation Plan (MTP)
- ☐ A Transportation Improvement Program (TIP)

The CCRPC is also responsible for providing transportation planning assistance to its member municipalities, other partners, and to the Vermont Agency of Transportation (VTrans).

Metropolitan Planning Area

The CCRPC metropolitan planning area consists of the 19 Chittenden County municipalities. In the year 2019, the population of the County was 163,774. The land area is 539 square miles. Chittenden County is currently defined as being in “attainment” for air quality under the Clean Air Act Amendments of 1990 (CAAA).

Unified Planning Work Program

The CCRPC’s Unified Planning Work Program (UPWP) serves as the annual work plan for local and regional transportation projects and other planning activities. Each fiscal year (July 1 to June 30), the CCRPC prepares a UPWP that describes our numerous programs and identifies the transportation, land use and other planning activities and projects that the CCRPC is engaged in collaboration with its member municipalities and other state and regional partners and agencies. The UPWP also serves as a management tool, including each task’s staff manager, deadline, budget, and funding sources.

The process for developing the annual UPWP includes a careful consideration of critical transportation and land use issues facing the region and the analytical capabilities necessary to address them. This assessment is tied to the 2018 ECOS Regional Plan goals which encompass the Metropolitan Transportation Plan (MTP) for the region. Opportunities for public comment on the draft UPWP are available between January and May of each year, with a final public hearing in May prior to Board adoption of the UPWP.

Metropolitan Transportation Plan

The Metropolitan Transportation Plan (MTP) is the region’s principal transportation planning document that sets regional transportation priorities. The MTP must have a minimum 20-year time horizon and consider needs and issues across all transportation modes. It consists of short- and long-range strategies to address transportation needs that lead to the development of an integrated, inter-modal transportation system that facilitates the efficient movement of people and goods. As mandated by federal regulations, the MTP must both articulate and work towards the region’s comprehensive long-range land use plans, development objectives, and overall social, economic, environmental, system performance and energy conservation goals and objectives. It should also be consistent with the statewide long-range transportation plan.

Federal law requires the MTP to address ten metropolitan planning factors to ensure the federal funds spent on the region’s transportation system also address national level goals for transportation. The MTP must also be fiscally constrained, which means the projected capital and operating costs associated with all the transportation projects and programmatic actions in the MTP cannot exceed the projected level of financial resources available during the life cycle of the MTP. In addition, the CCRPC is required to make special efforts to engage all interested parties in its development.

Transportation Improvement Program

The Transportation Improvement Program (TIP) implements the MTP through a prioritized and fiscally constrained four-year program of federally funded projects in Chittenden County. The TIP is updated on an annual basis and submitted for state and federal approval by the end of July.

The TIP includes the anticipated timing and costs for transportation projects in Chittenden County from planning through construction. Federal law requires the TIP to be fiscally constrained. In addition, documentation of private enterprise participation and financial capacity (as required for FTA Sections 3 and 9 programs) are included in the TIP. Projects in the TIP must be prioritized and adhere to project selection criteria established by the CCRPC. Finally, the TIP development process must give the public ample opportunities to review and comment in a constructive manner prior to document finalization.

Transportation Funding

The CCRPC receives funding for regional transportation planning from several sources, but there are only two primary sources. Annually, the federal government, through the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), provides about 80% of the CCRPC's transportation funding. Under federal law, these funds must generally be matched by the recipient at a ratio of 80% federal and 20% non-federal. A Memorandum of Understanding (MOU) between the CCRPC, VTrans, and the Chittenden County Transportation Authority (dba GMT) includes guidance as to which agency provides the local match for various funding sources and work types. The responsibility for the non-federal matching funds for both FHWA and FTA funds is shared evenly between the CCRPC member municipalities and VTrans at 10% each. GMT provides 10% match for funding passed through to them. Local jurisdictions are annually assessed for the CCRPC share of the 10% of the non-federal match. VTrans or the local governments may provide additional matching funds to leverage federal funds for certain specific planning projects. Infrequently, matching funds may also include the value of "in-kind" labor donated by volunteers and municipal staff in support of specific UPWP tasks.

Title VI, Environmental Justice, and Limited-English Proficiency (LEP)

Planning must be done with the involvement and for the benefit of all the region's residents. The CCRPC is guided by federal Title VI (Civil Rights Act of 1964, As Amended) and environmental justice (EJ) mandates, and we strive to not only meet these mandates, but to create an overall transparent, inclusive planning process where Title VI, EJ, and LEP are integrated into all of our United States Department of Transportation (USDOT) federally funded programs and plans and is a guide for our public participation efforts.

Title VI of the Civil Rights Act of 1964, As Amended, states that "no person in the United States, shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." The Civil Rights Act of 1964, As Amended, has added sex (23 United States Code 324), age (Age Discrimination Act of 1975), and disability (Americans With Disabilities Act of 1990).

Federal Executive Order #12898 (*Federal Actions To Address Environmental Justice in Minority Populations and Low-Income Populations*) defines environmental justice as, "*the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies.*" President Clinton issued Executive Order 12898 on February 11, 1994, which reinforces the importance of fundamental rights and legal requirements contained in Title VI and the National Environmental Policy Act and introduces low-income populations as an emphasis area (when addressing socio-economic concerns). Fair treatment means that no group of people, including a racial, ethnic, or socioeconomic group, should bear a disproportionate share of the negative environmental consequences resulting from industrial, municipal, and commercial operations or the execution of federal, state, local, and tribal programs and policies. Recipients (such as Agency of Transportation, Metropolitan Planning Organizations, etc.) must identify EJ populations (EJ Mapping) and define a process to ensure that EJ populations participate in the Planning Process.

Federal Executive Order #13166 (*Improving Access to Services for Persons with Limited English Proficiency*) defines LEP as "*ensuring that recipients of Federal financial assistance (recipients) provide meaningful access to their LEP applicants and beneficiaries.*" Recipients must identify LEP populations (LEP Mapping) and define a process to allow for reasonable accommodation of LEP persons and populations in the Planning Process.

The CCRPC recognizes the importance of including all populations in our work and strives to meet the requirements outlined in legal statute for the benefit of all residents. More information on Title VI, EJ, and LEP is available in the 2017 Public Participation Plan.

This page intentionally left blank.



Draft Fiscal Year 2025 Annual Work Plan

(Unified Planning Work Program - UPWP)

Legend:

New Land Use Project/Funds	
New Transportation Project/Funds	
Pending or General Question	

Draft FY25 UPWP - March 2024

Task #	Task Name	Municipality or Partner Agency	Staff Lead	Task Description	Task Deliverable(s)	Start Month/ Year	End Month/ Year	Other Trans Funds	GMT Cash Match	TOTAL NEW Transportation BUDGET FY25	Fed/State/Muni Contract - Staff Costs	ACCD - Staff Costs	Planning Direct Costs	Total Planning FY25	GRAND TOTAL
1.0	ECONOMIC OPPORTUNITY														
1.1	Land Use and Redevelopment														
1.1.3	EPA Brownfields 2023 Assessment Grant	Regional	Dan	Implement a multi-year Brownfields Petroleum Assessment grant to aid municipalities and private citizens to conduct environmental assessments and clean up planning to enable redevelopment of contaminated or potentially contaminated properties.	1. Manage contractors performing Site Assessments and Cleanup Plans for select properties.	7/23	6/27			\$ -	\$12,139	\$9,044	\$200,000	\$221,183	\$221,183
1.1.6	MARC Brownfields - FY24	MARC	Dan	Implement Brownfields Hazardous Materials Assessments with ACCD funding (via MARC) to aid municipalities and private citizens to conduct environmental assessments and clean up planning to enable redevelopment of contaminated or potentially contaminated properties.	1. Manage contractors performing Site Assessments and Cleanup Plans for select properties.	1/24	6/25				\$8,421	\$0	\$70,000	\$78,421	\$78,421
1.2	Tourism														
1.2.1	Byway Coordination & Technical Assistance	Lake Champlain Byway, 3-county region	Dan	Provide coordination and technical assistance to the County's eight byway member municipalities [Milton, Colchester, Essex Junction, Burlington, South Burlington, Shelburne and Charlotte] to implement related projects and participate in broader, regional efforts via coordination with the Lake Champlain Byway Council which oversees management of the three-county Byway.	1. Participation at meetings of Lake Champlain Byway Council, VDTM Byway marketing and related meetings. 2. Project identification and grant writing with member municipalities. 3. Maintenance of and improvements to Byway website, exploration and/creation of Byway website mobile site/app and fielding Byway inquiries. 4. Integration of Byway Corridor Management Plan objectives into updates ECOS Plan.	ongoing	ongoing			\$ 2,624					\$2,624
1.3	Economic Advancement														
1.3.2.1	NBRC Grant Admin - Community Sailing Center	Regional	Dan	Grant administration related to Northern Border Regional Commission (NBRC) grant for the Community Sailing Center for facility improvements.	1. Quarterly reporting. 2. Reimbursement requests. 3. Final reporting. 4. General assistance.	10/22	6/24				\$1,650			\$1,650	\$1,650
1.3.2.2	NBRC Grant Admin - Hinesburg Water Infrastructure	Regional	Sai	Grant administration related to Northern Border Regional Commission (NBRC) grant for the Town of Hinesburg for a water service upgrade.	1. Quarterly reporting. 2. Reimbursement requests. 3. Final reporting. 4. General assistance.	10/22	12/24				\$1,861			\$1,861	\$1,861
2.0	PLANNED GROWTH														
2.1	Land Use and Development														
2.1.1	Municipal Plan Development Assistance	Regional	Sarah	Provide municipal planning and technical assistance for Comprehensive Plans in accordance with the ACCD contract. Also assist municipalities with state designations, ERAF, flood resiliency and the Maintain/Evolve/Transform concept.	1. Use VAPDA developed forms, checklists, and standard procedures in municipal consultations and town plan approvals. 2. Conduct mid-term Plan implementation reviews/consultations for St. George, Milton, Charlotte, and Richmond . 3. Complete formal municipal plan reviews and CCRPC Board approval as requested. 4. Municipalities provided assistance with state designation renewal requirements, and ERAF requirements. 5. Help interested communities use the Maintain/Evolve/ Transform (MET) process and develop an implementation program.	ongoing	ongoing			\$ -		\$45,181		\$45,181	\$45,181
2.1.1.1	Bolton Town Plan Update	Bolton	Darren	Bolton's 2017 Town Plan expires in April 2025. CCRPC will provide technical assistance and data updates for the updated plan.	1. Updated Town Plan	7/24	6/25				\$8,940	\$10,153		\$19,093	\$19,093
2.1.1.2	Charlotte Town Plan Updates	Charlotte	Darren	Update data and maps from the 2018 Town Plan.	1. Updated Town Plan data; 2. Updated Town Plan maps.	7/24	6/25				\$2,160	\$2,501		\$4,661	\$4,661
2.1.3	Municipal Plan Implementation Assistance	Regional	Taylor	Local technical assistance and plan implementation activities not directly funded in other tasks.	1. May include: development review, draft bylaws, reports/research, build-out analysis, etc. 2. Annual report on assistance provided sent to VAPDA & DHCD on or before Sept. 30. 3. Assist municipalities with housing bylaw updates as needed.	ongoing	ongoing			\$ -		\$59,418		\$59,418	\$59,418
2.1.3.1	Planning Technical Assistance & Climate Action Plan Data Reporting	South Burlington	Melanie	Provide technical services to the City ion a variety of topics and prepare an updated greenhouse gas emissions assessment and status of sector-based targets within the Climate Action Plan. This would include running the ICLEI model using the most recent data to update from the 2019 base year, as well as reporting on the various targets identified within the 2022 CAP.	1. Climate Action Plan progress reporting using methodologies and targets identified in 2022 CAP; 2. Various small-scale assistance including mapping, technical recommendations, etc.	7/24	6/25				\$12,000	\$13,351		\$25,351	\$25,351
2.1.3.22	Bolton Valley CDBG	Bolton	Sai	Assist Bolton with administration of a Community Development Block Grant for community water and sewer system improvements (grant), and resort facility upgrades (loan) at Bolton Valley.	1. Help administer grant.	4/19	6/24				\$0	\$1,262		\$1,262	\$1,262

