



CHITTENDEN COUNTY RPC  
*Communities Planning Together*

**Fiscal Year 2014**  
**ANNUAL WORK PLAN**  
*(Unified Planning Work Program - UPWP)*

Chittenden County  
Regional Planning Commission

July 1, 2013 – June 30, 2014

*PUBLIC HEARING DRAFT*  
*04/18/13*



**CHITTENDEN COUNTY RPC**  
*Communities Planning Together*

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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.

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# Introduction and Purpose of the UPWP

This document, the *Fiscal Year 2014 Annual Work Plan (Unified Planning Work Program)* (FY 2014 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, 2013 and June 30, 2014. The following sections provide an overview of the Chittenden County Regional Planning Commission (CCRPC) and describe how all of 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.

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## *Introduction to Land Use Planning*

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

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 most local planning performed by municipalities and the most general planning performed by the State. As a consequence, 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.

### **2013 ECOS Regional Plan**

The regional plan for Chittenden County must be updated on a maximum five-year cycle to comply with federal Department of Transportation and Economic Development Administration regulations governing the Metropolitan Transportation Plan and Comprehensive Economic Development Strategy which are encompassed in the regional plan. The 2013 ECOS Regional Plan is currently under final public review and is expected to be adopted by the CCRPC Board of Directors on June 19, 2013. 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.

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## ***Introduction to Transportation Planning***

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Each fiscal year (July 1 to June 30), the CCRPC prepares a Unified Planning Work Program (UPWP), which guides the CCRPC and summarizes transportation and land use planning activities and priorities for the member municipalities in Chittenden County. It shows who will do planning studies, when the work will be completed, and what the final products and benefits will be. The UPWP also serves as a management tool, a program budget and includes anticipated financial resources and expenditure information for the fiscal year covered.

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 2013 ECOS Regional Plan goals which encompass the Metropolitan Transportation Plan (MTP) for the region. Opportunities for public comment on the draft UPWP are typically available between January and May of each year, with a final public hearing in May prior to Board adoption of the document. This year the CCRPC held a public forum on January 16 to gather ideas and concerns from the public to assist in the development of this UPWP. Board adoption typically occurs in May.

In an effort to better link the work of the UPWP with the goals of the ECOS Regional Plan, this work plan is developed to focus the work plan elements on these goals. The purpose of the document is to provide the organization's work plan in a format that is more accountable to our long range goals.

### **Metropolitan Planning Area**

The CCRPC metropolitan planning area consists of the 19 Chittenden County municipalities. In the year 2010, the population of the County was 156,545. 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).

### **Key Products of the Transportation Planning Process**

SAFETEA-LU and its implementing regulations require that the CCRPC transportation planning process produce and manage the implementation of three principal products, all of which must be updated regularly:

- ▶ The Unified Planning Work Plan (UPWP);
- ▶ The Chittenden County Metropolitan Transportation Plan (MTP); and
- ▶ The Chittenden County Transportation Improvement Program (TIP).

CCRPC is also responsible to its membership and provides technical and planning assistance to the municipalities within the county and to the Vermont Agency of Transportation (VTTrans).

### **Metropolitan Transportation Plan**

Federal law and regulations require that metropolitan areas such as Chittenden County develop and periodically revise and update a Metropolitan Transportation Plan (MTP). The MTP must have a minimum 20-year time horizon and consider needs and issues across all transportation modes. It must tie the plan for transportation investments to a clear statement of regional goals and priorities. Federal law also requires the MTP to address eight 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.

### **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 documents the anticipated timing and costs for transportation projects in Chittenden County from the planning through construction phases. 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 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 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 (formerly CCMPO), VTrans, the Chittenden County Transportation Authority (CCTA) and the Vermont Transportation Authority (VTA) 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 and VTrans at 10% each. CCTA provides 10% of funding passed through to them. For CCRPC, local jurisdictions are annually assessed for the CCRPC share of the 10% of the non-federal match. Occasionally, through mutually agreed arrangements, VTrans or the local governments may provide additional matching funds to leverage additional federal funds for certain specific planning purposes. 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 2008 Public Participation Plan.

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# **FY 2014 Annual Work Plan (Unified Planning Work Program)**

\*Funding Source Key: ACCD (Agency of Commerce and Community Development), ANR (Agency of Natural Resources), DHA (Department of Homeland Security), MUNI (Municipal), CMAQ (FHWA Congestion Mitigation Air Quality), EPA (Environmental Protection Agency), FTA (Federal Transit Administration), NEIWPC (New England Interstate Water Pollution Commission, PL (Federal Highway Administration Planning), STP (FHWA Surface Transportation Funds), TCSP (Transportation & Community System Preservation), USDOT (U.S. Department of Transportation), VEIC (Vermont Energy Investment Corporation), VEM (Vermont Emergency Management)

Task Number	Task Name	*Funding Source	Task Description	Task Deliverable(s)	Start M/Y (7/13)	End M/Y (6/14)
1.0	<b>ECONOMIC OPPORTUNITY</b>					
1.1	<b>Land Use and Development</b>					
1.1.1.1	Brownfields	EPA	Implement a multi-year Brownfields Hazardous Materials and 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.	td	7/13
1.1.1.2	Brownfields - 2014	EPA	PENDING GRANT APPROVAL for FY2014 - Implement a multi-year Brownfields Hazardous Materials and 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.		0	td
1.2	<b>Tourism</b>					
1.2.1	Byway Coordination & Technical Assistance	PL	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 Byway Council and related meetings. 2. Project identification and grant writing with member municipalities. 3. Maintenance of Byway website and fielding Byway inquiries. 4. Integration of 2011 Corridor Management Plan into MTP and Regional Plan.	7/13	6/14
1.2.1.1	Byway 06-06	USDOT	Production of interpretive materials and web information for visitors and outreach with County's eight byway member municipalities [Milton, Colchester, Essex Junction, Burlington, South Burlington, Shelburne and Charlotte].	1. Completion of subcontractor for cell phone audio interpretation and distribution of Byway FAQ information via newspaper or other mechanism.	7/13	6/14
1.2.1.2	Byway 06-04	USDOT	Design and production of visitor amenities (kiosks, interpretation, etc.) for visitors to County's eight byway member municipalities [Milton, Colchester, Essex Junction, Burlington, South Burlington, Shelburne and Charlotte].	1. Completion of interpretive improvements.	7/13	6/14
1.2.1.3	Byway 08-05	USDOT	As contractor to Lake Champlain Byway Council, develop of Corridor Management Plan for the County's eight byway member municipalities: Milton, Colchester, Essex Junction, Burlington, South Burlington, Shelburne and Charlotte.	1. Completed County Corridor Management Plan.	7/13	6/14
1.2.1.4	Byway 08-06	USDOT	As contractor to Lake Champlain Byway Council, secure professional design and/or landscape architect assistance for the County's eight byway member municipalities [Milton, Colchester, Essex Junction, Burlington, South Burlington, Shelburne and Charlotte] to design interpretive and/or recreational access improvements.	1. Secured contractors to assist towns with design of visitor information services or recreational access improvements.	7/13	6/14
1.2.1.5	Byway 09-02	USDOT	As contractor to Lake Champlain Byway Council, oversee design and production of various informational brochures on water access, winter activities and local recreational and cultural attractions throughout the 3-County Byway area.	1. Completed Water Access brochure and Winter Activities brochure.	7/13	6/14
1.2.1.6	Byway 10-02	USDOT	As fiscal agent and program manager for Lake Champlain Byway Council, supervise efforts of Local Motion to secure sites and construct bicyclist rest areas in the Lake Champlain Islands.	1. Oversee efforts of contractor to locate and build 4 bicycle rest areas in LC Islands.	7/13	6/14
1.2.1.7	Byway 11-01	USDOT	As fiscal agent and program manager for Lake Champlain Byway Council, supervise efforts of Local Motion to secure sites and construct bicyclist rest areas in the Lake Champlain Islands and in Chittenden County.	1. Oversee efforts of contractor to locate and build 2 bicycle rest areas in LC Islands and 2 in Chittenden County.	7/13	6/14
1.2.1.8	Byway 12	USDOT	As contractor to Lake Champlain Byway Council, oversee development of an Interpretive Plan to assure consistency in interpretive efforts at museums, parks and other intrinsic resource locations along the Byway.	1. Completed inventory current and planned interpretive efforts and resources at sites within the Chittenden County portion of the Byway.	7/13	6/14
1.2.2	Champlain Valley National Heritage Partnership - Regional Stakeholder Group	NEIWPC	Serve to coordinate County Regional Stakeholder Group to provide input into budget and activities of CVNHP.	1. Implement remaining outreach meetings to provide input to CVNHP program.	7/13	6/14

