November 20, 2026

RE: **CCRPC FY2028 Unified Planning Work Program – Request for Projects**

Dear Colleague:

The Chittenden County Regional Planning Commission (CCRPC) is beginning the process of creating the Unified Planning Work Program (UPWP) for the upcoming fiscal year (FY2028). This program outlines CCRPC's projects and initiatives for the next year (July 1, 2027 - June 30, 2028). It helps implement the goals and strategies for our region outlined in the ECOS Regional Plan, and helps municipalities implement their local plans. The current FY27 UPWP can be viewed at: ccrpcvt.org/annual-work-plan.

CCRPC receives funding from local, state, and federal sources for various programs and initiatives. We expect to have about $2 million available for new municipal and partner projects. Attached you will find a detailed description of the application and selection process. All related documents are also on our website: ccrpcvt.org/annual-work-plan. **Completed applications are due Friday, January 22, 2027.**

The UPWP Committee will oversee the development process and determine how to allocate available funds to projects that best support our communities and meet the goals of the ECOS Plan. In reviewing project requests, the committee will consider municipal and partner organization priorities and community engagement. The process will include feedback from the public, interested and affected parties, and member communities.

With increasing demand for limited public funds, we believe this process will help the UPWP Committee recommend projects to the CCRPC Board that benefit both the region and local communities.

Please contact Bryan Davis, Transportation Planning Program Manager (bdavis@ccrpcvt.org, 802-861-0129) if you have any questions or would like to set up a time to meet to discuss a potential project.

We look forward to receiving your submission and value our continued partnership in making Chittenden County such a special place to live, work and play.

Best regards,

Charlie Baker
Executive Director
Chittenden County Regional Planning Commission

PROGRAM SUMMARY
FY2028 Unified Planning Work Program

Introduction

The Unified Planning Work Program (UPWP) is the CCRPC's annual (July 1 through June 30) work program that outlines the planning activities and projects funded by and through the CCRPC.

To apply for assistance, municipalities and eligible partners must follow the application steps outlined in this document. CCRPC staff are available to discuss project ideas and offer application support. **A project application form (submitted online) is required for each project request. If you submit more than one request, please indicate projects in order of priority. There are separate online forms to request transportation counts and infrastructure inventories conducted by CCRPC staff.**

The deadline for completed applications is Friday, January 22, 2027. The online submission forms are available here: https://www.surveymonkey.com/r/RLMRB3Q. Additional information and worksheets are available at ccrpcvt.org/annual-work-plan.

Eligible Applicants

- CCRPC member municipalities
- Agencies
- Partner non-profit organizations

Relationship to the Chittenden County ECOS Regional Plan and Local Plans

Projects must be consistent with Chittenden County's Regional Plan (the ECOS Plan). The ECOS Plan serves as the Regional Plan, Metropolitan Transportation Plan, and Comprehensive Economic Development Strategy for Chittenden County.

Municipalities should identify how and where projects are identified in local plans, capital improvement programs, and other local efforts.

Funding Sources

CCRPC receives funding for a range of project types from diverse sources including:

- the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) and the Vermont Agency of Transportation (VTrans) to implement the Metropolitan Transportation Plan – *this is the primary source of available funding assistance*;
- the Vermont Agency of Commerce & Community Development (ACCD) to implement the ECOS Plan;
- the Vermont Agency of Natural Resources (ANR) for water quality planning; and
- the Vermont Division of Emergency Management & Homeland Security for emergency management planning.
- Funding could also come from grant awards to implement single purpose projects.