Draft FY25 UPWP - March 2024

Task #	Task Name	Municipality or Partner Agency	Staff Lead	Task Description	Task Deliverable(s)	Start Month/ Year	End Month/ Year	Other Trans Funds	GMT Cash Match	TOTAL NEW Transportation BUDGET FY25	Fed/State/Muni Contract - Staff Costs	ACCD - Staff Costs	Planning Direct Costs	Total Planning FY25	GRAND TOTAL
2.1.3.45	Hinesburg Cheese Factory Stormwater	Hinesburg	Dan	CCRPC will administer a DEC grant on behalf of the Town of Hinesburg for permitting, design, and construction of a stormwater treatment practice on the grounds of the former Saputo cheese factory owned by Redstone.	1. Regularly facilitate communications between Town, Redstone, subcontractors, and DEC; Provide Town with draft scope of work request to WCA to prepare draft NOI, creating an impervious map and a summary of current permitting issues and constraints for eventual submission by Town to State. Review deliverables from WCA; Provide Town with a draft RFQ to competitively procure Engineering Services; Review invoices & deliverables sent to Town from selected vendor; 5. ad hoc services as directed by Town to aid in proper grant administration	10/22	6/25				\$1,051	\$0		\$1,051	\$1,051
2.1.4	Regional and State Issues	Regional	Taylor	Work with DHCD and RPCs statewide on issues of statewide interest.	1. Review and comment on proposed legislation (Act 250, infrastructure, housing, energy, etc.). 2. Other issues as may arise. 3. ACCD FY23 Deliverables: assist with state designation study, help to establish improved consistency between and among future land use maps in regional plans, and assist with VPIC content update.	ongoing	ongoing					\$77,872		\$77,872	\$77,872
2.1.5	Regional Housing	Regional	Taylor	Continued participation in the Building Homes Together campaign, and help identify how we can build more housing to meet the needs. Convene affordable housing committees in the region to share ideas, expand our knowledge and coordinate policies and activities with each other and the CCRPC.	1. Convene municipal housing committee members for peer exchange on housing tools. 2. Provide municipal assistance on housing tools as requested. 3. Produce annual Building Homes Together campaign results. 4. Participation in statewide housing conversations.	ongoing	ongoing			\$-		\$35,236		\$35,236	\$35,236
2.1.5.1	Housing Navigators	Regional	Melanie	Work with municipalities, regional and local housing organizations, and private developers to identify housing opportunities, match communities with funding resources, and provide project management support.	1. Housing Opportunity Inventory; 2. Partner Matching	7/23	12/24			\$-	\$27,272	-\$4,346		\$22,926	\$22,926
2.1.7	Chittenden County Communications Union District	Regional	Ann	Provide assistance to the Chit Co CUD as they start up. First organizational meeting is in January 2023.	1. Bylaws; 2. Meeting Calendar; 3. Budget; 4. Request for letters of interest in expanding broadband service in Chittenden County. Other items as needed to get the CCCUD operational and poised for future implementation work.	3/23	12/23			\$-	\$50,682		\$219,318	\$270,000	\$270,000
2.1.8	Municipal Technical Assistance Program	Regional	Sarah	Provide assistance to the Town of St. George through Municipal Technical Assistance Program.	1. Needs Assessment; 2. Opportunity Assessment; Application and permit assistance; 4. Project Management and Implementation; 5. Other capacity-building activities.	4/23	12/25			\$-	\$25,858			\$25,858	\$25,858
2.2	Energy and Climate									\$-					
2.2.2	Regional Transportation Energy Planning and Transportation Electrification Support	Regional	Melanie	Staff will continue to support the ECOS/MTP energy goals, work on transportation/energy planning initiatives, and support the electric vehicle (EV) market transformation in Chittenden County.	1) Participation in Drive Electric Vermont events and other activities that target the reduction of VMTs/SOV travel/GHG emissions; 2) Provide assistance to municipalities and comment on any relevant local or regional EV charging planning and mapping analyses; 3) Coordinate with VTrans as needed.	ongoing	ongoing			\$3,179					\$3,179
2.2.8	Energy Planning - ACCD	Regional	Taylor	Deliver technical assistance services for municipal enhanced energy planning and implementation to advance the Regional Energy Plan, Statewide Energy Plan & emerging climate goals.	1. direct support to local energy and/or climate change/resilience committees or municipalities with energy and climate implementation work. 2. education and outreach conducted to increase awareness and understanding of local, regional, and state energy and climate plans. 3. cooperation with DPS, EAN, VEIC, and others in tracking data and reporting on progress toward achieving energy and greenhouse gas emission targets. 4. thermal sector implementation activities (e.g., weatherization, alternative heating systems, workforce development). 5. 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...). 6. electricity sector implementation activities (e.g., electric efficiency and conservation measures, smart grid, appropriate siting of renewables-based generating facilities, electricity/power resilience). 7. efforts to ensure implementation work has directly engaged with and addressed needs of marginalized and under-represented residents/communities.	7/21	6/23			\$-		\$30,042		\$30,042	\$30,042
2.2.9	Municipal Energy Resilience Program - Buildings and General Services	Regional	Ann	To assist with MERP grant and assessment applications and provide programming and technical assistance to covered municipalities.	1) Education and Outreach; 2) Municipal Planning and Technical Assistance; 3) Reporting.	1/23	12/26			\$-	\$37,430			\$37,430	\$37,430
2.2.11	Climate Resiliency Toolkit	Regional	Ann	Assist DEC Climate Action Office with rolling out the Climate Resiliency Toolkit.	TBD	7/23	6/25			\$-	\$4,268	\$0		\$4,268	\$4,268
2.2.12	Vermont Building Energy Code & Ordinance Compliance Project	Regional	Ann	Work with all Vermont stakeholders to consider building energy code compliance and enforcement options, map out a plan, and then put in place the infrastructure to support it.	TBD	7/24	6/26			\$-	\$14,397	\$0		\$14,397	\$14,397
2.2.13	NEEP Community-driven Transportation Plans for the Northeast	Regional	Ann	Develop a community transportation needs audit and implementation plan with CVOEO.	1. Serve on project's advisory board; 2. Review components of CVOEO's draft implementation plan.	7/23	6/25			\$2,700				\$0	\$2,700