Task Number	Task Name	TOTAL CCRPC Staff Costs	Trans. Staff Cost	Non-PL Trans. Staff Costs	Trans. Consultants	Consultant Costs Matched with Local Funding	CCTA	Trans. Direct Expense	Trans. FY13 Consultant Carryover	Trans. TOTAL BUDGETED FY14	Non-Trans. Staff Costs	Non-Trans. Consultant/ Direct Costs	Non-Trans. Total	CCRPC Total
1.0	<b>ECONOMIC OPPORTUNITY</b>													
1.1	<b>Land Use and Redevelopment</b>													
1.1.1	Brownfields	\$ 23,214									\$ 23,214	\$ 80,000	\$ 103,214	\$ 103,214
1.1.2	Brownfields - new	\$ 65,038									\$ 65,038		\$ 65,038	\$ 65,038
1.2	<b>Tourism</b>													
1.2.1	Byway Coordination & Technical Assistance	\$ 4,647	\$ 4,647							\$ 4,647				\$ 4,647
1.2.1.1	Byway 06-06	\$ 2,506									\$ 2,506	\$ 8,000	\$ 10,506	\$ 10,506
1.2.1.2	Byway 06-04	\$ 2,506									\$ 2,506	\$ 5,000	\$ 7,506	\$ 7,506
1.2.1.3	Byway 08-05	\$ 6,266									\$ 6,266		\$ 6,266	\$ 6,266
1.2.1.4	Byway 08-06	\$ 6,266									\$ 6,266		\$ 6,266	\$ 6,266
1.2.1.5	Byway 09-02	\$ 3,342									\$ 3,342		\$ 3,342	\$ 3,342
1.2.1.6	Byway 10-02	\$ 1,003									\$ 1,003		\$ 1,003	\$ 1,003
1.2.1.7	Byway 11-01	\$ 1,003									\$ 1,003		\$ 1,003	\$ 1,003
1.2.1.8	Byway 12	\$ 5,013									\$ 5,013		\$ 5,013	\$ 5,013
1.2.2	Champlain Valley National Heritage Partnership - Regional Stakeholder Group	\$ 1,253									\$ 1,253		\$ 1,253	\$ 1,253

\*Funding Source Key: ACCD (Agency of Commerce and Community Development), ANR (Agency of Natural Resources), DHA (Department of Homeland Security), MUNI (Municipal), CMAQ (FHWA Congestion Mitigation Air Quality), EPA (Environmental Protection Agency), FTA (Federal Transit Administration), NEIWPC (New England Interstate Water Pollution Commission, PL (Federal Highway Administration Planning), STP (FHWA Surface Transportation Funds), TCSP (Transportation & Community System Preservation), USDOT (U.S. Department of Transportation), VEIC (Vermont Energy Investment Corporation), VEM (Vermont Emergency Management)

Task Number	Task Name	*Funding Source	Task Description	Task Deliverable(s)	Start M/Y (7/13)	End M/Y (6/14)
1.2.2.1	Champlain Valley National Heritage Partnership - LC Fisheries	NEIWPC	Oversee design, fabrication and installation of 3 interpretive panels concerning Lake Champlain fisheries. Lake Champlain International will serve as subcontractor and be responsible for overall research, design and selection of installation sites.	1. Finalize production and installation of 3 interpretive panels with LC International.	7/13	6/14
2.0	<b>PLANNED GROWTH</b>					
2.1	<b>Land Use and Development</b>					
2.1.1	Municipal Plan Development Assistance	ACCD	Conduct initial reviews of Municipal Plans that are going to expire in a year or two.	1. Complete informal reviews of Underhill, Westford, Essex Town, Jericho, South Burlington (possibly if they don't come forward with a re-write), Hinesburg and Williston's Municipal Plans.	7/13	6/14
2.1.1.1	<i>Essex Jct. Village Plan Development</i>	ACCD	Provide consultation services to Essex Junction for preparation of their Comprehensive Plan re-write.	1. Prepare Essex Junction's Comprehensive Plan re-write.	7/13	6/14
2.1.2	Municipal Plan Approvals/Confirmation	ACCD	Conduct formal reviews of Municipal Plans for conformance with State requirements, and compatibility to adjacent municipal plans and the regional plan.	1. Complete formal reviews (and approval from CCRPC Board) of Burlington, Colchester, Charlotte, Essex Junction, Winooski, Huntington, South Burlington and Richmond.	7/13	6/14
2.1.3	Municipal Plan Implementation Assistance	ACCD	General assistance to municipalities upon request to assist in municipal plan implementation.	1. Municipal implementation assistance to be determined as requested.	7/13	6/14
2.1.3.1	<i>Hinesburg Growth Center Buildout Analysis</i>	ACCD	Conduct a build out analysis and develop associated maps for the Hinesburg Growth Center.	1. Build Out results and map for Hinesburg's Growth Center.	7/13	6/14
2.1.3.2	<i>Permit application review assistance</i>	ACCD	Upon request, provide development review assistance to municipalities.	1. Development reviews and other work products as requested.	7/13	6/14
2.1.4	State Designation Programs	ACCD	Participating in the legislative advancement and program improvement around state designation and permitting requirements.	1. Draft positions and legislation as needed. 2. Formal positions of CCRPC as needed.	7/13	6/14
2.1.5	Affordable Housing Planning	ACCD	Coordination with VHFA, South Burlington, Williston, Essex Junction for the advancement and expansion of affordable housing development in the Region.	1. Detailed affordable housing analysis for Chittenden County communities as requested. 2. Affordable housing implementation recommendations for Chittenden County communities as requested.	7/13	6/14
2.2	<b>Energy and Climate</b>					
2.2.1	Home Energy Challenge	VEIC	Work with Efficiency Vermont and Local Energy Coordinators to coordinate and attend meetings, promote the Challenge through social media and other ways, assist municipalities with the Challenge.	1. Coordination of regional Home Energy Challenge meetings. 2. Home Energy Challenge support to municipalities. 3. Promotion of weatherization programs.	12/12	12/13
2.2.2	Climate Action Planning	PL	Plan implementation including forecasting and emissions modeling.	1. Chittenden County Climate Action Plan.	7/13	12/13
2.3	<b>Transportation and Land Use</b>					
2.3.1.1	Act 250/Section 248 Review - Non-transportation	ACCD	Conduct reviews of Act 250/Section 248 applications; and work with the PAC to prepare an amendment to the policy to guide these reviews.	1. Provide letters (and potentially participate in hearings) on Act 250 applications that go to hearing. 2. Recommend an Act 250/Section 248 Review Policy Amendment to the Board.	7/13	6/14
2.3.1.2	Act 250/Section 248 Review - transportation	PL	Conduct reviews of Act 250/Section 248 applications; and work with the PAC to prepare an amendment to the policy to guide these reviews.	1. Provide letters (and potentially participate in hearings) on Act 250 applications that go to hearing. 2. Recommend an Act 250/Section 248 Review Policy Amendment to the Board.	7/13	6/14
2.3.2	Transportation Policy Planning and Transportation Advisory Committee	PL	Administration of the Transportation Advisory Committee and participation in State, Regional, and Local policy coordination and advancement.	1. Facilitation of and/or participation in Transportation Policy activities such as the VTrans Fair Share Transportation Cost Study.	7/13	6/14
2.3.3	Transportation Demand Management (TDM)	FTA	Managing regional TDM projects in coordination with partners.	1. Continued coordination & management of Go! Chittenden County program 2. Funding for partner coordination with CarShare VT, Local Motion, VEIC and CATMA (\$5,000 each).	7/13	6/14
2.3.3.1	<i>Regional Employer Transportation Coordinator (ETC) Outreach &amp; Focused So. Burlington TDM Effort: CATMA TDM Collaboration</i>	PL	Use CATMA as TDM Circuit Rider and Go! CC partner to address transportation issues in South Burlington.	1. Work with City of South Burlington to target businesses for TDM outreach through Go! Chittenden County.	7/13	6/14
2.3.3.2	<i>CarShare TDM Collaboration</i>	PL	Continue expanding outreach and impact of car-sharing as regional TDM component.	1. Outreach to property developers/Manager and municipal planning authorities. 2. Explore Peer-to-Peer Car-Sharing and evaluate its application in Chittenden County 3. Conduct community-based outreach to expand and promote the adoption of car sharing.	7/13	6/14

Task Number	Task Name	TOTAL CCRPC Staff Costs	Trans. Staff Cost	Non-PL Trans. Staff Costs	Trans. Consultants	Consultant Costs Matched with Local Funding	CCTA	Trans. Direct Expense	Trans. FY13 Consultant Carryover	Trans. TOTAL BUDGETED FY14	Non-Trans. Staff Costs	Non-Trans. Consultant/ Direct Costs	Non-Trans. Total	CCRPC Total
1.2.2.1	Champlain Valley National Heritage Partnership - LC Fisheries	\$ 1,671									\$ 1,671	\$ 2,400	\$ 4,071	\$ 4,071
<b>2.0</b>	<b>PLANNED GROWTH</b>													
<b>2.1</b>	<b>Land Use and Development</b>													
2.1.1	Municipal Plan Development Assistance	\$ 31,229									\$ 31,229		\$ 31,229	\$ 31,229
2.1.1.1	<i>Essex Jct. Village Plan Development</i>	\$ 20,562									\$ 20,562		\$ 20,562	\$ 20,562
2.1.2	Municipal Plan Approvals/Confirmation	\$ 20,953									\$ 20,953		\$ 20,953	\$ 20,953
2.1.3	Municipal Plan Implementation Assistance	\$ 10,494									\$ 10,494		\$ 10,494	\$ 10,494
2.1.3.1	<i>Hinesburg Growth Center Buildout Analysis</i>	\$ 3,217									\$ 3,217		\$ 3,217	\$ 3,217
2.1.3.2	<i>Permit application review assistance</i>	\$ 3,342									\$ 3,342		\$ 3,342	\$ 3,342
2.1.4	State Designation Programs	\$ 13,784									\$ 13,784		\$ 13,784	\$ 13,784
2.1.5	Affordable Housing Planning	\$ 5,913									\$ 5,913		\$ 5,913	\$ 5,913
<b>2.2</b>	<b>Energy and Climate</b>													
2.2.1	Home Energy Challenge	\$ 3,699									\$ 3,699		\$ 3,699	\$ 3,699
2.2.2	Climate Action Planning	\$ 38,481	\$ 38,481							\$ 38,481				\$ 38,481
<b>2.3</b>	<b>Transportation and Land Use</b>													
2.3.1.1	Act 250/Section 248 Review - Non-transportation	\$ 19,073									\$ 19,073		\$ 19,073	\$ 19,073
2.3.1.2	Act 250/Section 248 Review - transportation	\$ 21,754	\$ 21,754							\$ 21,754				\$ 21,754
2.3.2	Transportation Policy Planning and Transportation Advisory Committee	\$ 36,371	\$ 36,371							\$ 36,371				\$ 36,371
2.3.3	Transportation Demand Management (TDM)	\$ 64,821	\$ 64,821							\$ 64,821				\$ 64,821
2.3.3.1	<i>Regional Employer Transportation Coordinator (ETC) Outreach &amp; Focused So. Burlington TDM Effort: CATMA TDM Collaboration</i>					\$ 28,500			\$ 2,000	\$ 28,500				\$ 28,500
2.3.3.2	<i>CarShare TDM Collaboration</i>					\$ 34,500				\$ 34,500				\$ 34,500