Examples of Projects

- **Transportation-Related Projects (Federal Transportation Planning Funding)**
  - Project development/scoping that will lead to implementation (roadways, bridges, intersections, traffic signals, sidewalks, bike facilities). In addition to long-term alternatives, these projects usually develop short- or medium-term transportation improvements that could be implemented with local funding or through grant programs.
  - Multimodal transportation planning (corridor and area-wide studies).
  - Stormwater/water quality planning and project scoping consistent with the Municipal Roads General Permit (MRGP), tactical basin plans or state/regional goals, plans, and permits.
  - Transportation-related education or outreach to historically excluded and underrepresented populations.
  - Technical assistance projects could include but are not limited to transportation modeling; signal timing plans and optimization; data development; demographics; stormwater management system inventories; speed studies; Level-of-Service (LOS) or volume/capacity analyses; stop warrant analyses; transportation safety analyses; and GIS/data/mapping assistance.
- **Land Use and Energy Implementation Assistance (may be eligible for transportation funding if the project has a transportation connection)**
  - Chittenden County Better Connections Program: similar to the State's Better Connections Program, CCRPC encourages municipalities to coordinate land use decisions with transportation investments that build community resilience, with a particular emphasis on projects that support the implementation of innovative transportation and land use concepts such as:
    a) Corridor/area wide plans
    b) Smart growth community plans
    c) Smart growth bylaw development
  - Energy Implementation Assistance, including but not limited to:
    a) Education and outreach conducted to increase awareness and understanding of local, regional, and state energy and climate plans
    b) Energy-related transportation and land use sector implementation activities (e.g., climate resilience, public transportation, bike-ped projects, compact mixed-use development, electric vehicles, charging infrastructure and e-bikes)
    c) Electricity sector implementation activities (e.g., electric efficiency and conservation measures, smart grid, appropriate siting of renewables-based generating facilities, electricity/power resilience)
  - Other, including Health and/or Equity Impact Assessments as part of any of the previous categories.
- **Communications, Outreach and Engagement Assistance**
  - Communications support to help present information clearly, accessibly, and professionally to municipal officials and staff, regional partners, community organizations, and the public. Services include: writing and editing; document design, formatting, and production; logo and visual identity development; and the creation of coordinated graphics and communications

materials such as flyers, one-pagers, presentations, posters, reports, newsletters, public notices, webpages, and ready-to-share outreach packages.
    - Support for public engagement, including developing accessible engagement strategies and outreach materials, identifying and reaching interested and affected parties, and designing and facilitating opportunities for community input. This includes providing assistance with reaching underrepresented populations and reducing barriers to participation through accessible and inclusive engagement approaches.

- **Transportation Counts and Inventories (Conducted by CCRPC staff and interns)**
    - Traffic counts
    - Pavement inventories
    - Road erosion inventories
    - Sign inventories
    - Culvert inventories
    - Other
- **Non-Municipal Transportation Partner Program Assistance**
    - CCRPC staff will work with local and regional transportation partners on various programs. Proposed budgets should reflect what can be spent within a fiscal year (July 1st to June 30th). Please note that non-municipal partners are expected to submit a year-end report describing the impacts and outcomes of their program/efforts as a requirement of funding.

For examples of projects funded through previous UPWPs, visit ccrpcvt.org/annual-work-plan or contact CCRPC staff for details.

Ineligible Initiatives

UPWP **transportation funding is for planning projects only**. The list below offers some examples of activities that are not eligible for UPWP funds. If applicants have questions about eligibility, they are encouraged to reach out to CCRPC staff to determine whether a project /activity is eligible.

- Costs for municipal employees
- Right-of-way acquisition
- Detailed design, engineering, and specifications
- Construction of transportation system facilities
- Capital-oriented implementation actions

Cost Estimates and UPWP Funding History

UPWP Funding History: While funding pools have not been determined, CCRPC's UPWP funds have been budgeted as follows in previous fiscal years:

FY2023			FY2024			FY2025			FY2026			FY2027		
Multimodal	$228,000	10%	Multimodal	$340,000	13%	Multimodal	$322,000	12%	Multimodal	$420,000	17%	Multimodal	$402,500	18%
Bike/Ped	$500,350	23%	Bike/Ped	$574,818	22%	Bike/Ped	$784,475	29%	Bike/Ped	$542,100	22%	Bike/Ped	$347,950	16%
Water Quality	$455,613	21%	Water Quality	$75,000	3%	Water Quality	$425,021	16%	Water Quality	$248,000	10%	Water Quality	$145,230	7%
TDM	$357,548	16%	TDM	$510,050	19%	TDM	$291,500	11%	TDM	$373,047	15%	TDM	$332,240	15%
Energy	$0	0%	Energy	$90,477	3%	Energy	$80,000	3%	Energy	$210,000	8%	Energy	$96,825	4%
Other	$268,000	12%	Other	$585,000	22%	Other	$110,000	4%	Other	$80,000	3%	Other	$100,000	4%
GMT	$402,340	18%	GMT	$442,340	17%	GMT	$650,000	24%	GMT	$645,000	26%	GMT	$800,000	36%
Total	$2,211,851	100%	Total	$2,617,685	100%	Total	$2,662,996	100%	Total	$2,518,147	100%	Total	$2,224,745	100%