Draft FY25 UPWP - March 2024

Task #	Task Name	Municipality or Partner Agency	Staff Lead	Task Description	Task Deliverable(s)	Start Month/ Year	End Month/ Year	Other Trans Funds	GMT Cash Match	TOTAL NEW Transportation BUDGET FY25	Fed/State/Muni Contract - Staff Costs	ACCD - Staff Costs	Planning Direct Costs	Total Planning FY25	GRAND TOTAL
2.2.14	EPA Climate Pollution Reduction Act Program	Regional	Taylor	Assist Climate Action Office in integrating local, regional and state climate action planning.	1. Inventory current local and regional plan goals, policies, and actions related to climate mitigation; 2. Outreach to municipalities to gain feedback on climate action strategy and provide information on opportunities for GHG mitigation projects; 3. Update regional energy plans to ensure consistency with VT Climate Action Plan and Comprehensive Energy Plan and incorporate local and regional actions for GHG mitigation.	7/23	4/25			\$ -	\$23,000	\$23,587		\$46,587	\$46,587
2.2.15	Municipal Vulnerability Index	Regional	Ann	Assist DEC Climate Action Office with municipal vulnerability index.	TBD	7/23	6/25			\$ -	\$9,965	\$0		\$9,965	\$9,965
2.3	Transportation and Land Use									\$ -					
2.3.1	Act 250/Section 248 Review - Non-Transportation	Regional	Darren	Review Act 250 major applications and Section 248 applications with hearings (or potential applications) in relation to the regional plan. Report on the number of applications commented on, providing more detail about those involving substantive comment, using attached form for reporting.	1. Provide letters (and potentially participate in hearings) on Act 250 & Section 248 applications that go to hearing. 2. Provide year-end report to DHCD.	ongoing	ongoing			\$ -		\$11,956		\$11,956	\$11,956
2.3.1.2	Act 250/Section 248 Review - Transportation	Regional	Jason	Conduct reviews of Act 250 applications (focusing on Criterion 5) and Traffic Impact Studies, and work with Act 250 to better incorporate TDM and other non-motorized mitigations into the process. Provide technical assistance to the District Commission coordinators as needed.	1) Provide letters (and potentially participate in hearings) on Act 250 & Section 248 applications that go to hearing; and 2) Maintain Act 250 database transportation mitigation conditions.	ongoing	ongoing			\$ 8,409					\$8,409
2.3.2	Transportation Advisory Committee (TAC)	Regional	Bryan	Administration and participation in Transportation Advisory Committee (TAC) meetings.	1) Development of TAC agendas and meeting notes; 2) Facilitation of meetings as necessary; and 3) Staff participation in TAC meetings.	ongoing	ongoing			\$ 26,529					\$26,529
2.3.2.3	Transportation Policy Planning	Regional	Charlie	Monitor national, state, regional and local transportation policy development and assist in implementation efforts as appropriate.	1) Maintain an ongoing summary of policy efforts; 2) Implementation of policy objectives; 3) Provide comments on state policies/plans developed by VTrans, as appropriate; 4) Coordinate with VTrans and FHWA on transportation performance measures and targets; and 5) Work with VTrans on the new Congestion Policy for urban/suburban areas in the state/county.	ongoing	ongoing			\$ 11,367					\$11,367
2.3.3	Transportation Demand Management (TDM)	Regional	Bryan	Managing regional TDM initiatives and projects in coordination with partners.	1) Coordinate/manage regional TDM projects and initiatives; and 2) Partner coordination with CarShare VT, Local Motion, CATMA, and others.	ongoing	ongoing			\$ 46,710					\$46,710
2.3.3.1	Regional TMA / TDM Program Support & Equity Assessment	CATMA	Bryan	The UPWP support has enabled CATMA to strengthen itself as a regional organization who provides professional TDM strategies, services, education, outreach, coordination and support to employers, developers, municipalities, and transportation partners. The goals are to lower vehicle emissions, increase use of multi-modal options (transit, bike, walk, carshare, car/vanpool), and ensure we have an efficient, reliable & sustainable transportation network in Chittenden County. Moving forward into FY25, with support from UPWP, CATMA will continue advancing TDM in our region as described in this application to continue encouraging and connecting more commuters, employers, developers with support to invest, implement and use multi-modal options that discourages single occupant vehicle use. In addition, FY25 funds will enable CATMA to conduct an equity impact assessment of our organization.	1) Maintain the Regional Mobility Center service; 2) Manage the ETC Network; 3) Host a 2023 Transportation Summit; 4) Implement a newly designed membership structure with updated brand, content and collateral for business outreach and membership recruitment.	7/24	6/25			\$ 120,000					\$120,000
2.3.3.2	Planning for Electrification of CarShare Vermont & Addressing Equity Gaps Through Carsharing	CarShare Vermont	Bryan	Create a long-term plan to further electrify the fleet in coordination with the various partners that own and manage the public and private parking spaces we occupy in Burlington, Winooski, and potentially other jurisdictions. Develop a strategic outreach campaign to help promote carsharing across our diverse service area and encourage participation, particularly among underserved members of our community.	1) Implement MobilityShare for food insecure community members; 2) Expand partnerships with food organizations to use carsharing in their operations; 3) Help those entities explore fleet sharing; 4) Increase program awareness through targeted outreach; 5) Evolve outreach towards marginalized community members; 6) Identify longer term solutions to food insecurity that utilize CarShare Vermont's service and technological resources; 7) Develop a summary report detailing the outcomes of the project.	7/24	6/25			\$ 211,500					\$211,500
2.3.3.3	Local Motion Bike/Ped Planning	Local Motion	Bryan	Local Motion's request addressed four key areas of work: Area of Work 1: ACTIVE TRANSPORTATION TECHNICAL ASSISTANCE; Area of Work 2: ACTIVE TRANSPORTATION ENCOURAGEMENT AND EDUCATION; Area of Work 3: ACTIVE TRANSPORTATION INFRASTRUCTURE AND POLICY EDUCATION; Area of Work 4: SAFE ROUTES TO SCHOOL.	Area of work 1: Walk/Bike Technical Assistance Area of work 2: Active Transportation Encouragement and Education Area of work 3: Cultivate Learning Networks to Promote Walking and Biking Area of Work 4: Support Safe Routes to School Activities in Chittenden County	7/24	6/25			\$ 129,475					\$129,475
2.3.3.8	Improving Connections to Existing Public Transit & Food	Net Zero Vermont and Vermont Clean Cities	Marshall	Advance through multi-layered approach and multi-partner involvement--consultations, focus groups, and listening sessions to help inform the Team and partners ways to improve communications structures behind food and public transit access. The Team will synthesize the gaps and opportunities to refine resources and existing interactive tool(s); assess what is missing and suggest improvements; beta test the tool, and share results and lessons learned while continuing to engage under-represented Vermonters.	1) Planning for expansion of Walk to Shop; 2) Outreach to and coordination with new and existing partners; 3) Marketing and promotion activities; and 4) Planning, public engagement and partner sponsored events.	7/24	6/25			\$ 60,000					\$60,000

Draft FY25 UPWP - March 2024

Task #	Task Name	Municipality or Partner Agency	Staff Lead	Task Description	Task Deliverable(s)	Start Month/ Year	End Month/ Year	Other Trans Funds	GMT Cash Match	TOTAL NEW Transportation BUDGET FY25	Fed/State/Muni Contract - Staff Costs	ACCD - Staff Costs	Planning Direct Costs	Total Planning FY25	GRAND TOTAL
2.3.3.10	Chittenden County Transportation Demand Management (TDM) Plan	Regional	Bryan	Develop a regional TDM plan that is actionable and will help achieve the state and regional transportation and climate goals of reducing VMTs/SOV travel in the county.	A regional TDM plan with short-, medium-, and long-term actionable recommendations.	7/23	6/25			\$ 43,978					\$273,978
2.3.3.12	Chittenden County Transportation Electrification Support	VEIC	Ann	This project will continue VEIC's support for local and regional plug-in electric vehicle (EV) market transformation in Chittenden County. VEIC will provide assistance to participating municipalities related to EV charging infrastructure and fleet electrification.	Specific activities may include: 1. South Burlington EV charging infrastructure planning support; 2. Regional review of municipal fleet electrification options, including medium- and heavy-duty EV suitability and future prospects; 3. Williston fleet electrification program refinement, including charging infrastructure needs assessment and implementation planning; and 4. Shelburne fleet electrification opportunities for public works and/or public safety vehicles.	7/24	6/25			\$ 95,455					\$95,455
2.3.4	Transit Oriented Development (TOD) Public Transportation Planning Assistance	Regional	Marshall	Staff coordination and technical assistance for TOD and Public Transportation related projects.	1) Staff will continue to coordinate with GMT and other partners to plan for public transit improvements in the county; 2) Schedule and facilitate the quarterly meetings of the regional O&D (Older Adults and Persons with Disabilities) Committee in collaboration with GMT; 3) Facilitate the development of Regional O&D Committee work plans, goals and objectives. 4) Help VTrans with centralized tracking of some O&D basic information; 5) Facilitate O&D Ridership Survey follow ups; and 6) Assist VTrans with organizing the annual O&D Summit.	ongoing	ongoing			\$ 32,101					\$32,101
2.3.4.1	Transit Service & Operations Planning (GMT)	Regional	Marshall	Transit Planning conducted by GMT in Chittenden County.	The FY25 work plan for GMT covers five major areas (Service Planning, Capital Projects Planning, National Transit Database Reporting, Ride check, and Additional Planning Projects).	7/22	6/23		\$ 60,000	\$ 600,000					\$600,000
2.3.4.46	planBTV: New North End	Burlington	Taylor	The Comprehensive Plan's Future Land Use Map identifies the North Avenue corridor as an area to grow. This NNE plan will build off of work completed in this part of the city before, including the 2015 North Avenue Corridor Study, and provide direction on how to prioritize tens of millions of dollars of identified capital investments as the neighborhood evolves to be denser, and more walkable and transit accessible.	Final planBTV: New North End Report	7/24	6/26			\$ 32,673					\$232,673
2.3.4.50	Northwest VT TOD - MPO funding	Regional	Charlie	This TOD project for the Northwest region of Vermont will develop a comprehensive plan for transit-oriented development for 10 communities across a five-county region in Northwest Vermont. In conjunction with TOD planning, it will also support improved bus services and/or commuter rail to connect economically disadvantaged rural residents to employment opportunities and services in the economic hub of the greater Burlington region and other employment areas.	CCRPC Staff will engage in Project Management and Stakeholder Coordination; Manage the real-estate market analyses for participating municipalities; and coordinate with RPCs and municipalities on TOD Master planning and municipal bylaw updates for up to 12 participating communities;	4/23	12/26			\$ 107,885					\$107,885
2.3.4.51	Northwest VT TOD - RAISE Grant funding	Regional	Charlie	This TOD project for the Northwest region of Vermont will develop a comprehensive plan for transit-oriented development for 10 communities across a five-county region in Northwest Vermont. In conjunction with TOD planning, it will also support improved bus services and/or commuter rail to connect economically disadvantaged rural residents to employment opportunities and services in the economic hub of the greater Burlington region and other employment areas.	Task 1: Project Management, RPC Sub-agreements, and Stakeholder Coordination; Task 2: Conduct real-estate market analyses for participating municipalities; Task 3: TOD Master planning and municipal bylaw updates for up to 12 communities; Task 4: Conduct ridership demand analyses and evaluate short- and long-term transit options; and Task 5: Develop a Financial Plan and Governance Structure.	4/23	12/26			\$ -		\$ 1,000,000		\$1,000,000	\$1,000,000
2.3.4.52	Reimagining and Enabling Charlotte's East and West Villages	Charlotte	Darren	Charlotte shall build upon its recent state designation of two village centers via a 'deep dive' into its land use regulations to identify and remove zoning barriers to enable higher density development (including affordable housing) in the two historic villages of this rural community.	1. Village Visions: Consultant will conduct community outreach and coordinate a village design charette to guide development of two village plans (East Charlotte and West Charlotte). 2. Coding support: Consultant will draft changes in Charlotte's Land Use Regulations to remove impediments to allow more dense development in the two village centers, ready for review by the town Planning Commission. 3. Community Outreach Campaign.	7/23	6/25			\$ 33,788					\$83,788