\*Funding Source Key: ACCD (Agency of Commerce and Community Development), ANR (Agency of Natural Resources), DHA (Department of Homeland Security), MUNI (Municipal), CMAQ (FHWA Congestion Mitigation Air Quality), EPA (Environmental Protection Agency), FTA (Federal Transit Administration), NEIWPCC (New England Interstate Water Pollution Commission), PL (Federal Highway Administration Planning), STP (FHWA Surface Transportation Funds), TCSP (Transportation & Community System Preservation), USDOT (U.S. Department of Transportation), VEIC (Vermont Energy Investment Corporation), VEM (Vermont Emergency Management)

Task Number	Task Name	*Funding Source	Task Description	Task Deliverable(s)	Start M/Y (7/13)	End M/Y (6/14)
2.3.3.3	<i>Bike/Ped Technical Assistance Walk-Bike Promotion &amp; Outreach: Local Motion TDM Collaboration</i>	PL	Develop, print, and distribute a regional bike/pedestrian/green map of Chittenden County's growing network of shared-use paths, sidewalks, trails and bike routes along with important community landmarks.	Regional bike/pedestrian/sustainability map produced for the 2014 season.	10/13	5/13
2.3.3.4	<i>Way to Go Commuter Challenge: VEIC TDM Collaboration</i>	PL	Use Way to Go! Commuter Challenge as an incentive-based TDM program to encourage commuters to try other ways of getting to work.	1. Produce and deliver the 2014 Way to Go! Commuter Challenge.	1/14	6/14
2.3.4	Transit Oriented Development (TOD) Public Transportation Planning Assistance	FTA	Staff coordination and technical assistance for TOD and Public Transportation related projects.	1. Implementation of a comprehensive, integrated TOD & Public Transportation Program.	7/13	6/14
2.3.4.1	<i>Transit Service &amp; Operations Planning (CCTA)</i>	FTA	CCTA market research, outreach & development.	1. Data and information for new service development and service modifications. 2. Phone and web surveys as needed. 3. Hearings/meetings as needed.	7/13	6/14
2.3.4.2	<i>Multi-modal Project Planning and Assessment (CCTA)</i>	FTA	CCTA coordinated human service and paratransit planning.	1. Production of agendas, minutes, decisions related to ADA and Elders & Disabled services.	7/13	6/14
2.3.4.3	<i>Transit System Performance Tracking (CCTA)</i>	FTA	CCTA Ridecheck, Timepoint Analysis, performance evaluation & tracking, and training.	1. Production of regularly updated system performance data.	7/13	6/14
2.3.4.4	<i>Regional public transportation expansion (CCTA)</i>	FTA	CCTA transit passenger shelters, transit vehicle needs planning and cost comparison, transit maintenance and facility planning, scoping of transit stop locations on VT State routes.	1. Vehicle research and specifications development. 2. Development of shelter plans. 3. Development of transit planning documents. 4. Production of meeting reports.	7/13	6/14
2.3.4.5	<i>Jericho Multi Modal Transportation Plan</i>	PL	Update Jericho transportation plan.	1. Completed comprehensive Transportation Plan.	1/13	5/14
2.3.4.6	<i>Shelburne Route 7 Form Based Code</i>	PL	Advance the "A Vision for 7" report completed in 2011. Engage the public and prepare key planning documents.	1. Assess relevant planning studies and regulations. 2. Public outreach and education. 3. Design charette. 4. Form-based code. 5. Zoning application form & staff training. 6. Implementation strategy. 7. Presentation of plan and code. 8. Partner coordination/supplemental support activities.	7/13	6/14
2.3.4.7	<i>Winooski Gateway Development Code</i>	PL	Preparation of "smart growth" development regulations for planned Gateway districts along major transportation arteries.	1. Evaluation of existing zoning and site guidelines. 2. Existing condition analysis. 3. Design charettes. 4. Zoning options analysis, including form-based code evaluation. 5. Mixed use development regulations.	7/13	6/14
2.3.4.8	<i>Riverside/Underhill Flats Master Plan</i>	PL	A Master Plan for the Flats (nearly complete) will be used to directly inform the creation of a new Form Based zoning code, which can be inserted into the existing regulations as a replacement for the "Village Center" zoning code that currently regulates Riverside/Underhill Flats.	1. Assess relevant planning studies and regulations. 2. Public outreach and education. 3. Implementation strategy. 4. Presentation of plan. 5. Partner coordination/supplemental support activities.	9/13	6/14
2.3.4.9	<i>Richmond Village Multi Modal Transportation Plan</i>	PL	Develop a village transportation plan that will forecast potential future travel demands and define the transportation infrastructure needed to safely and efficiently accommodate those demands for all modes.	1. Completed comprehensive Transportation Plan.	1/14	6/14
2.3.4.10	<i>South Burlington Access Assessments for Public Places</i>	PL	Analyze current conditions and prioritize recommendations to bring our parks, facilities, and amenities up to the current ADA regulations and standards for physical spaces. The focus would be on identifying needed improvements for access between entry points (parking areas, streets and sidewalks) and public facilities (walkways, playgrounds, parks, accessible routes, ramps, etc.).	1. Completed assessment of ADA accessibility and plan for remediation of non-compliant facilities.	1/14	6/14
2.3.4.11	<i>Westford Form Based Code/Smart Growth for Town Center Area and AFR2 District</i>	PL	Analyze current conditions and prioritize recommendations to bring our parks, facilities, and amenities up to the current ADA regulations and standards for physical spaces. The focus would be on identifying needed improvements for access between entry points (parking areas, streets and sidewalks) and public facilities (walkways, playgrounds, parks, accessible routes, ramps, etc.).	1. Assess relevant planning studies and regulations. 2. Public outreach and education. 3. Form-based code. 4. Zoning application form & staff training. 5. Implementation strategy. 6. Presentation of plan and code. 7. Partner coordination/supplemental support activities.	9/13	6/14

Task Number	Task Name	TOTAL CCRPC Staff Costs	Trans. Staff Cost	Non-PL Trans. Staff Costs	Trans. Consultants	Consultant Costs Matched with Local Funding	CCTA	Trans. Direct Expense	Trans. FY13 Consultant Carryover	Trans. TOTAL BUDGETED FY14	Non-Trans. Staff Costs	Non-Trans. Consultant/ Direct Costs	Non-Trans. Total	CCRPC Total
2.3.3.3	<i>Bike/Ped Technical Assistance Walk-Bike Promotion &amp; Outreach: Local Motion TDM Collaboration</i>					\$ 35,350				\$ 35,350				\$ 35,350
2.3.3.4	<i>Way to Go Commuter Challenge: VEIC TDM Collaboration</i>					\$ 25,000				\$ 25,000				\$ 25,000
2.3.4	Transit Oriented Development (TOD) Public Transportation Planning Assistance	\$ 12,339	\$ 12,339							\$ 12,339				\$ 12,339
2.3.4.1	<i>Transit Service &amp; Operations Planning (CCTA)</i>						\$ 195,000			\$ 195,000				\$ 195,000
2.3.4.2	<i>Multi-modal Project Planning and Assessment (CCTA)</i>						\$ 30,000			\$ 30,000				\$ 30,000
2.3.4.3	<i>Transit System Performance Tracking (CCTA)</i>						\$ 25,000			\$ 25,000				\$ 25,000
2.3.4.4	<i>Regional public transportation expansion (CCTA)</i>						\$ 57,340			\$ 57,340				\$ 57,340
2.3.4.5	<i>Jericho Multi Modal Transportation Plan</i>	\$ 9,392	\$ 9,392			\$ 20,000			\$ 18,000	\$ 47,392				\$ 47,392
2.3.4.6	<i>Shelburne Route 7 Form Based Code</i>	\$ 9,820	\$ 9,820			\$ 70,000				\$ 79,820				\$ 79,820
2.3.4.7	<i>Winooski Gateway Development Code</i>	\$ 17,247	\$ 17,247			\$ 31,000				\$ 48,247				\$ 48,247
2.3.4.8	<i>Riverside/Underhill Flats Master Plan</i>	\$ 6,433	\$ 6,433			\$ 40,000				\$ 46,433				\$ 46,433
2.3.4.9	<i>Richmond Village Multi Modal Transportation Plan</i>	\$ 9,400	\$ 9,400			\$ 20,000				\$ 29,400				\$ 29,400
2.3.4.10	<i>South Burlington Access Assessments for Public Places</i>	\$ 5,640	\$ 5,640			\$ 18,000				\$ 23,640				\$ 23,640
2.3.4.11	<i>Westford Form Based Code/Smart Growth for Town Center Area and AFR2 District</i>	\$ 4,825	\$ 4,825			\$ 31,000				\$ 35,825				\$ 35,825