For FY28 we anticipate having about **$2 million** available for new project requests. Please note that we might not be able to work on all the requests due to CCRPC match and staff capacity constraints. Applications must include a total project cost estimate and the local cash match contribution. CCRPC staff may follow up with applicants to discuss how the cost estimate was derived. Partial awards may be considered.

Community Need and Public Meeting Requirement

All municipal applications (including match amounts) must be presented to and approved by the local governing body by the end of March 2027. The purpose of the meeting is to inform the community about the project request, to solicit public comments, and confirm the availability and commitment of local matching funds. **For non-municipal partners**, a public meeting is not required but applications should be approved by their Board or similar governing body.

Contracting and Project Management

Contracting for projects will begin after July 1, 2027. Projects may be implemented using CCRPC staff resources, consultants, or a combination of both. Any consultant retained will be under direct contract with the CCRPC. CCRPC staff will be assigned to each project and will manage consultants in partnership with municipal staff. There may be some exceptions depending on individual circumstances. Regular invoices and progress reports are expected for each project.

UPWP Project Selection

The UPWP process involves a three-step selection process:

Step 1: CCRPC staff will review applications to ensure they meet all program requirements.

Step 2: CCRPC staff will review the proposed scope of work for each project and the estimated budget. If the budget is not adequate for the desired scope, CCRPC staff will reach out to the project sponsor with two choices: 1) increase the local match in proportion to the revised study cost to complete the desired scope of work, or 2) reduce the desired scope of work to fit the original proposed budget. Once budgets and scopes have been confirmed for all projects, the submissions will be forwarded to the UPWP Committee.

Step 3: CCRPC staff and the UPWP Committee will screen applications based on the following factors:

1. Alignment with Regional Vision: How does the project align with the CCRPC's ECOS Regional Plan (https://www.ccrpcvt.org/our-work/our-plans/ecos-regional-plan/#2026-update)? (mandatory)
2. Documented Project Need: Is the project identified in a local plan? Or does this project

address a newly identified need? (mandatory)
3. Was a public meeting held (or will be held by the end of March 2027) to solicit input from residents and others regarding the project? (mandatory – include documentation)
4. Is the proposal an inter-municipal initiative?
5. How will the project have a positive impact on the transportation system and/or advance the strategic planning objectives of the community when implemented? What is the sponsors' plan for implementing recommended improvements?
6. Public Engagement: What is the public outreach plan for the project? How does the project engage economically disadvantaged populations to improve outcomes?
7. Applicants' past performance as determined by the CCRPC.
8. CCRPC Staff and match availability.

Applications that best meet the factors listed above will be considered first for funding. If there are more worthy submissions than available funding, the UPWP Committee will consider regional priorities, geographic balance, and project type to aid in selecting projects.

UPWP Schedule

November 20, 2026	FY28 UPWP applications released
December 2026/January 2027	CCRPC staff available to meet with municipalities/partners
January 20, 2027	CCRPC public forum for UPWP input
January 22, 2027	**FY28 UPWP application deadline**
January to March, 2027	Three UPWP Committee meetings
April 6, 2027	Draft UPWP presented to TAC
April 14, 2027	Draft UPWP presented to PAC
April 21, 2027	Draft UPWP presented to CCRPC Board/warn Public Hearing
May 19, 2027	CCRPC Board holds public hearing and votes on FY28 UPWP
July 1, 2027	FY28 UPWP takes effect

For more information, contact Bryan Davis, Transportation Planning Program Manager: bdavis@ccrpcvt.org, 802-861-0129.