Draft FY25 UPWP - March 2024

Task #	Task Name	Municipality or Partner Agency	Staff Lead	Task Description	Task Deliverable(s)	Start Month/ Year	End Month/ Year	Other Trans Funds	GMT Cash Match	TOTAL NEW Transportation BUDGET FY25	Fed/State/Muni Contract - Staff Costs	ACCD - Staff Costs	Planning Direct Costs	Total Planning FY25	GRAND TOTAL
2.3.6	Technical Assistance to Advance ECOS/MTP/TIP Implementation - Regional & State	Local/ Regional/State	Eleni	Provide transportation technical assistance to Chittenden County municipalities for plans, projects and initiatives at the local level that help advance the Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP) as well as the ECOS Strategies. Municipal technical assistance includes but not limited to: complete streets evaluation, traffic calming measures, traffic control warrants, speed studies, autonomous vehicle feasibility studies, etc. Provide transportation technical assistance to advance the implementation of State & Regional level ECOS/MTP and TIP projects and initiatives.	Deliverables at the state and regional level could include: 1) Provide technical assistance to state and regional partners on a variety of transportation issues; 2) Assist with TPI meeting coordination and attend TPI meetings; 3) Participation in VTrans and FHWA recommended training; 4) Participation in various Legislative studies, task forces, councils, committees and state planning processes; modal plans; and other federal and state planning efforts; 5) Assist VTrans with municipal and public outreach and coordination for specific projects and initiatives; 6) Prepare the TPI/VAPDA Performance Report that includes transportation performance measures; 7) Provide VTrans input on draft New Project Summaries focusing on regional and local context, plans and projects; 8) Conduct Class I feasibility analyses as requested by VTrans and municipalities; 9) Respond to requests by municipalities on a variety of issues including complete streets evaluation, traffic calming measures, traffic control warrants, speed studies, autonomous vehicle feasibility studies, etc. Staff will also assist with development of an Active Transportation count methodology for Burlington; and development of official maps, as requested by municipalities.	Ongoing	Ongoing			\$208,894					\$258,894
2.3.6.1	Technical Assistance to Advance ECOS/MTP/TIP Implementation (Consultants) - Local	Local/ Regional/State	Eleni	Provide transportation technical assistance to Chittenden County municipalities that help advance municipal plans/goals and address issues in the community. Delivery of transportation technical assistance will be through CCRPC's pre-qualified consultants.	Municipal technical assistance includes but not limited to: complete streets evaluation, traffic calming measures, traffic control warrants, crosswalk evaluations, speed studies, autonomous vehicle feasibility studies, etc.	ongoing	ongoing			\$-					\$10,000
2.3.6.19	Regional Ash Tree Inventories in Public ROWs & Related Activities	Regional	Dan	Assist municipalities in assessing issues with Ash Trees in the pubic ROW, in preparation for development of Emerald Ash Borer Infestation Response Plans for participating municipalities.	Ash Tree Inventories for participating municipalities.	ongoing	ongoing			\$1,051					\$1,051
2.3.6.27	Burlington Impact Fee Study – Revision & Expansion	Burlington	Jason	The City of Burlington will be undertaking a comprehensive revision to its current impact fees and regulations. The City wishes to expand current traffic impact fees to also include Multi-modal Transportation (vehicular, bicycle and pedestrian modes, transit and parking) investments. The City is seeking funding from the UPWP to cover the costs associated with the new Multi-Modal Transportation portion of this effort.	Updated transportation fees and regulations for multi-modal Transportation (vehicular, bicycle and pedestrian modes, transit and parking) investments in the City.	7/21	9/24			\$2,248					\$12,248
2.3.6.35	Official Map for Essex Town Center Mix Use Districts - This work will start in CY25	Essex	Bryan, Eliana	Essex completed a master plan for the Essex Town Center area (ETC Next) in 2021. Among the recommendations in the plan is for the Town to pursue State designations for this area. The first designation that the Town will pursue is Village Center for historic Essex Center, followed by a Neighborhood Development Area extending from the village center and finally, a New Town Center (NTC) designation for the Mixed-Use North and South areas (see attached map). Among the requirements for the NTC designation, is an Official Map. The project proposal is for the CCRPC staff to assist the Town in developing an Official Map for this area of approximately 125 acres.	1) An Official Map draft that is ready for public hearings with the Planning Commission and Selectboard; 2) Official Map Ordinance or bylaw language.	TBD	TBD			\$2,260					\$2,260
2.3.6.36	Burlington-Winooski Bridge Project - Engagement with Underserved Communities (Consultant)	Burlington, Winooski, VTrans	Eleni	CCRPC is assisting VTrans and their consultant (HNTB) with targeted outreach to underrepresented communities in Winooski and Burlington in support of the Burlington-Winooski Bridge Project .	Specific CCRPC tasks include: 1) Administer stipends for the Project Advisory Committee; and 2) Work with AALV (Association of Africans Living in Vermont) to hire high school students to do outreach in neighborhoods close to the Burlington-Winooski Bridge as well as underserved and marginalized communities in Winooski and Burlington.	7/23	6/26						\$15,908		\$15,908
2.3.6.37	South End Traffic Analysis	Burlington	Jason	The City of Burlington requests technical assistance from the CCRPC to collaborate with City staff to develop an approach and then execute a traffic study of Burlington's South End that accounts for numerous changes in the area including the Champlain Parkway, South End Innovation District (SEID), the Shelburne Street roundabout, and others.	Memorandum detailing the methodology and results of the traffic study.	7/24	6/25			\$12,546					\$0
2.3.6.38	Lower Sand Hill Road Truck Traffic Study	Essex	Sai	Essex is looking to analyze truck traffic and other transportation patterns related to the commercial / industrial uses located on Corporate Drive, Thompson Drive, and both current and future impacts to the surrounding residential neighborhoods within the corridor. The Town envisions a significant amount of public interaction with this project.	Report detailing the methodology and results of truck traffic analyses as well the public outreach.	7/24	6/25			\$63,635					\$0
2.3.6.39	Phase II City Center Parking Management Implementation Plan	South Burlington	Christine	This is an update to a previous study focusing in areas that land use and infrastructure has significantly changed. The City has started to build streets with on-street parking and is receiving requests for management of public parking as mixed-use projects come online.	Report that includes recommendations regarding regulations, fees, and structure for managing parking (best model for governance, operations & financing for South Burlington).	7/24	6/25			\$45,394					\$0

Draft FY25 UPWP - March 2024

Task #	Task Name	Municipality or Partner Agency	Staff Lead	Task Description	Task Deliverable(s)	Start Month/ Year	End Month/ Year	Other Trans Funds	GMT Cash Match	TOTAL NEW Transportation BUDGET FY25	Fed/State/Muni Contract - Staff Costs	ACCD - Staff Costs	Planning Direct Costs	Total Planning FY25	GRAND TOTAL
2.3.7	Bike Ped Planning - Local and Regional	Local/Regional	Bryan	Assist VTrans and other state and regional partners with planning efforts related to walking and biking as needed. Provide advice/assistance to municipal planning efforts related to walking and biking.	1) Implementation of a comprehensive regional bike/ped planning program based on the 2022 Regional Active Transportation Plan; 2) Participate in VTrans plans and initiatives, as necessary; 3) Review and comment on work products generated by VTrans; 4) Assist municipalities with bike/ped planning and technical assistance; 5) As needed, assist with Safe Routes to School planning, general bike/ped outreach, participation in bike/ped working groups, and support data collection and monitoring efforts; 6) Assist partners with bikeshare system; and 7) Convene walk/bike/trails committees and other organizations in the County to discuss planning and implementation of on- and off-road bike networks across municipal boundaries.	ongoing	ongoing			\$40,609					\$40,609
2.3.7.10.1	Regional Bike Network Plans	Regional	Bryan	Work with VTrans to develop a priority Regional Bike Network based upon outcomes of the Active Transportation Plan.	Regional Priority Bike Network	7/21	9/24			\$1,675					\$16,675
2.3.7.14	Route 116 Crosswalk Improvements - Phase 2	Hinesburg	Christine	Following up on the 2014 Vermont Route 116 Corridor Study recommendations to evaluate options and develop cost estimates for improvements to seven crosswalks. Phase 1 has been completed and Phase 2 will assess two existing crosswalks and one unsignalized intersection and develop recommendations for new and/or improved safe pedestrian crossing options.	Report with recommendations to enhance safety at two existing crosswalks within the Town. Pending budget constraints, a third location at an existing intersection may also be evaluated.	7/23	6/24			\$4,165					\$14,165
2.3.7.21	South Burlington Walk/Bike Master Plan	South Burlington	Bryan	The Walk/Bike Master Plan is a one-year, city-wide effort assessing the existing state of the City's bicycle and transportation network (i.e., shared use paths, bike lanes, sidewalks, etc.) and establishing a multi-year plan for improving the network's connectivity and accessibility for all residents. The goal of this project is to make a detailed plan that accompanies the City's Comprehensive Plan to further our goal of increasing active transportation for reasons of sustainability, equity, and public health, amongst others.	Creation of a formalized Walk/Bike Master Plan for the City.	7/23	6/24			\$28,083					\$98,083
2.3.7.22	Essex Active Transportation Plan	Essex	Bryan	Develop a comprehensive and actionable Active Transportation Plan that creates safe, desirable and connected biking and walking network in the town.	Active Transportation Plan for Essex Town.	7/24	6/25			\$101,471					\$101,471
2.3.7.23	Pearl Street Multimodal Improvements Scoping Study. This study will start in CY25	Essex Junction	Christine	This study will build on the 2018 Bicycle/Pedestrian Improvements study along VT Route 15 between Susie Wilson Road and West Street Extension. The City is interested in an update to the study to focus on short-term design options that improve safety and connectivity for cyclists and pedestrians while minimizing changes to existing curbs, sidewalks, and utilities.	Short-term bike/ped improvement recommendation along VT15 between Susie Wilson Road and West Street Extension.	7/24	6/25			\$34,040					\$34,040
2.3.7.24	Milton Active Transportation Plan	Milton	Bryan	Develop an Active Transportation Plan for Milton that identifies a safe and well-connected bicycle and pedestrian infrastructure in the town. This plan will expand and connect critical infrastructure through robust public outreach in order to build a plan that will give the community a better sense of place.	Milton's Active Transportation Plan with specific prioritized projects/ recommendations that have the biggest impact for the community around various needs such as providing safe routes to school, building infrastructure along busy corridors, and connecting underserved populations of our community to the sidewalk network.	7/24	6/25			\$123,120					\$123,120
2.3.7.25	Shelburne Road Crossings Study	South Burlington	Jason	This study will look at crosswalks across Shelburne Road (US 7) from IDX Drive/Holmes Road to Lindenwood Drive/Queen City Park Road to evaluate options for increasing safety for bicyclists and pedestrians crossing this high volume and traffic arterial.	Preferred improvement options to improve safety in the short and long-term (i.e., adjusted signal timing/phasing, options for shortening crossings, new crosswalks, etc.).	7/24	6/25			\$67,318					\$67,318
2.3.7.26	Patchen Road Bicycle and Pedestrian Study	South Burlington	Christine	This study will look at Patchen Road from Williston Road to the Burlington City Line to evaluate options for increasing safety and accessibility for bicyclists and pedestrians along the corridor.	Preferred alternatives for improving bike/ped accommodations and reducing vehicle speeds in the short and long term (i.e., restriping options in the short term, traffic calming measures, and/or curb shifts in the long term, etc.).	7/24	6/25			\$90,870					\$90,870
2.3.7.27	Webster Road Bike and Pedestrian Infrastructure Supplemental Scoping Study	Shelburne	Jason	This project will address safety concerns around bike and pedestrian infrastructure located at the southern intersection of Shelburne Rd (US7) and Webster Rd. Additionally, this project will study ways to improve bike and pedestrian access to the Shelburne Village from the Webster Rd multi-use path.	Scoping report with short- and long-term improvement recommendations for active transportation.	7/24	6/25			\$92,554					\$92,554
2.3.7.28	Updated Williston Road Multimodal Scoping Study	Williston	Christine	The project will update an existing scoping study evaluating the feasibility and costs to improve multimodal transportation facilities along U.S. Route 2 (Williston Rd) between Taft Corners and Williston Village.	Scoping Report with a preferred multimodal alternative.	7/24	6/25			\$46,262					\$46,262