\*Funding Source Key: ACCD (Agency of Commerce and Community Development), ANR (Agency of Natural Resources), DHA (Department of Homeland Security), MUNI (Municipal), CMAQ (FHWA Congestion Mitigation Air Quality), EPA (Environmental Protection Agency), FTA (Federal Transit Administration), NEIWP (New England Interstate Water Pollution Commission), PL (Federal Highway Administration Planning), STP (FHWA Surface Transportation Funds), TCSP (Transportation & Community System Preservation), USDOT (U.S. Department of Transportation), VEIC (Vermont Energy Investment Corporation), VEM (Vermont Emergency Management)

Task Number	Task Name	*Funding Source	Task Description	Task Deliverable(s)	Start M/Y (7/13)	End M/Y (6/14)
2.3.4.12	<i>Burlington Residential Parking Study</i>	PL	Review of existing city ordinance for residential parking zones and permits, assess the current transportation system and recommend modifications for a more effective program which addresses transportation system flow and access to public and private destinations.	1. Completed Residential Parking Study Plan.	1/14	6/14
2.3.5	Technical Assistance to Advance MTP/TIP Implementation - State/Regional	PL	Transportation technical assistance to advance the implementation of state and regional level Metropolitan Transportation Plan and Transportation Improvement Program projects.	1. Delivery of transportation technical assistance to state and regional partners.	7/13	6/14
2.3.6	Technical Assistance to Advance MTP/TIP Implementation - Local	PL	Transportation technical assistance to advance the implementation of local level Metropolitan Transportation Plan and Transportation Improvement Program projects.	1. Delivery of transportation technical assistance to municipalities.	7/13	6/14
2.3.6.1	<i>So. Burlington Stop Sign Warrant Analysis Spear St. / Nowland Farm Road</i>	PL	Warrant analysis for a stop sign at the Spear St. and Nowland Farm Rd. intersection.	1. Existing Traffic Counts, electronic copy of warrant analysis report.	7/13	10/13
2.3.7	Bike Ped Planning - Regional	PL	Initiation of Regional Bike Ped Plan Update.	1. Initiated Regional Bike/Ped Plan Update process. 2. Co-host Walk/Bike Summit in Spring 2014.	7/13	6/14
2.3.7.1	<i>Richmond VT2 Bike/Ped Alignment Study</i>	PL	Conceptual alignment analysis of potential path between Richmond Park and Ride at Exit 11 to Richmond Village.	1. Completed Bike/Ped Alignment Study for VT 2 from the Richmond Park & Ride to the Village.	2/13	10/13
2.3.7.2	<i>Bike/Ped Technical Assistance Complete Streets</i>	PL	Continues Local Motion's ongoing regional walk/bike planning	1. Building local capacity and supporting local projects. 2.	7/13	6/14
2.3.8	Bike Ped Planning - Local	PL	Provide advice/assistance to municipal planning efforts related to walking and biking as needed.	1. Implementation of a comprehensive local bike/ped planning program.	7/13	6/14
2.3.8.1	<i>Essex/Essex Junction Bike Ped Plan Update</i>	PL	Update 2001 bike ped plans for the town and village - integrating the two plans into one and providing guidance for advancing the walk/bike network.	1. Completed comprehensive bike/ped plan with recommendations for improvements.	4/13	10/13
2.3.8.2	<i>Hinesburg Sidewalk Scoping Study</i>	PL	Feasibility study of 3-4 key future sidewalk segments.	1. Public engagement and a completed Scoping Study with identified Preferred Alternatives.		
2.3.8.3	<i>Winooski Bicycle, Pedestrian &amp; Wayfinding Plan</i>	PL	Feasibility study of 3-4 key future sidewalk segments.	1. Completed comprehensive bike/ped plan with recommendations for improvements and completed wayfinding plan.		
2.3.8.4	<i>Burlington Waterfront Bike Path Intersections Scoping Study</i>	PL	Evaluate and make safety and efficiency recommendations for 12 at-grade path/roadway crossings along the Burlington Bike Path.	1. Public engagement and a completed Scoping Study with identified Preferred Alternative.	3/13	12/13
2.3.9	Intermodal Transportation Planning (Air, Rail, Ferry, Park and Ride)	PL	Coordinated intermodal transportation planning including surface transportation connections to air, rail, ferry, and park and ride locations.	1. Facilitation of and/or Participation in Intermodal planning activities such as the Vermont Rail Council, coordination with the Burlington International Airport, State & Municipal Park & Ride planning and coordination.	7/13	6/14
2.3.10	ITS (Intelligent Transportation Systems) & TSM (Transportation System Management)	PL	Update the regional Intelligent Transportation System (ITS) architecture, strategic deployment plan and the database reflecting regional changes and needs since 2005.	1. Completion of Regional ITS Plan. 2. Regional and local ITS planning assistance & coordination. 3. Updated ITS Architecture database. 4. Updated regional ITS website.	7/13	5/14
2.3.11	Alternative Fuels Planning	PL	Staff Coordination for Alternative Fuels Transportation Planning.	1. Participation in the Drive Electric VT Collaborative, including technical assistance & coordination. 2. Participation in the VT Clean Cities Collaborative, including technical assistance & coordination.	7/13	6/14
2.3.11.1	<i>Scoping of Electric Vehicle Charging Stations (VEIC)</i>	PL	Advancement to Scoping of the top charging locations identified in the March 2013 Chittenden County Electric Vehicle Siting Report.	1. Public engagement and a completed Scoping Study with identified Preferred Alternative for Electric Vehicle charging locations.	7/13	6/14
2.3.12	Corridor Planning - Regional	PL	Continued advancement of regional corridor studies.	1. Coordination with VTrans and municipalities regarding implementation of regional corridor planning.	7/13	6/14
2.3.12.1	<i>Hinesburg VT 116 Corridor Plan</i>	PL	Conduct a corridor study of VT116 in Hinesburg from CVU/Falls Road to Buck Hill Road following the general framework established in the Vermont Corridor Management Handbook (VTrans, 2005).	1. Completed comprehensive corridor study addressing recommendations for land use and transportation implementation and policy upgrades.	7/13	3/14
2.3.12.2	<i>Milton US 7 Corridor Plan</i>	PL	Conduct a corridor study of the US 7 Corridor in Milton's growth area following the general framework established in the Vermont Corridor Management Handbook (VTrans, 2005).	1. Completed comprehensive corridor study addressing recommendations for land use and transportation implementation and policy upgrades.	7/13	3/14
2.3.12.3	<i>Winooski Main St. Corridor Plan US 7 to Exit 16</i>	PL	Conduct a corridor study of Winooski Main St. US 7 to Exit 16 following the general framework established in the Vermont Corridor Management Handbook (VTrans, 2005).	1. Completed comprehensive corridor study addressing recommendations for land use and transportation implementation and policy upgrades.	7/13	12/13

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2.3.4.12	<i>Burlington Residential Parking Study</i>	\$ 1,880	\$ 1,880			\$ 20,000				\$ 21,880				\$ 21,880
2.3.5	Technical Assistance to Advance MTP/TIP Implementation - State/Regional	\$ 30,263	\$ 30,263							\$ 30,263				\$ 30,263
2.3.6	Technical Assistance to Advance MTP/TIP Implementation - Local	\$ 15,602	\$ 15,602							\$ 15,602				\$ 15,602
2.3.6.1	<i>So. Burlington Stop Sign Warrant Analysis Spear St. / Nowland Farm Road</i>	\$ 3,072	\$ 3,072							\$ 3,072				\$ 3,072
2.3.7	Bike Ped Planning - Regional	\$ 60,686	\$ 60,686							\$ 60,686				\$ 60,686
2.3.7.1	<i>Richmond VT2 Bike/Ped Alignment Study</i>	\$ 4,927	\$ 4,927		\$ 20,000			\$ 20,000		\$ 44,927				\$ 44,927
2.3.7.2	<i>Bike/Ped Technical Assistance Complete Streets</i>	\$ -	\$ -			\$ 44,050				\$ 44,050				\$ 44,050
2.3.8	Bike Ped Planning - Local	\$ 9,142	\$ 9,142							\$ 9,142				\$ 9,142
2.3.8.1	<i>Essex/Essex Junction Bike Ped Plan Update</i>	\$ 5,867	\$ 5,867					\$ 9,000		\$ 14,867				\$ 14,867
2.3.8.2	<i>Hinesburg Sidewalk Scoping Study</i>	\$ 7,520	\$ 7,520			\$ 22,500				\$ 30,020				\$ 30,020
2.3.8.3	<i>Winooski Bicycle, Pedestrian &amp; Wayfinding Plan</i>	\$ 7,520	\$ 7,520			\$ 20,000				\$ 27,520				\$ 27,520
2.3.8.4	<i>Burlington Waterfront Bike Path Intersections Scoping Study</i>	\$ 4,457	\$ 4,457			\$ 17,000		\$ 15,000		\$ 36,457				\$ 36,457
2.3.9	Intermodal Transportation Planning (Air, Rail, Ferry, Park and Ride)	\$ 13,295	\$ 13,295							\$ 13,295				\$ 13,295
2.3.10	ITS (Intelligent Transportation Systems) & TSM (Transportation System Management)	\$ 38,640	\$ 38,640		\$ 76,000			\$ 5,000		\$ 119,640				\$ 119,640
2.3.11	Alternative Fuels Planning	\$ 12,481	\$ 12,481							\$ 12,481				\$ 12,481
2.3.11.1	<i>Scoping of Electric Vehicle Charging Stations (VEIC)</i>	\$ 4,021	\$ 4,021		\$ 50,000					\$ 54,021				\$ 54,021
2.3.12	Corridor Planning - Regional	\$ 8,967	\$ 8,967							\$ 8,967				\$ 8,967
2.3.12.1	<i>Hinesburg VT 116 Corridor Plan</i>	\$ 24,659	\$ 24,659		\$ 25,000			\$ 25,000		\$ 74,659				\$ 74,659
2.3.12.2	<i>Milton US 7 Corridor Plan</i>	\$ 29,323	\$ 29,323		\$ 60,000					\$ 89,323				\$ 89,323
2.3.12.3	<i>Winooski Main St. Corridor Plan US 7 to Exit 16</i>	\$ 19,813	\$ 19,813					\$ 15,000		\$ 34,813				\$ 34,813

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Task Number	Task Name	*Funding Source	Task Description	Task Deliverable(s)	Start M/Y (7/13)	End M/Y (6/14)
2.3.13	Corridor Planning - Local	PL	Continued advancement of local corridor studies.	1. Coordination with municipalities regarding implementation of regional corridor planning.	7/13	6/14
2.3.13.1	<i>Burlington North Avenue Corridor Plan</i>	PL	Conduct a corridor study of VT116 in Hinesburg from CVU/Falls Road to Buck Hill Road following the general framework established in the Vermont Corridor Management Handbook (VTrans, 2005).	1. Completed comprehensive corridor study addressing recommendations for land use and transportation implementation and policy upgrades.	7/13	6/14
2.3.13.2	<i>Burlington Pearl Street - Battery to St. Paul St.</i>	PL	Conduct a Corridor Study to develop conceptual designs for streetscape and mobility improvements converting this section of Pearl Street to a Complete Street.	1. Completed comprehensive corridor study addressing recommendations for land use and transportation implementation and policy upgrades.	1/14	6/14
2.3.14	Corridor Planning - CIRC Alternatives	PL	Continued advancement of CIRC Alternatives related corridor studies.	1. Final legislative Transportation Capital program recommendations delivered to VTrans by December 2013. 2. Completed CIRC Alternatives Task Force Planning by March 2014.	7/13	3/14
2.3.14.1	<i>Colchester Essex Network Transportation Study (CENTS) Corridor Plan</i>	PL	Evaluate the VT2A and Severance/Kellogg Corridors in Colchester and Essex and developed recommended specific improvements at Severance Rd./Mill Pond Rd, Susie Wilson Rd./Kellogg Rd, Susie Wilson Rd./VT15, and Colchester Village area.	1. Completed comprehensive corridor study addressing recommendations for land use and transportation implementation and policy upgrades.	7/13	2/14
2.3.15	Scoping Studies - Regional	PL	Continued advancement of regional scoping studies.	1. Coordination with VTrans and municipalities regarding implementation of regional scoping studies.	7/13	6/14
2.3.16	Scoping Studies - Local	PL	Continued advancement of local scoping studies.	1. Coordination with municipalities regarding implementation of local scoping studies.	7/13	6/14
2.3.16.1	<i>Burlington Pearl St./Prospect St. Scoping Study</i>	PL	Scoping project to develop conceptual designs for the intersection of Burlington Pearl St./Prospect St.	1. Public engagement and a completed Scoping Study with identified Preferred Alternative.	1/14	6/14
2.3.16.2	<i>Burlington Rail Yard Enterprise Scoping Study</i>	PL	Scoping project to develop conceptual designs for the Railyard Enterprise Zone. in Burlington including land use analysis and use of FHWA Planning and Environmental Linkages (PEL) process.	1. Public engagement and a completed Scoping Study with identified Preferred Alternative.	7/13	6/14
2.3.16.3	<i>Charlotte US7/Ferry Rd./Church Hill Rd. Scoping Study</i>	PL	Evaluate potential of installing a pedestrian crossing signal, crosswalk markings at the existing signalized intersection of US 7/Ferry Rd. and Church Hill Rd.	Public engagement and a completed Scoping Study with identified Preferred Alternative.	8/13	11/13
2.3.16.4	<i>Shelburne US7/Harbor Rd./Falls Rd. Scoping Study</i>	PL	Scoping project to develop conceptual designs, identify potential impacts and develop costs for improvements to the Shelburne US7/Harbor Rd./Falls Rd. intersection area.	1. Public engagement and a completed Scoping Study with identified Preferred Alternative.	7/13	10/13
2.3.17	Scoping Studies - CIRC Alternatives	PL	Continued advancement of CIRC Alternatives related scoping studies.	1. Oversight and participation in CIRC Alternatives related scoping projects.	7/13	3/14
2.3.17.1	<i>CIRC Alternatives Facilitation Consulting</i>	PL	Continued advancement of CIRC Alternatives related communications and coordination.	1. Completion of communications and engagement for the CIRC Alternatives Task Force.	7/13	3/14
2.3.17.2	<i>Colchester Exit 17 interchange Scoping Study</i>	PL	Scoping project to develop conceptual designs, identify potential impacts and develop costs for improvements to the I-89/US2/US7 Interchange area.	1. Public engagement and a completed Scoping Study with identified Preferred Alternative.	7/13	2/14
2.3.17.3	<i>Essex MultiModal Shared Use Path VT15 Old Stage Road to Essex Way Scoping Study</i>	PL	Analyze conceptual path alignments on VT 15.	1. Public engagement and a completed Scoping Study with identified Preferred Alternative.	9/13	6/13
2.3.17.4	<i>Essex VT117/VT289 Park &amp; Ride Scoping Study</i>	PL	Evaluate alternative sites adjacent to this intersection for potential park and ride facility.	1. Public engagement and a completed Scoping Study with identified Preferred Alternative.	7/13	6/14
2.3.17.5	<i>Essex VT 117/North Williston Rd. Scoping Study</i>	PL	Scoping project to develop conceptual designs, identify potential impacts and develop costs for improvements to the Essex VT 117/North Williston Rd. Intersection and No. Williston Rd. bridge approach.	1. Public engagement and a completed Scoping Study with identified Preferred Alternative.	7/13	12/13
2.3.17.6	<i>Williston Exit 12 Interchange Scoping Study</i>	PL	Scoping project to develop conceptual designs, identify potential impacts and develop costs for improvements for the Exit 12 interchange in Williston and the associated grid street network connecting to Marshall Avenue and Maple Tree Place.	1. Public engagement and a completed Scoping Study with identified Preferred Alternative.	7/13	3/14
2.3.17.7	<i>Williston VT 2A/Industrial Ave./Mtn./View Rd. Scoping Study</i>	PL	Scoping project to develop conceptual designs, identify potential impacts and develop costs for improvements to the VT2A/Industrial Avenue intersection and along VT2A from Industrial Avenue to James Brown Drive.	1. Public engagement and a completed Scoping Study with identified Preferred Alternative.	7/13	3/14
2.3.17.8	<i>Williston VT 2 Tafts Corner to Williston Village Multi Modal Scoping Study</i>	PL	Develop concepts to improve bike, pedestrian and transit travel in this corridor.	1. Public engagement and a completed Scoping Study with identified Preferred Alternative.	3/13	12/13

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2.3.13	Corridor Planning - Local	\$ -	\$ -							\$ -				
2.3.13.1	<i>Burlington North Avenue Corridor Plan</i>	\$ 29,033	\$ 29,033			\$ 45,000			\$ 90,000	\$ 164,033				\$ 164,033
2.3.13.2	<i>Burlington Pearl Street - Battery to St. Paul St.</i>	\$ 4,828	\$ 4,828			\$ 20,000				\$ 24,828				\$ 24,828
2.3.14	Corridor Planning - CIRC Alternatives	\$ 2,552	\$ 2,552							\$ 2,552				\$ 2,552
2.3.14.1	<i>Colchester Essex Network Transportation Study (CENTS) Corridor Plan</i>	\$ 25,355	\$ 25,355		\$ 45,000				\$ 50,000	\$ 120,355				\$ 120,355
2.3.15	Scoping Studies - Regional	\$ 656	\$ 656							\$ 656				\$ 656
2.3.16	Scoping Studies - Local	\$ 8,312	\$ 8,312							\$ 8,312				\$ 8,312
2.3.16.1	<i>Burlington Pearl St./Prospect St. Scoping Study</i>	\$ 23,387	\$ 23,387						\$ 25,000	\$ 48,387				\$ 48,387
2.3.16.2	<i>Burlington Rail Yard Enterprise Scoping Study</i>	\$ 31,589	\$ 31,589			\$ 112,724			\$ 140,000	\$ 284,313				\$ 284,313
2.3.16.3	<i>Charlotte US7/Ferry Rd./Church Hill Rd. Scoping Study</i>	\$ 13,151	\$ 13,151			\$ 10,000				\$ 23,151				\$ 23,151
2.3.16.4	<i>Shelburne US7/Harbor Rd./Falls Rd. Scoping Study</i>	\$ 19,399	\$ 19,399						\$ 15,000	\$ 34,399				\$ 34,399
2.3.17	Scoping Studies - CIRC Alternatives	\$ 10,226	\$ 10,226							\$ 10,226				\$ 10,226
2.3.17.1	<i>CIRC Alternatives Facilitation Consulting</i>	\$ -	\$ -						\$ 14,000	\$ 14,000				\$ 14,000
2.3.17.2	<i>Colchester Exit 17 interchange Scoping Study</i>	\$ 38,878	\$ 38,878		\$ 35,000				\$ 55,000	\$ 128,878				\$ 128,878
2.3.17.3	<i>Essex MultiModal Shared Use Path VT15 Old Stage Road to Essex Way Scoping Study</i>	\$ 4,785	\$ 4,785		\$ 10,000					\$ 14,785				\$ 14,785
2.3.17.4	<i>Essex VT117/VT289 Park &amp; Ride Scoping Study</i>	\$ 3,760	\$ 3,760		\$ 5,000					\$ 8,760				\$ 8,760
2.3.17.5	<i>Essex VT 117/North Williston Rd. Scoping Study</i>	\$ 19,722	\$ 19,722						\$ 40,000	\$ 59,722				\$ 59,722
2.3.17.6	<i>Williston Exit 12 Interchange Scoping Study</i>	\$ 40,419	\$ 40,419						\$ 200,000	\$ 240,419				\$ 240,419
2.3.17.7	<i>Williston VT 2A/Industrial Ave./Mtn./View Rd. Scoping Study</i>	\$ 23,393	\$ 23,393						\$ 50,000	\$ 73,393				\$ 73,393
2.3.17.8	<i>Williston VT 2 Tafts Corner to Williston Village Multi Modal Scoping Study</i>	\$ 4,700	\$ 4,700						\$ 25,000	\$ 29,700				\$ 29,700