Draft FY25 UPWP - March 2024

Task #	Task Name	Municipality or Partner Agency	Staff Lead	Task Description	Task Deliverable(s)	Start Month/ Year	End Month/ Year	Other Trans Funds	GMT Cash Match	TOTAL NEW Transportation BUDGET FY25	Fed/State/Muni Contract - Staff Costs	ACCD - Staff Costs	Planning Direct Costs	Total Planning FY25	GRAND TOTAL
2.3.9	Intermodal Transportation Planning (Air, Rail, Ferry, Park and Ride, Freight)	Regional	Eleni	Coordinate intermodal transportation planning in the county, including surface transportation connections for passengers and freight to air, rail, ferry, and park and ride facilities.	1) Facilitation of and participation in state and regional intermodal planning activities, including: Rail, Park & Ride and Freight projects/initiatives; 2) Coordination with the Burlington International Airport; 3) Participate in the development of the state plans by attending working groups, steering committees, and/or advisory committees, assisting with outreach to local officials and the public, providing data, reviewing and commenting on document drafts and dissemination of information to TACs and the public; and 4) Participate in the State Rail Council and related efforts.	ongoing	ongoing			\$13,333					\$13,333
2.3.10	ITS (Intelligent Transportation Systems) & TSM (Transportation System Management)	Regional	Sai	Implement the 2016 Regional ITS Plan recommendations by enhancing capacity of the existing transportation network through signal optimization for selected high-volume corridors.	Conduct signal optimization for selected corridors as necessary. Participate in the VTrans ITS Plan and other initiatives.	ongoing	ongoing			\$3,648					\$3,648
2.3.10.1	Regional Transit Signal Priority Study	GMT & VTrans	Sai	Conduct a study on Transit Signal Priority options in Chittenden County. When implemented, Transit Signal Priority modifies traffic signal timing or phasing when transit vehicles are present either conditionally for late runs or unconditionally for all arriving transit.	Transit Signal Priority Report including an implementation plan.	7/24	6/25			\$52,610					\$52,610
2.3.13	Corridor Planning & Coordination for Implementation Plan Advancement	Local/ Regional	Eleni	Participate in VTrans' Transportation Corridor Management Planning efforts. Coordinate with Municipalities, VTrans (as appropriate) and other stakeholders to advance corridor implementation plans and continue advancement of local and regional corridor studies.	1) Coordination with municipalities, modal partners, VTrans and other stakeholders regarding implementation of local and regional corridor plans; and 2) Participation in VTrans' Transportation Corridor Management Planning efforts.	ongoing	ongoing			\$4,714					\$4,714
2.3.13.4.1	I-89 Corridor Monitoring Committee	Regional	Eleni	Form an I-89 Corridor Monitoring Committee to meet annually to monitor the I-89 Implementation Plan.	Monitoring of metrics defined in the I-89 2050 Implementation Plan and annual convening of the I-89 Monitoring Committee.	7/23	ongoing			\$3,553					\$3,553
2.3.13.7	Battery Street Corridor Study	Burlington	Jason	The Battery Street Corridor Study will identify improvements to support all modes of transportation, adjacent parks, adjacent businesses, stormwater, and enhance the street as a gateway between the downtown and waterfront districts. This Corridor Study is a new effort that may span two fiscal years.	This study will include all signalized intersections along Battery Street, and identify how improvements will align with the Railyard Enterprise Project to the south and align with Park Street to the north. Traffic analysis of Park Street should be included to determine its capacity to function as a one-lane street or a two-way street.	7/22	12/23			\$4,496					\$34,496
2.3.13.8	Cochran Road Scoping and Feasibility Study	Richmond	Jason	The project area for the Cochran Road Corridor Study encompasses the entirety of Cochran Road, from the Bridge Street/Cochran Road intersection to the intersection of Route 2 in Jonesville. A corridor study will focus on the 2.8-mile middle segment of Cochran Road. A more detailed scoping study will be performed on the western and eastern ends with higher village/population areas. This project will also evaluate and recommend permanent traffic calming measures along the length of Cochran Road	Report detailing the preferred alternatives for the eastern and western ends of Cochran Road as well as conceptual alternatives for the entire corridor.	7/22	12/23			\$11,517					\$56,517
2.3.13.9	Pond Road Feasibility Study. This project will be considered mid-year.	Shelburne		This is comprehensive study to review various options for Pond Road (2.38 mi), including paving, traffic calming measures, bike and ped upgrades, landscaping, etc.	Report detailing the study process and methodology, public engagement, and a preferred option that will be presented to the Selectboard.	TBD	TBD			\$100,000					\$100,000
2.3.16	Scoping Studies (Local and Regional)	Local/Regional	Eleni	Continued advancement of local and regional scoping studies.	Coordination with municipalities, VTrans and other stakeholders regarding implementation of local and regional scoping studies.	Ongoing	ongoing			\$3,553					\$3,553
2.3.16.35	Exit 14 Supplemental Scoping Study	Regional	Eleni	Following the extensive evaluation of Exit 14 in the I-89 2050 Study, conduct a supplemental scoping study to select a preferred alternative for Exit 14.	Scoping report with a preferred alternative.	7/23	6/24			\$19,795					\$149,795
2.3.16.36	Shelburne St / Home Ave Intersection Scoping (Burlington)	Burlington & South Burlington	Sai	This project will scope the alternative options and select a preferred alternative to improve safety and efficiency at this heavily traveled intersection, as this is identified as a VTrans high-crash location based on 2012-2016 crash records. This project could be completed within approximately one year.	Scoping report with a preferred alternative.	7/23	6/24			\$7,564					\$47,564
2.3.16.37	Northern Waterfront Connectivity	Burlington	Christine	This project will engage the community and adjacent landowners to scope the alternatives, identify opportunities and constraints, and identify the preferred alternatives and cost estimates to fill gaps in the sidewalk and path network for improved connections to the northern waterfront.	Scoping report with a preferred alternative.	7/23	6/24			\$4,998					\$24,998
2.3.16.38	Cottage Grove, Stanbury Road, and Green Acres Drive Sidewalk Scoping	Burlington	Christine	This project will work with a consultant to develop a scoping report to facilitate development of sidewalks within the New North End of Burlington, VT. The project will consult the community to scope and select preferred designs for sidewalks on at least one side of three city streets: Cottage Grove, Stanbury Road, and Green Acres Drive.	Scoping report with a preferred alternatives.	7/23	6/24			\$6,360					\$56,360

Draft FY25 UPWP - March 2024

Task #	Task Name	Municipality or Partner Agency	Staff Lead	Task Description	Task Deliverable(s)	Start Month/ Year	End Month/ Year	Other Trans Funds	GMT Cash Match	TOTAL NEW Transportation BUDGET FY25	Fed/State/Muni Contract - Staff Costs	ACCD - Staff Costs	Planning Direct Costs	Total Planning FY25	GRAND TOTAL
2.3.16.39	VT 127 Shared Use Path Scoping & Feasibility Study	Burlington	Jason	This project will complete scoping for new access points to and from the 127 path, assess the feasibility of widening the path, and assess the crash history of vehicles from SR 127 striking the fence that separates the roadway from the path.	Report that includes preferred alternatives for new and improved access to and from the 127 path; and identifies issues and constraints associated with widening the path to meet current design guidelines. The final report will also recommend improvements to the fence separating the path from VT 127.	7/23	6/24			\$22,723					\$172,723
2.3.16.40	Underhill Center Active Transportation Scoping Study	Underhill	Sai	This scoping study will examine routes, budgets, and timelines for a sidewalk, path and/or other active transportation infrastructure that connects the Underhill Central School with the rest of the village and its many important places for Underhill residents and visitors.	A scoping report with an identified preferred alternative connecting Underhill Central School with the rest of the village via sidewalk, path, or other active transportation infrastructure.	7/23	6/24			\$9,082					\$69,082
2.3.16.41	US2/Clay Point Road Scoping Study	Vtrans & Colchester	Jason	This will be a scoping study to evaluate safety issues and develop medium and long-term concepts to improve safety at the US2/Clay Point Road intersection in Colchester.	Scoping report with recommended short-term improvements and a preferred long-term alternative.	7/24	6/25			\$98,666					\$98,666
2.3.16.42	Burlington Main Street Scoping Study	Burlington & South Burlington	Eleni	This study will bring together prior plans, current construction projects, and new analysis to scope a protected bicycle facility for the Main Street corridor, from Winooski Avenue to East Avenue. It will include scoping of the East Ave/Spear Street "jughandle" intersection and is supported by the City of South Burlington.	Scoping report with recommended short, medium and long-term improvement options.	7/24	6/25			\$183,031					\$183,031
2.3.16.43	East Lakeshore Drive Stormwater and Pedestrian Infrastructure Scoping Project	Colchester	Marshall	This project will scope alternatives and upgrades to stormwater management, as well as pedestrian infrastructure along East Lakeshore Drive. This project will follow the VTrans MAB/MAS project manual, as the Town will be looking to obtain grant funding for this work in the future.	Scoping report with recommended transportation and stormwater improvement options.	7/24	6/25			\$111,637					\$111,637
2.3.16.44	Scoping Study Infill Checkerberry Sidewalk	Milton	Bryan	Conduct a scoping study for the Checkberry infill sidewalk. The infill is a 700± foot section that runs adjacent to Route 7, then along West Milton Road to Field Ridge Drive. This section will connect a 24 unit single family subdivision as well as four three unit housing buildings on Green Field Way.	Scoping report with a preferred alternative.	7/24	6/25			\$49,289					\$49,289
2.3.16.45	South Brownell & Marshall Ave Intersection Scoping	Williston	Christine	This project will involved intersection scoping to investigate what improvements are needed to better accommodate traffic changes that have occurred since the Muddy Brook crossing improvements at the Williston/South Burlington town line has made this corridor more attractive to regional traffic.	Scoping report with a preferred alternative.	7/24	6/25			\$77,369					\$77,369
2.3.18	Regional Travel Demand Model On-Call Assistance	Regional	Jason	On-call assistance from RSG on modeling issues and enhancements to the travel demand model.	1) Regional Model enhancements; and 2) Development of a traffic model for Shelburne Street in Burlington in preparation of a future corridor study following completion of the Champlain Parkway.	7/23	6/24			\$35,620					\$35,620
2.3.19	Transportation Improvement Program (TIP)	Regional	Christine	Process amendments for the current and develop the new TIP for the next four years. Complete the review of the Capital Program prioritization. Review progress of planned and scoped projects in the county. Continue to participate in the development and testing of the new VTrans project prioritization methodology (VPSP2). Review and provide input on VTrans' New Project Summaries (NPS) for asset management projects.	1) TIP amendments as needed; 2) Develop FY2023-2026 TIP; 3) Aid in facilitation of STIP hearing; 4) Develop the Annual Listing of Projects obligating Federal Funds; 5) Review and provide feedback of the VPSP2 process, score asset driven and regional projects in collaboration with our municipalities and the TAC using the VPSP2 methodology, attend meetings and trainings related to VPSP2 Implementation; 6) Assist VTrans and consultants with regional project refinement, as needed; and 7) Provide VTrans with regional and local input on draft NPS.	ongoing	ongoing			\$51,569					\$51,569
2.3.21	Transportation DIRECT COSTS	Regional	Forest	Purchase of direct cost eligible transportation program services and goods such as training, travel, work shop expenses, traffic counter equipment, etc.	1. Acquisition of transportation program direct cost services and goods.	ongoing	ongoing			\$140,000					\$140,000
2.4	Transportation Implementation														
2.4.2	Municipal Project Management Services (Separate Grants)	Various municipalities	Sai	Project management services for various municipalities. MPM manages and coordinates all project activities and monitor all aspects of project development on behalf of the Municipality while acting as liaison between the Municipality, VTrans, consultants and/or contractors as necessary.	See deliverables for individual MPM Projects.	ongoing	ongoing			\$-				\$0	\$0
2.4.2.5	Municipal Project Management Services - Shelburne	Shelburne	Sai	CCRPC staff acts as a Municipal Project Manager (MPM) for the Irish Hill Road sidewalk and Pedestrian Bridge design and construction project in Shelburne which is 80% funded through a VTrans Bicycle and Pedestrian grant award.	Activities include, but not limited to the following: review and monitor a master schedule, permits and approvals; assist the municipality in all right-of-way clearance; coordinate with utility companies; participate in public and stakeholder outreach; review invoices for accuracy and completeness; and provide regular progress reports to Municipality and VTrans.	7/19	tbd			\$-	\$10,097			\$10,097	\$10,097