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Task Number	Task Name	*Funding Source	Task Description	Task Deliverable(s)	Start M/Y (7/13)	End M/Y (6/14)
2.3.17.9	<i>Williston MultiModal Shared Use Path Mountain View Road Old Stage Rd. to VT 2A Scoping Study</i>	PL	Develop concepts to improve bike and pedestrian travel along Mountain View Rd from Old State Rd to VT2A.	1. Public engagement and a completed Scoping Study with identified Preferred Alternative.	7/13	3/14
2.3.17.10	<i>Williston MultiModal Shared Use Path VT2A Industrial Ave. to Blair Park Scoping Study</i>	PL	Develop concepts to improve bike, pedestrian and transit travel along VT2A between Industrial Ave. and Blair Park.	1. Public engagement and a completed Scoping Study with identified Preferred Alternative.	7/13	3/14
2.3.17.11	<i>Williston Bike Ped Core Improvement Scoping Studies</i>	PL	Develop concepts to improve bike and pedestrian travel in this Williston core area.	1. Public engagement and a completed Scoping Study with identified Preferred Alternative.	7/13	3/14
2.3.17.12	<i>VT 15 Corridor Park &amp; Ride Scoping Study</i>	PL	Scoping project to develop conceptual designs, identify potential impacts and develop costs for improvements for Park and Ride locations along VT Route 15 in Essex, Jericho, Underhill, Cambridge and Jeffersonville, including pedestrian and transit interconnectivity.	1. Public engagement and a completed Scoping Study with identified Preferred Alternative.	7/13	3/14
2.3.18	Transportation Model	PL	Enhancements and updates to the travel demand model.	1. Updated transportation model including update of base year and integration of enhancements to bike/ped/transit/TDM factors.	7/13	6/14
2.3.19	Transportation Improvement Program (TIP)	PL	Process amendments to the FY2013-2016 TIP and develop the new FY2014-2017 TIP. Complete the 2016 Capital Program prioritization.	1. TIP amendments as needed. 2. Complete 2016 project prioritization. 3. Develop FY2014-2017 TIP. 4. Prepare TIP summary.	7/13	6/14
2.3.20	Transportation Research Board Tools of the Trade Conference	PL	Coordinate logistics for registration, hotel, events.	1. Facilitation & Hosting of the 2014 Tools of the Trade Transportation Conference.	7/13	6/14
2.3.21	Transportation DIRECT COSTS	PL	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.	7/13	6/14

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2.3.17.9	<i>Williston MultiModal Shared Use Path Mountain View Road Old Stage Rd. to VT 2A Scoping Study</i>	\$ 13,695	\$ 13,695		\$ 30,000					\$ 43,695				\$ 43,695
2.3.17.10	<i>Williston MultiModal Shared Use Path VT2A Industrial Ave. to Blair Park Scoping Study</i>	\$ 13,695	\$ 13,695		\$ 30,000					\$ 43,695				\$ 43,695
2.3.17.11	<i>Williston Bike Ped Core Improvement Scoping Studies</i>	\$ 11,815	\$ 11,815		\$ 25,000					\$ 36,815				\$ 36,815
2.3.17.12	<i>VT 15 Corridor Park &amp; Ride Scoping Study</i>	\$ 4,700	\$ 4,700		\$ 20,000				\$ 30,000	\$ 54,700				\$ 54,700
2.3.18	Transportation Model	\$ 62,978	\$ 62,978					\$ 4,000		\$ 66,978				\$ 62,978
2.3.19	Transportation Improvement Program (TIP)	\$ 57,866	\$ 57,866					\$ 4,000		\$ 61,866				\$ 57,866
2.3.20	Transportation Research Board Tools of the Trade Conference	\$ 28,684	\$ 28,684							\$ 28,684		\$ 10,000	\$ 10,000	\$ 38,684
2.3.21	Transportation DIRECT COSTS							\$ 41,000		\$ 41,000				\$ 41,000

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Task Number	Task Name	*Funding Source	Task Description	Task Deliverable(s)	Start M/Y (7/13)	End M/Y (6/14)
<b>2.4 Transportation Implementation</b>						
2.4.1	Signal Optimization & Operations Services (Separate Grant)	STP	Identification of and implementation of signal timing and equipment upgrade projects related to the outcomes of the ITS plan update. South Burlington Adaptive Signal Control for Dorset Street Corridor/Exit 14.	1. Implementation of signal timing updates in locations identified through the regional ITS plan update and prioritization process. 2. Implementation of signal equipment upgrades in locations identified through the regional ITS plan update and prioritization process.	7/13	6/14
2.4.2	Transportation Management Services (to municipalities) (Separate Grant)	CMAQ	Project management services for Jericho SRTS Infrastructure project at Jericho Elementary School.	1. Construction of improvements at Jericho Elementary School to improve conditions for walkers and bikers and reduce on-site conflicts with vehicles.	7/13	6/14
2.4.3	TCSP TDM Pilot Program (Separate Grant)	TCSP	CCRPC transportation partners received federal TCSP grant to develop and implement regional TDM program to ultimately reduce SOVs on County roads.	1. Expand CarShare VT. 2. Create two regional multimodal hubs. 3. VMT Reduction Campaign. 4. Regional walk/bike tools. 5. Transit pass pilot project. 6. CATMA TDM circuit rider.	7/13	6/14
<b>3.0 WATER QUALITY &amp; SAFETY</b>						
<b>3.1 River Hazard Protection</b>						
3.1.1	Transportation Environmental Planning	PL	Continue to evaluation projects and programs to identify and mitigation transportation environmental factors. Develop enhanced tools and educational outreach materials to aid municipalities in mitigation transportation environmental impacts such as air quality, water quality, natural resources, etc.	1. Address transportation environmental issues as necessary. 2. Continue to enhance the CCRPC transportation environmental offerings on the website and through outreach and training.	7/13	6/14
3.1.2	Comprehensive Transportation Hazard Mitigation and Water Quality Program	PL	Infrastructure protection & hazard mitigation, water quality planning through FEH Bylaw equivalent tracking to ANR, Culvert Mitigation & Aquatic Organism Passage planning.	1. Completion of detailed checklist for each municipality documenting status on measures such as: compliance with Emergency Relief Assistance Fund rules, infrastructure maintenance and upgrades, water quality protections, stormwater permitting. 2. Planning, outreach and education to advance local programs to address transportation hazard mitigation, water quality, aquatic organism passage and stormwater planning and protection.	7/13	6/14
3.1.3	Stream Geomorphic Assessment Tool (SGAT)	ANR	Development of Stream Geomorphic Assessment Tool for GIS. Consultant is developing this tool for ANR's Stream Geomorphic Protocols.	1. Testing out the FEH part of the tool on two different watershed projects before Dec. 2013.	7/13	12/13
<b>3.2 Stormwater/Non-point Source Program</b>						
3.2.1	Local Stormwater Planning	ACCD	Technical assistance, planning, education and outreach to advance regional stormwater planning.	1. Programs, outreach and planning developed to aid municipalities in stormwater protection implementation.	7/13	6/14
3.2.1.1	<i>Essex &amp; Essex Junction MS4 Planning</i>	MUNI	Aid municipalities in preparation of documents to assure compliance with NPDES MS-4 permit.	1. Development of documents supporting opportunities for technical assistance to landowners of low impact BMP's. 2. Review of the communities programs to protect and regulate development in the stream corridors of storm-water related impaired waterways. 3. Review of the existing community regulations for enhanced protection of stream corridors of stormwater impaired waters. 4. Reviews of existing policies and regulations within each municipality aimed at erosion control, handling of wastes and related issues.	7/13	6/14
3.2.1.2	<i>South Burlington Centennial Brook 604b Planning</i>	ANR	Development of a Flow Restoration Plan for Centennial Brook on behalf of four MS4s: Burlington, South Burlington, VAOT and UVM.	1. Assist 4 MS-4s by admin of contract with Horsley Witten Group and admin of 604b grant to explore value of LID practices as credit.	7/13	9/13
3.2.2	Regional Stormwater Planning	ACCD	MS4 Flow Restoration Plans & Stormwater Bylaws.	1. Programs, outreach and planning developed to aid regional stormwater protection implementation including the development of Flow Restoration Plans and Stormwater bylaws at the municipal level.	7/13	6/14