Draft FY25 UPWP - March 2024

Task #	Task Name	Municipality or Partner Agency	Staff Lead	Task Description	Task Deliverable(s)	Start Month/ Year	End Month/ Year	Other Trans Funds	GMT Cash Match	TOTAL NEW Transportation BUDGET FY25	Fed/State/Muni Contract - Staff Costs	ACCD - Staff Costs	Planning Direct Costs	Total Planning FY25	GRAND TOTAL
2.4.2.6	Municipal Project Management Services - Jericho	Jericho	Sai	CCRPC staff acts as a Municipal Project Manager (MPM) for the Riverside Village Sidewalk design and construction project in Jericho (STP BP21(13)) which is 80% funded through a VTrans Bicycle and Pedestrian grant award.	Activities as set forth in the Municipal Assistance Bureau guidebook for managing local projects which include, but not limited to the following: review and monitor a master schedule, permits and approvals; assist the municipality in the consultant selection process, right-of-way clearance; coordinate with utility companies; participate in public and stakeholder outreach; review invoices for accuracy and completeness, assist the municipality with construction management, and provide regular progress reports to the Municipality and VTrans.		12/24			\$ -	\$8,414			\$8,414	\$8,414
2.4.2.7	Municipal Project Management Services - Richmond	Richmond	Sai	CCRPC staff acts as a Municipal Project Manager (MPM) for the Bridge St sidewalk design and construction project in Richmond which is 80% funded through a VTrans Transportation Alternatives Program (TAP) grant award.	Activities as set forth in the Municipal Assistance Local Projects guidebook for managing local projects which include, but not limited to the following: preview and monitor a master schedule, permits and approvals; assist the municipality in the consultant selection process through the RFP process and manage project development process, right-of-way clearance; coordinate with utility companies; participate in public and stakeholder outreach; review invoices for accuracy and completeness, assist the municipality with construction management, and provide regular progress reports to the Municipality and VTrans.		12/26			\$ -	\$8,414			\$8,414	\$8,414
3.0	MITIGATION & WATER QUALITY														
3.1	Hazard & Natural Resource Protection														
3.1.7	ANR Floodplain mapping and bylaws	Regional	Dan	Coordinate outreach and support to municipalities in Vermont to update flood hazard area bylaws ahead of the effective dates of the new county-wide FIRMS.	1. Assist municipalities update and adopt Flood Hazard Bylaws that meet or exceed NFIP standards; 2. Provide Quarterly and Final Reports; 3. Participate in monthly meetings.	7/23	5/25			\$ -	\$4,007	\$2,622		\$6,629	\$6,629
3.2	Stormwater/Non-point Source Program									\$ -					
3.2.2	Water Quality - Non-transportation	Regional	Dan	Monitoring of and reporting to munis on impacts of Act 138, Water Quality financing mechanisms, Lake Champlain TMDL, etc.	1. Participation in meetings, monitoring and reporting on policies and programs. 2. Participation in meetings and discussion to facilitate desired partnerships between RPCs, municipalities and non-profits related to Water Quality improvements.	ongoing	ongoing			\$ -		\$7,643		\$7,643	\$7,643
3.2.2.1	Regional Stormwater Education Program (RSEP) & Chittenden County Stream Team (CCST)	Regional	Dan	Serve as Lead Agency to implement programs described in an MOU between CCRPC and twelve MS-4 (Municipal Separate Storm Sewer Systems) permittees in County to meet a portion of permit obligations.	1. Provide technical assistance to MS4 Subcommittee of the Clean Water Advisory Committee. 2. Manage subcontractor(s) selected to implement social marketing campaign to assure permittee compliance with Minimum Measure #1, Public Education and Outreach. 3. Manage subcontractor(s) selected to implement programming to assure permittee compliance with Minimum Measure #2, Public Involvement and Participation.	ongoing	ongoing			\$ -	\$5,701	\$0		\$5,701	\$5,701
3.2.2.5	Water Quality - Basin Planning & Outreach	Regional	Dan	Non-transportation related TMDL assistance to municipalities. Education and training on best practices. Involvement in basin planning processes, including consideration of municipal projects and priorities.	1. Provide technical assistance to Clean Water Advisory Committee. 2. Serve as grant administrator on behalf of VAPDA for its umbrella grant with VT-DEC concerning outreach on Vermont Clean Water Act. 3. Conduct outreach efforts to municipalities to encourage adoption of programs and policies to improve water quality. 4. Participate with VT-DEC staff on development of and implementation of Tactical Basin Plans (Lamoille, Winooski and Northern Direct-to-Lake) and facilitate municipal review and input and municipal prioritization of projects. Current contract ends 9/20; and anticipate another contract following that.	ongoing	ongoing			\$ -	\$21,571	\$0	\$228,429	\$250,000	\$250,000
3.2.2.5.4	Lake Iroquois Recreation District - Beebe Lane Grant Admin	Town of Williston/Lake Iroquois Recreation District	Dan	Conduct grant administration for a water quality block grant on behalf of Lake Iroquois Recreation District.	TBD						\$6,902			\$6,902	\$6,902
3.2.2.5.5	ACRPC: Basin 5 Streams Project Development	ACRPC	Dan	Will engage a consultant to prepare sketch designs of previously identified non-regulatory water quality projects on Stonebridge Brook, Mill River, Malletts Creek, and Allen (Petty) Brook. As a result of general scoping, CCRPC will work to further developed the top 12 project via landowner outreach.	1. General Project Scoping; 2. Specific Project Development; 3. Feasibility Assessment of 12 projects.	7/23	12/24				\$9,752		\$4,603	\$14,355	\$14,355
3.2.3	Water Quality - Transportation (Staff)	Regional	Chris	General CCRPC staff activities assisting municipalities and participating in VTrans and DEC transportation related stormwater and other clean water initiatives.	1) Provide assistance, education and training to municipalities related to transportation/stormwater/water quality issues; 2) Participation in Clean Water and MTGP activities; 3) Assist towns with road erosion inventories (REI) and prioritization for MRGP compliance; and 4) Update REIs based on work conducted by municipalities and upload data to the state's portal;	ongoing	ongoing			\$ 50,161					\$50,161
3.2.3.13	Water Quality - Transportation (Consultant / MRGP Conceptual Plans)	Regional	Chris	Consultant assistance in developing conceptual plans and cost estimates for Road Erosion Inventory (REI) sites for Municipal Roads General Permit (MRGP) compliance.	Conceptual plans and planning level budgets for REI sites for Chittenden County municipalities.	ongoing	ongoing			\$ 20,000					\$20,000
3.2.3.20	Water Quality - Transportation (Local Projects)	Individual Municipalities	Chris	Conduct scoping and provide technical assistance for non-MRGP transportation related water quality municipal projects.	Conceptual plans that address stormwater/transportation issues on municipal roads.	ongoing	ongoing			\$ 20,900					\$20,902

Draft FY25 UPWP - March 2024

Task #	Task Name	Municipality or Partner Agency	Staff Lead	Task Description	Task Deliverable(s)	Start Month/ Year	End Month/ Year	Other Trans Funds	GMT Cash Match	TOTAL NEW Transportation BUDGET FY25	Fed/State/Muni Contract - Staff Costs	ACCD - Staff Costs	Planning Direct Costs	Total Planning FY25	GRAND TOTAL
3.2.3.22	Right-of-Way Condition Inventory for Stormwater Retrofit Feasibility – Phase 4 (Burlington) -	Burlington	Dan	This project would be the fourth and final Phase of a multiyear project creating a city wide sub-surface right-of-way condition inventory. This inventory utilizes GIS desktop analyses in conjunction with dig-safe ground trthing and soil borings to determine the suitability of implementing stormwater practices. Wards 4 and 7 would be the areas covered under Phase 4.	1) Interactive base map of existing data using ArcGIS Online; 2) Determine areas for initial utility assessment and collection of GPS points; 3) Conduct or coordinate soil testing; 4) Compile data into an interactive map using ArcGIS Online; and 5) Draft and final map tool approved by Burlington DPW.	7/24	6/25			\$56,072					\$56,072
3.2.3.23	Essex Stormwater CCTV Inspection - Phase 4	Essex Town	Chris	The Town began assessing the condition of stormwater pipes in 2020. This is the fourth phase of this effort and it consists of hiring a consultant to use a camera to televise the pipes in identified areas and generating a condition assessment report that will be consolidated with the condition assessment reports completed in the previous phases. The findings will be used to schedule implementation of pipe repairs, lining or replacement. This will be the final phase of televising to complete the project.	Condition assessment and digital video in PACP protocol for the stormwater pipes in the selected areas in the town.	7/24	6/25			\$76,350					\$76,350
3.2.3.24	Essex Jct Stormwater CCTV Inspection - Phase 4	Essex Junction	Chris	This application is for Phase 4 of this effort. Phase 1 established the process including where to TV, how to summarize the data and rank the pipes conditions to plan for replacement. Phase 2 and Phase 3 continued to gather data to weave into the prioritization framework developed as part of Phase 1. Phase 4 would consist of hiring a consultant to televise the stormwater pipes in the selected areas. Phase 1-4 data would be used to develop a schedule framework for slip-lining or replacement of deficient pipes for capital/operational planning.	Condition assessment and digital video in PACP protocol for the stormwater pipes in the selected areas in the Village.	7/24	6/25			\$51,350					\$51,350
3.2.3.27	Inspection and Inventory of Existing Stormwater System in Winooski (Phase 2). This is a CY25 Project.	Winooski	Chris	The proposed work includes inspection, condition assessment and updating GIS layers for the City's stormwater drainage system within the roadway network. The data will be used to better manage the City's transportation capital planning program and support water quality improvement planning.	Condition assessment and digital video in PACP protocol for the stormwater pipes in the selected areas in the City.	2/25	12/25			\$1,800					\$6,800
3.2.3.42	Shelburne Stormwater Plan Update and Conceptual Designs	Shelburne	Sai	The project involves feasibility analysis and conceptual designs for MS4 Stormwater Best Management Practices (BMPs) providing flow and phosphorus reductions from municipal roads, sidewalks, and other transportation assets. During Phosphorus Control Plan (PCP) development in 2021 it was determined that many BMPs included in the Munroe Brook Flow Restoration Plan (FRP) are not feasible due to site and/or landowner constraints. BMPs identified in the PCP will be evaluated for FRP credit.	The project includes feasibility analysis for up to 20 BMPs, including conceptual design development, coordination with VTANR to run the BMPDSS model, and an updated summary of FRP and PCP compliance.	7/22	6/23			\$3,366					\$23,366
3.2.3.43	Route 116, Patrick Brook Culvert Assessment	Hinesburg	Sai	Assess the Patrick Brook culvert on VT 116 and develop replacement options, conceptual-level plans, and cost estimates for the preferred option.	Scoping report with a preferred improvement option.	7/24	6/25			\$38,414					\$38,414
3.2.3.44	South Burlington Culvert Assessment	South Burlington	Chris	This project will consist of a comprehensive city-wide culvert assessment and prioritization, covering publicly owned conveyance culverts throughout all watersheds within the City of South Burlington.	Culvert Assessment Report.	7/24	6/25			\$90,399					\$90,399
3.2.3.45	Williston Stormwater Pipe CCTV Inspection Phase I	Williston	Chris	Williston has identified the need to assess the condition of stormwater pipes in the town. This will be a multi-year effort to inspect all of Williston's closed stormwater system. Phase I was selected because it contains older communities with aging stormwater infrastructure.	Condition assessment and digital video in PACP protocol for the stormwater pipes in the selected areas in the town.	7/24	6/25			\$61,440					\$61,440
3.2.17	Clean Water Service Provider Start-up, Operations & Maintenance and Verification	DEC	Dan	Via a DEC grant, this funding will support efforts for CCRPC, as the designated Clean Water Service Provider (CWSP) for Basin 5 (Northern Lake Champlain Direct Drainages), to Work with State on the development of V&M Guidance Chapter 7; Establish Survey123 Access, Attend State O&M trainings, Conduct procurement for services related to verification and O&M, as appropriate and Conduct O&M activities with State approval.	1. Confirmation of access to Survey123 materials and configured to share access with verifiers, if necessary 2. List of trainings attended 3. List of prequalified entities to serve as verifiers and maintainers, as applicable, or provide a description of related activities 4. alignment with required deliverables in the SFY 2024 Formula Grant Awards	4/24	6/25				\$8,063		\$10,000	\$18,063	\$18,063
3.2.18	Clean Water Service Provider Formula Restoration Grant	DEC	Dan	CCRPC, as the designated Clean Water Service Provider (CWSP) for Basin 5 (Northern Lake Champlain Direct Drainages), in consultation with its Basin 5 Water Quality Council, will manage annual DEC Water Quality Restoration Formula Grants to fund non-regulatory phosphorus reduction projects.	1.Promote, organize and work with chairs to facilitate regular meetings of the Basin 5 Water Quality Council. 2. Issue regular Calls for Applications for phosphorus reduction projects. 3. Communicate regularly with other CWSPs and with DEC to foster effective program management. 4. Periodically issue RFQs for subcontractors and subgrantees. 5. Compile and submit regular quarterly and annual progress reports and financial reports to VT DEC.	7/22	ongoing				\$96,067		\$200,000	\$296,067	\$296,067

Draft FY25 UPWP - March 2024

Task #	Task Name	Municipality or Partner Agency	Staff Lead	Task Description	Task Deliverable(s)	Start Month/ Year	End Month/ Year	Other Trans Funds	GMT Cash Match	TOTAL NEW Transportation BUDGET FY25	Fed/State/Muni Contract - Staff Costs	ACCD - Staff Costs	Planning Direct Costs	Total Planning FY25	GRAND TOTAL
4.0	RURAL INVESTMENT														
4.1	Habitat Preservation														
4.1.1	Urban and Community Forestry Block Grant	FPR	Darren	Administer a statewide block grant program of \$700,000 for urban tree planting in cooperation with the Urban and Community Forestry Program.	1. Design and Launch Urban Tree Planning Subgrant Program; 2. Subgrantee solicitation; 3. Subgrantee technical assistance; 4. Grant Administration	1/24	9/26				\$27,814		\$630,000	\$657,814	\$657,814
5.0	HEALTH & SAFETY														
5.1	Safety - Transportation														
5.1.1	Traffic Alert Program	Regional	Emma	Coordinate contracting process with consultant; monitor and assist with issues and challenges.	Implementation of summer/fall 2019 and spring 2020 Traffic Alert Program.	ongoing	ongoing			\$ 15,496					\$15,496
5.1.2	Transportation Safety	Regional	Sai	Enhance travel safety in the County by assisting municipalities with safety reviews on local streets. Work with VTrans, the VHSA and the SHSP consultant to determine strategies and identify regional needs based on data. Work with VHSA to distribute information and data to the public on important transportation safety issues as identified by the data. Coordinate with VTrans in their ongoing safety programs including participation in RSARs, SLRS and HSIP programs. Conduct safety studies for municipalities. Participate in the Vermont Highway Safety Alliance (VHSA).	1) Participation in VHSA's task forces, events and initiatives; 2) Staff will coordinate all aspects of Road Safety Audit Reviews with VTrans and municipal staff, review supplement crash data provided by VTrans, and solicit local input; and 3) Coordinate with VTrans on safety projects in Chittenden County.	ongoing	ongoing			\$ 7,971					\$7,971
5.1.2.1	Oak Hill Road Safety Audit	Williston	Sai	The project will conduct a Road Safety Audit along Oak Hill Road from Williston Rd/Rt 2 Intersection to the Butternut Rd intersection. The 2016 Williston Comprehensive Plan calls for studying the need for improvements on Oak Hill Road. Both North Williston Road and Oak Hill Road are functioning as arterial roads, carrying regional traffic from points south and north of Williston. In 2017 the town completed a scoping study on proposed improvements to North Williston Road and has implemented several of the identified improvements since the study was completed.	Memo with safety recommendations for Oak Hill Road	7/24	6/25			\$ 8,559					\$8,559
5.1.3	PlanBTV Walk/Bike Action Plan	Burlington	Sai	Burlington's new PlanBTV Walk Bike Action Plan will update the existing 2017 Plan BTV Walk Bike plan by taking a deep dive into quantifiable data and robust public engagement with underserved populations to identify explicit projects that will have the largest impact on the goal of eliminating traffic fatalities and severe injuries.	Final report of the planBTV Walk/Bike Action Plan	7/22	6/23			\$ 24,687					\$94,687
5.1.4	Regional Safety Action Plan (2.5% funding)	Regional	Sai	This would include the development of a regional plan to support planning, infrastructure, behavioral, and operational initiatives to prevent death and serious injury on roads and streets involving all roadway users, including pedestrians; bicyclists; public transportation, personal conveyance, and micromobility users; motorists; and commercial vehicle operators.	Regional Safety Action Plan	7/23	6/24			\$ 22,845					\$122,845
5.1.5	United Way Funding Committee	United Way	Sarah	Participate on United Way of Northwest Vermont's Funding Committee which allocates state prevention funds.	1. Participate in committee meetings. 2. Review and comment on funding applications.	7/24	6/25				\$1,500	\$2,622		\$4,122	\$4,122
5.2	Safety/Emergency Management														
5.2.1	Emergency Management Planning Grant (EMPG)	Regional	Christine	Provide planning, technical assistance and recovery efforts to towns, and assist the state. Offer trainings and support.	1. Local Planning: update LEMPS annually. 2. Technical Assistance and Education: two EMD roundtables, trainings, grant writing, ERAF assistance, monthly conference calls, maps, etc. 3. Regional Emergency Management Committee Transition. 4. Statewide Emergency Response: SEOC trainings, after action meetings, participation in state level exercises. 4. Municipal Public Safety Resource Inventory.	10/20	ongoing			\$ -	\$57,239	\$0		\$57,239	\$57,239
5.2.7	DEMHS - Response & Recovery MOU	Regional	Christine	This MOU ensures that RPC staff are 'on call' and available to assist the State if and when needed for natural or man made incidents or disasters. This might involve acting as a local liaison with our member municipalities, contacting them to learn the extent of any damage that might have occurred, and what help, if any, they may need in managing the situation both during the initial response phase of an incident, and also in the recovery phase afterward.	When needed, staff will contact municipal officials on several occasions to check in, and then to summarize and communicate this information and local needs to appropriate State officials.		as needed			\$ -	\$0	\$0		\$0	\$0
5.3	Health														
6.0	EDUCATION														
7.0	FINANCE AND GOVERNANCE														
7.1	Coordinated Data & GIS Programming														
7.1.1.2	Online mapping & data	Regional	Melanie	To provide new and maintain existing online resource mapping tools. Work to present the 2018 ECOS Plan in a more user friendly format.	1. Continue to refine ChittendenCountyVT online map (ECOS plan) and other online maps. 2. Work with VCGI to update our data in ESRI's World Topographic Map. 3. Develop additional online maps as requested. 4. ECOS Plan regional analysis, data in an online format.	ongoing	ongoing			\$ 66,058					\$66,058