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2.4	<b>Transportation Implementation</b>													
2.4.1	Signal Optimization & Operations Services (Separate Grant)	\$ 2,465		\$ 2,465						\$ 2,465	\$ 2,465	\$ 20,000	\$ 22,465	\$ 22,465
2.4.2	Transportation Management Services (to municipalities) (Separate Grant)	\$ 2,392		\$ 2,392						\$ 2,392	\$ 2,392		\$ 2,392	\$ 2,392
2.4.3	TCSP TDM Pilot Program (Separate Grant)									\$ -		\$ 448,397	\$ 448,397	\$ 448,397
3.0	<b>WATER QUALITY &amp; MITIGATION</b>													
3.1	<b>River Hazard Protection</b>													
3.1.1	Transportation Environmental Planning	\$ 6,652	\$ 6,652							\$ 6,652				\$ 6,652
3.1.2	Comprehensive Transportation Hazard Mitigation and Water Quality Program	\$ 28,029	\$ 28,029						\$ 35,000	\$ 63,029				\$ 63,029
3.1.3	Stream Geomorphic Assessment Tool (SGAT)	\$ 5,431									\$ 5,431	\$ 5,000	\$ 10,431	\$ 10,431
3.2	<b>Stormwater/Non-point Source Program</b>													
3.2.1	<b>Local Stormwater Planning</b>													
3.2.1.1	<i>Essex &amp; Essex Junction MS4 Planning</i>	\$ 5,013									\$ 5,013		\$ 5,013	\$ 5,013
3.2.1.2	<i>South Burlington Centennial Brook 604b Planning</i>	\$ 1,838									\$ 1,838		\$ 1,838	\$ 1,838
3.2.2	Regional Stormwater Planning	\$ 4,294									\$ 4,294		\$ 4,294	\$ 4,294

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Task Number	Task Name	*Funding Source	Task Description	Task Deliverable(s)	Start M/Y (7/13)	End M/Y (6/14)
3.2.2.1	<i>Regional Stormwater Education Program (RSEP)</i>	MUNI	Public education program to facilitate MS-4 compliance with Minimum Control Measure #1 of DEC MS4 Permit.	1. Manage subcontractor (t.b.d.) selected to implement social marketing campaign, update website as needed, provide technical assistance to RSEP Steering Committee.	7/13	6/14
3.2.2.2	<i>Chittenden County Stream Team</i>	MUNI	Public involvement program to facilitate MS-4 compliance with Minimum Control Measure #2 of DEC MS4 Permit.	1. Manage subcontractor (WNRCD) selected to implement social marketing campaign, update website as needed, provide technical assistance to RSEP Steering Committee.	7/13	6/14
3.2.2.3	<i>Green Infrastructure Toolkit</i>	ANR	Under contract to VANR, and on behalf of VAPDA, work with select municipalities to encourage adoption of LID and develop a Vermont Green Infrastructure Toolkit for training efforts by all RPCs. ( Note: This is a 3 year contract extending into early 2016).	1. Identification of barriers to LID implementation in two to four study communities. 2. Begin research on necessary elements of toolkit.	7/13	6/14
4.0	<b>RURAL INVESTMENT</b>					
4.1	<b>Habitat Preservation</b>					
4.1.1	Transportation Wildlife Connectivity Program	PL	Work with partners (VNRC, F&W, Vtrans, Richmond, Jericho, Bolton, Huntington) to bring BMPs and planning tools related to wildlife & transportation to communities.	1. Provide administrative support to the Chittenden Uplands Forests, Wildlife & Communities Action Project.	7/13	6/14
4.1.2	South Burlington Natural Resources Bylaws	ACCD	Continue work with South Burlington on proposed natural resource protection zoning bylaws.	1. Complete proposed zoning bylaw amendments.	7/13	3/14
5.0	<b>HEALTH &amp; SAFETY</b>					
5.1	<b>Safety - Transportation</b>					
5.1.1	Traffic Alert Program	PL	Coordinate contracting process with consultant; monitor and assist with challenges.	1. Implementation of summer/fall 2013 and spring/summer 2014 Traffic Alert Program.	7/13	6/14
5.1.2	Transportation Safety	PL	Enhance travel safety in the County, assist municipalities with safety reviews at problematic locations and corridors, continue to coordinate with Vtrans in their ongoing safety programs, conduct safety studies including participating in HRRR and HSIP programs, corridor and problematic location reviews for RSARs.	1. Participation in State Highway Safety Program including Steering Committee and sub-committees. 2. Participation in at least 2 HRRR studies and at least 2 HSIPs, and at least 2 RSARs.	7/13	6/14
5.2	<b>Safety - Emergency Management</b>					
5.2.1	Emergency Management Planning Grant (EMPG)	VEM	Provide planning, technical assistance and recovery efforts to towns. Offer trainings and support.	1. Update BEOPS annually. 2. Assist with HMGP applications, including BCA, as requested. 2. Use HSEEP in planning and exercise development. 3. Provide and host trainings. 4. Provide technical assistance for grant applications, planning and recovery efforts. 5. Assist towns with planning initiatives. 6. Promote ICS trainings.	7/13	6/14
5.2.2	EMPG - Central Vermont	VEM	Provide planning, technical assistance and recovery efforts to towns. Offer trainings and support.	1. Update BEOPS annually. 2. Assist with HMGP applications, including BCA, as requested. 2. Use HSEEP in planning and exercise development. 3. Provide and host trainings. 4. Provide technical assistance for grant applications, planning and recovery efforts. 5. Assist towns with planning initiatives. 6. Promote ICS trainings.	7/13	6/14
5.2.3	Hazardous Materials Emergency Planning (HMEP)	VEM	Select key TierII reporting facilities to conduct site-assessment and transportation analysis.	1. Review 2013 T2 reports for incomplete transportation reporting. 2. Contact facility and perform site visit. 3. Collect information regarding chemical response planning, interaction with local fire, mapping of chemicals transported in.	7/13	6/14
5.2.4	Local Emergency Planning Committee (LEPC)	VEM	Manage listserv, agenda, presentations, and meetings.	1. Draft Agenda. 2. Solicit presentations from state/local and national orgs. 3. Communicate all relevant information, resources and training opportunities. 4. Host trainings and meetings.	7/13	6/14
5.2.5	Medical Reserve Corps (MRC)	DHS	Provide technical assistance and sit on the board.	1. TBD.	7/13	6/14

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3.2.2.1	Regional Stormwater Education Program (RSEP)	\$ 13,486									\$ 13,486		\$ 13,486	\$ 13,486
3.2.2.2	Chittenden County Stream Team	\$ 4,286									\$ 4,286		\$ 4,286	\$ 4,286
3.2.2.3	Green Infrastructure Toolkit	\$ 19,021									\$ 19,021	\$ 4,000	\$ 23,021	\$ 23,021
4.0	RURAL INVESTMENT													
4.1	Habitat Preservation													
4.1.1	Transportation Wildlife Connectivity Program	\$ 5,328	\$ 5,328							\$ 5,328				\$ 5,328
4.1.2	South Burlington Natural Resources Bylaws	\$ 4,935								\$ -	\$ 4,935		\$ 4,935	\$ 4,935
5.0	HEALTH & SAFETY													
5.1	Safety - Transportation													
5.1.1	Traffic Alert Program	\$ 1,649	\$ 1,649		\$ 7,500					\$ 9,149				\$ 9,149
5.1.2	Transportation Safety	\$ 19,931	\$ 19,931							\$ 19,931				\$ 19,931
5.2	Safety - Emergency Management													
5.2.1	Emergency Management Planning Grant (EMPG)	\$ 57,459									\$ 57,459		\$ 57,459	\$ 57,459
5.2.2	EMPG - Central Vermont	\$ 36,909									\$ 36,909	\$ 13,500	\$ 50,409	\$ 50,409
5.2.3	Hazardous Materials Emergency Planning (HMEP)	\$ 4,847									\$ 4,847		\$ 4,847	\$ 4,847
5.2.4	Local Emergency Planning Committee (LEPC)	\$ 3,057									\$ 3,057	\$ 500	\$ 3,557	\$ 3,557
5.2.5	Medical Reserve Corps (MRC)	\$ 1,888									\$ 1,888		\$ 1,888	\$ 1,888

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6.0	EDUCATION					
7.0	FINANCE AND GOVERNANCE					
7.1	Coordinated Data & GIS Programming					
7.1.1	Geographic Information Systems (GIS) Programming	PL	Provide GIS services and assistance.	1. GIS services (maps, data, technical assistance) to member municipalities, state agencies, and general public as requested.	7/13	6/14
7.1.1.1	<i>Public health mapping and analysis</i>	ACCD	Provide mapping assistance to Vermont Department of Health upon request. Provide assistance to Fletcher Allen Health Care, VDH, and United Way of Chittenden County in addressing issues of public health.	1. Map layers related to healthy eating and hunger. 2. Analysis of data.	7/13	6/14
7.1.1.2	<i>Online mapping improvements</i>	PL	To maintain the online resource mapping tool implemented in FY 2011. Maintenance may include updating and adjustment of software or hardware to keep the tool up to date. As new GIS layers are developed they will be added to the tool.	1. Complete Brownfield Area Wide Assessment maps for EJ and Winooski. 2. Continue to refine Chittenden County VT online map (ECOS plan). 4. Develop additional online maps as requested.	7/13	6/14
7.1.1.3	<i>Technology hosting - Colchester permitting</i>	MUNI	Provide GIS mapping services for integration into Colchester's online permitting software.	1. Online mapping service depicting Colchester GIS data.	7/13	6/14
7.1.1.4	<i>South Burlington Future Impervious Surface Analysis</i>	MUNI	Determine future impervious area in Potash and Bartlett Watershed.	1. Impervious surface area for each parcel classified by type (jurisdictional, non jurisdictional).	7/13	9/13
7.1.2	Data Development & Maintenance	PL	Continue to develop and maintain the GIS data library.	1. Update of Housing points data. 2. Update of Commercial/Industrial Sites data. 3. Update of infrastructure inventories (culverts, signs, sidewalks). 4. Updates of municipal zoning as needed. 5. Updates and/or data development as requested.	7/13	6/14
7.1.3	VT Online Bridge & Culvert Inventory Tool (VOBCIT)	PL	Software upgrade and system implementation.	1. Implementation and administration of new VOBCIT program. 2. Training provided to municipal staff (public works, road foremen) on using VOBCIT. 3. Input of updated culvert inventories into VOBCIT.	7/13	6/14
7.2	Coordinated County Performance Monitoring					
7.2.1	ECOS Annual Report: Non-Transportation	ACCD	Orchestrate the creation of new annual report.	1. Coordinate the collection of current indicators. 2. Write copy as needed. 3. Oversee design and publication process.	7/13	6/14
7.2.2	ECOS Annual Report: Transportation	PL	Orchestrate the creation of new annual report.	1. Coordinate the collection of current indicators. 2. Write copy as needed. 3. Oversee design and publication process.	7/13	6/14
7.2.3	ACCD Performance Measures	ACCD	Detail to be determined. As of 3/13, expect this to focus on the amount or percent of development occurring in areas planned for growth.	1. Mapping analysis. 2. Report to ACCD.	7/13	6/14
7.2.4	ECOS Plan Updates	ACCD	As plans are created under other tasks that would be appropriate to make a part of the ECOS Plan, prepare Plan updates and complete the hearing and adoption process.	1. Updated ECOS Plan.	7/13	6/14
7.2.5	ECOS Plan Updates - Transportation	PL	As plans are created under other tasks that would be appropriate to make a part of the ECOS Plan, prepare Plan updates and complete the hearing and adoption process.	1. Updated ECOS Plan.	7/13	6/14