Draft FY25 UPWP - March 2024

Task #	Task Name	Municipality or Partner Agency	Staff Lead	Task Description	Task Deliverable(s)	Start Month/ Year	End Month/ Year	Other Trans Funds	GMT Cash Match	TOTAL NEW Transportation BUDGET FY25	Fed/State/Muni Contract - Staff Costs	ACCD - Staff Costs	Planning Direct Costs	Total Planning FY25	GRAND TOTAL
7.1.1.8	GIS Services - Essex Junction	Essex Junction	Melanie	With the separation of the Town and the City, the City will no longer have in house GIS services. This request is for GIS assistance from CCRPC to help fill this gap until we have an in-house GIS solution. We are aware of specific needs; but anticipate other needs may come up over the course of the year.	1. Update the zoning district map; 2. Add to or create new online maps and a stormwater specific online map; 3. Assist and support maintenance of City's ground trurthing of stormwater infrastructure; 4. Assist with recommendations on getting the City set-up with in house ArcGIS services; 5. Provide support for Water Quality Superintendent after launch of stormwater utility with resident follow-up questions and be the keeper of the data; 6. Other projects as needed.	7/23	6/25			\$ -	\$7,200	\$6,362		\$13,562	\$13,562
7.1.2	Data Development & Maintenance & GIS Programming	Regional	Melanie/ Chris	Continue to develop and maintain the GIS data library and provide GIS services and assistance. Continue to collect transportation data including infrastructure inventories, traffic, bike/ped, park & ride, and other counts (as requested by municipalities and stated in the TPI Guidance). Collect and report data on the following programs: Town Highway Major Collector (HPMS) and Model Inventory of Roadway Elements (MIRE).	1) Update of Housing points data; 2) Update of Commercial/Industrial Sites data; 3) Update bike/ped data; 4) Update of infrastructure inventories (culverts, signs, sidewalks, etc.); 5) Updates to municipal zoning and regional future land use data as needed; and submit updates to VCGI annually; 6) Update of TIP GIS data and maps; 7) Updates and/or data development as needed or requested; 8) Conduct traffic counts as requested by municipalities and provide all relevant traffic data to VTrans by the required deadline; 9) Report highway improvement data for TH Major Collectors (HPMS) data to VTrans at the end of each calendar year; 10) Collect and provide Bike, Pedestrian and Park & Ride count data to VTrans, based on the latest TPI Guidance; 11) Use existing data/sources to identify and report to VTrans the surface types on Class 2, 3 and 4 town highways in the county; 12) Update vtculvert.org and provide annual summary of bridge & culvert inventories to VTrans as directed by TPI Guidance; 13) Update data for inclusion in ESRI's World Topographic Basemap; 14) Review 2020 Census materials as needed; 15) GIS services (maps, data, technical assistance) to member municipalities, state agencies, regional partners and general public as requested; and create a GIS layer with parcels zoned as industrial or commercial that could be served by rail.	ongoing	ongoing			\$ 277,240					\$277,240
7.1.3	VT Online Bridge & Culvert Inventory Tool (VTCulverts)	Regional	Chris	CCRPC Staff will work with the consultant to improve the functionality of the VTCulverts website. Improvements will include improving the bulk update process and streamlining the access to the data in other platforms (online maps, for example). Staff will also continue to maintain and provide technical assistance for user's of the VOBKIT program (www.vtculverts.org).	1. Work with the consultant and project partners to improve and enhance the functionality of the VOBKIT website. 2. Provide technical support to users of the website. 3. Provide Training to municipal staff (public works, road foremen) on using VOBKIT. 4. Input updated bridge and culvert inventories into vtculverts.	ongoing	ongoing	\$ 2,160		\$ 2,699					\$2,699
7.2	Coordinated County Performance Monitoring														
7.2.1	ECOS Annual Report: Non-Transportation	Regional	Melanie	Orchestrate the creation of 2022 ECOS Annual Report including the development of an online indicator system.	1. Update online indicators. 2. 2022 accomplishments of partners in implementing ECOS Plan. 3. 2022 ECOS Annual Report. 3. Provide annual reporting to DHCD (9/30).	ongoing	ongoing			\$ -		\$0		\$0	\$0
7.2.2	ECOS Annual Report: Transportation	Regional	Melanie	Orchestrate the creation of 2022 ECOS Annual Report including the development of an online indicator system.	1. Update indicators. 2. Draft of online indicators website. 3. 2022 accomplishments of partners in implementing ECOS Plan. 4. 2022 ECOS Annual Report.	ongoing	ongoing			\$ -				\$0	\$0
7.2.4	ECOS Plan Updates	Regional	Taylor	This task will set aside CCRPC staff hours to update the ECOS Regional Plan.	Adopted the 2025 ECOS Regional Plan.	4/21	6/25			\$ -		\$120,355	\$30,000	\$150,355	\$150,355
7.2.5	ECOS MTP Plan Update - Transportation	Regional	Eleni	Update of the regional plan for Chittenden County updated on a five-year cycle to comply with federal Department of Transportation regulations governing the Metropolitan Transportation Plan (MTP).	The MTP was adopted in May 2023. Staff will be working to update the MTP as the ECOS Regional Plan is being developed.	4/21	6/25			\$ 10,534					\$10,534
7.2.7	Transportation Sustainability Assessment Tool and Data Dashboard	UVM TRC	Jason, Melanie	This project will develop a new data dashboard for tracking household level changes in vehicle miles traveled (VMT), greenhouse gas emissions (GHGs) and vehicle fleet characteristics (e.g., fuel economy, fuel type, EVs, etc.) at a high level of spatial detail (e.g., census blocks) across Chittenden County. An assessment tool will also be created that enables CCRPC, municipalities and other regional stakeholders to evaluate baseline conditions, measure progress towards GHG emission reduction targets, and evaluate factors that contribute to different rates of progress in different communities.	Data dashboard for tracking household level changes in VMT, GHGs and vehicle fleet characteristics.	7/23	6/24			\$ 95,160					\$95,160
7.3	Education & Outreach														
7.3.1	Municipal Training: Non-Transportation	Regional	Darren	Provide municipal trainings on potential topics as described in FY25 ACCD contract.	1. Conduct at least two training sessions to promote statewide awareness with participant surveys. 2. Report on training needs received on survey forms or municipal consultations. 3. Publicize and assist as needed to deliver statewide training requested by DHCD in our region.	ongoing	ongoing			\$ -		\$5,124		\$5,124	\$5,124
7.3.2	Municipal Training: Transportation	Regional	Chris	Deliver regular trainings on a variety of transportation topics using statewide training modules where applicable. Training topics may include: Highway Foremen's Meetings, complete streets, stormwater management, etc.	1. Host at least one road foremen meetings. 2. Present specific topics or other information (e.g., complete streets, road and bridge standards, etc.) to municipalities as needed. 3. Education and outreach events as requested.	ongoing	ongoing			\$ 2,454					\$2,454
7.3.3.1	Community Outreach & Partnerships: Non-Transportation	Regional	Charlie	Participate in member, legislative and partner outreach to achieve the partnerships necessary to realize the ECOS Plan goals not related to transportation.	Non-transportation related: 1. Ongoing outreach to community through web, notices and newsletter. 2. Continue and build partnerships with ECOS Partners to further ECOS Plan strategy implementation. 3. Monitor and participate as needed in policy and legislative discussions.	ongoing	ongoing			\$ -		\$87,177	\$8,000	\$95,177	\$95,177

Draft FY25 UPWP - March 2024

Task #	Task Name	Municipality or Partner Agency	Staff Lead	Task Description	Task Deliverable(s)	Start Month/ Year	End Month/ Year	Other Trans Funds	GMT Cash Match	TOTAL NEW Transportation BUDGET FY25	Fed/State/Muni Contract - Staff Costs	ACCD - Staff Costs	Planning Direct Costs	Total Planning FY25	GRAND TOTAL
7.3.3.2	Community Outreach & Partnerships: Transportation	Regional	Charlie	Participate in member, legislative and partner outreach to reinforce partnerships necessary to realize the ECOS/MTP transportation goals. Work with municipalities and partners to develop a transportation program that meets the ECOS/MTP goals.	Transportation-related: 1. Ongoing outreach to community through web, notices and newsletter. 2. Continue and build partnerships with ECOS Partners to further MTP implementation. 3. Monitor and participate as needed in policy and legislative discussions. 4. Outreach to municipalities on projects and needs as part of the UPWP development.	ongoing	ongoing			\$ 107,630					\$107,630
7.4	Regional or Shared Services														
7.4.1	Regional or Shared Services	Regional	Charlie	Provide staff support to municipally requested assistance on potential shared services.	Facilitate regional dispatch implementation process as needed, primarily as Assistant Secretary to the CCPSA board.	ongoing	ongoing			\$ -		\$6,015	\$0	\$6,015	\$6,015
8.0	EQUITY & ENGAGEMENT														
8.1	Equity & Engagement Programming and Planning														
8.1.1	Title VI, Public Participation Plan, and Equity Work	Regional	Anne Nelson	Continue to implement Title VI strategy and the Public Participation Plan (PPP) including the advancement of new forms of engagement as detailed in the PPP such as small engagement grants to target special interest constituencies for key regional transportation projects. Engage with partner organizations to build capacity and develop civic infrastructure to promote a robust and equitable engagement with underserved populations for transportation-related projects.	1) Reporting and implementation of Title VI program outreach. 2) Implementation of PPP. 3) Hire special interest constituencies as needed. 4) Update PPP elements and the stipend policy as needed. 5) Conduct training of board and staff as appropriate. 6) Develop an equity action plan. 7) Begin to implement recommendations from the equity work as appropriate. 8) Support the Equity Advisory Committee. 9) Administer capacity building grants. 10) Report to VTrans on equity related work for transportation projects completed by the RPC in the previous calendar year.	ongoing	ongoing			\$ 251,160					\$261,160
8.1.5	Equity and Planning	Regional	Anne Nelson	This task is for equity work related to planning outside of the scope of the MPO.	1. Equity training for land use staff. 2. Other tasks as they develop.	7/22	6/23			\$ -		\$16,457		\$16,457	\$16,457
								\$ 2,160	\$ 60,000	\$ 4,912,442	\$ 513,836	\$ 569,632	\$ 2,616,258	\$ 3,683,818	\$ 9,865,595
														3,699,726	