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6.0	EDUCATION													
7.0	FINANCE AND GOVERNANCE													
7.1	Coordinated Data & GIS Programming													
7.1.1	Geographic Information Systems (GIS) Programming	\$ 32,416	\$ 32,416							\$ 32,416				\$ 32,416
7.1.1.1	Public health mapping and analysis	\$ 8,760									\$ 8,760		\$ 8,760	\$ 8,760
7.1.1.2	Online mapping improvements	\$ 30,220	\$ 30,220							\$ 30,220				\$ 30,220
7.1.1.3	Technology hosting - Colchester permitting	\$ 4,052									\$ 4,052		\$ 4,052	\$ 4,052
7.1.1.4	South Burlington Future Impervious Surface Analysis													
7.1.2	Data Development & Maintenance	\$ 182,636	\$ 182,636					\$ 20,000		\$ 202,636				\$ 182,636
7.1.3	VT Online Bridge & Culvert Inventory Tool (VOBCIT)	\$ 65,096	\$ 65,096						\$ 40,000	\$ 105,096				\$ 65,096
7.2	Coordinated County Performance Monitoring													
7.2.1	ECOS Annual Report: Non-Transportation	\$ 47,024									\$ 47,024		\$ 47,024	\$ 47,024
7.2.2	ECOS Annual Report: Transportation	\$ 25,542	\$ 25,542		\$ 15,000					\$ 40,542				\$ 40,542
7.2.3	ACCD Performance Measures	\$ 14,228									\$ 14,228		\$ 14,228	\$ 14,228
7.2.4	ECOS Plan Updates	\$ 11,331									\$ 11,331		\$ 11,331	\$ 11,331
7.2.5	ECOS Plan Updates - Transportation	\$ 1,880	\$ 1,880							\$ 1,880				\$ 1,880

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7.3	<b>Education &amp; Outreach</b>					
7.3.1	Municipal Training: Non-Transportation	ACCD	Provide Municipal Boards/Commissions/Staff/CCRPC Board members with trainings. Potential topics include: Plan Implementation Tools* such as Form Based Code (and other strategies to ensure better site design for increased density, multi-modal type development and protection of existing historic & natural resources), Renewable Energy Siting, Complete Street Standards, Resiliency/Climate Change*, Lakeshore protection, SW management, Agricultural protection & Urban Ag Options, Planning Process & ethics*, moving to a DRB system, Planning for Economic Development*, Effective Public Engagement*, Act 250/Section 248*. Topics with a * are from the list required by ACCD. At least three of those training must be provided per our FY2013 contract with ACCD.	1. Provide at least four trainings. 2. Try to have at least 80% of municipalities participating. NOTE: this may change in FY2014 ACCD contract.	7/13	6/14
7.3.2	Municipal Training: Transportation	PL	Highway Foremen's Meetings, Complete Streets.	1. Host at least three road manager meetings. 2. Present complete streets to at least 4 municipalities.	7/13	6/14
7.3.3.1	Community Outreach & Partnerships: Non-Transportation	ACCD	Participate in member, legislative and partner outreach to achieve the partnerships necessary to realize the ECOS Plan goals not related to transportation.	1. Ongoing outreach to community through web, notices and newsletter.	7/13	6/14
7.3.3.2	Community Outreach & Partnerships: Transportation	PL	Participate in member, legislative and partner outreach to achieve the partnerships necessary to realize the ECOS Plan goals related to transportation.	1. Ongoing outreach to community through web, notices and newsletter.	7/13	6/14
7.3.4	Transportation Study Communications Assistance	PL	Exit 12, Exit 17, Railyard Enterprise Project, CIRC Alternatives Task Force, Prospect St. Scoping Study, Other Studies TBD.	1. Ongoing outreach to community through web, notices and newsletter.	7/13	6/14
7.3.5	Transit financial planning and performance; training (CCTA)	FTA	Financial analysis for planning purposes, and staff training opportunities.	1. Annual updates for budgeting and planning. 2. Monthly training reports as appropriate.		
7.3.6	ECOS Implementation	HUD	HUD Cooperative Agreement Management & Implementation Activities Management.	1. 8 HUD Implementation Grants completed. 2. HUD ECOS Grant managed to successful closeout.	11/12	2/14
8.0	<b>EQUITY &amp; ENGAGEMENT</b>					
8.1	<b>Equity &amp; Engagement Programming and Planning</b>					
8.1.1	Title VI and public participation plan	PL	Develop plan and materials to reinforce our Title VI strategy and general public participation plan.	1. Research completed and production of a 2012 Public participation plan including outreach to stakeholders.	7/13	6/14
8.2	<b>Public Transit Engagement Monitoring</b>					
8.2.1	CCTA Surveys and Public involvement	FTA	Outreach and survey tasks for planning purposes.	1. Meeting and hearing outreach and documented results.		

Task Number	Task Name	TOTAL CCRPC Staff Costs	Trans. Staff Cost	Non-PL Trans. Staff Costs	Trans. Consultants	Consultant Costs Matched with Local Funding	CCTA	Trans. Direct Expense	Trans. FY13 Consultant Carryover	Trans. TOTAL BUDGETED FY14	Non-Trans. Staff Costs	Non-Trans. Consultant/ Direct Costs	Non-Trans. Total	CCRPC Total
7.3	<b>Education &amp; Outreach</b>													
7.3.1	Municipal Training: Non-Transportation	\$ 13,208									\$ 13,208		\$ 13,208	\$ 13,208
7.3.2	Municipal Training: Transportation	\$ 3,987	\$ 3,987							\$ 3,987				\$ 3,987
7.3.3.1	Community Outreach & Partnerships: Non-Transportation	\$ 64,295									\$ 64,295		\$ 64,295	\$ 64,295
7.3.3.2	Community Outreach & Partnerships: Transportation	\$ 46,206	\$ 46,206							\$ 46,206				\$ 46,206
7.3.4	Transportation Study Communications Assistance	\$ 3,226	\$ 3,226		\$ 40,000					\$ 43,226				\$ 43,226
7.3.5	Transit financial planning and performance; training (CCTA)						\$ 25,000			\$ 25,000				\$ 25,000
7.3.6	ECOS Implementation	\$ 21,721									\$ 21,721	\$ 300,000	\$ 321,721	\$ 321,721
8.0	<b>EQUITY &amp; ENGAGEMENT</b>													
8.1	<b>Equity &amp; Engagement Programming and Planning</b>													
8.1.1	Title VI and public participation plan	\$ 81,107	\$ 81,107							\$ 81,107				\$ 81,107
8.2	<b>Public Transit Engagement Monitoring</b>													
8.2.1	CCTA Surveys and Public involvement	\$ -					\$ 70,000			\$ 70,000				\$ 70,000
	<b>Program Totals</b>	\$ 2,178,075	\$ 1,574,788	\$ 4,857	\$ 493,500	\$ 662,624	\$ 402,340	\$ 74,000	\$ 913,000	\$ 4,125,109	\$ 603,287	\$ 896,797	\$ 1,500,084	\$ 5,552,336

\*Funding Source Key: ACCD (Agency of Commerce and Community Development), ANR (Agency of Natural Resources), DHA (Department of Homeland Security), MUNI (Municipal), CMAQ (FHWA Congestion Mitigation Air Quality), EPA (Environmental Protection Agency), FTA (Federal Transit Administration), NEIWP (New England Interstate Water Pollution Commission), PL (Federal Highway Administration Planning), STP (FHWA Surface Transportation Funds), TCSP (Transportation & Community System Preservation), USDOT (U.S. Department of Transportation), VEIC (Vermont Energy Investment Corporation), VEM (Vermont Emergency Management)

Task Number	Task Name	*Funding Source	Task Description	Task Deliverable(s)	Start M/Y (7/13)	End M/Y (6/14)
9.0	<b>ADMINISTRATION</b>					
9.1	Commission & Program Administration					
9.1.1	Commission and Executive Committee meetings	INDIRECT	Prepare for and participate in CCRPC Board and Committee meetings including the preparation of and distribution of agenda, meeting packets, and minutes.	1. Coordinate annual meeting (Andy). 2. Meeting agendas and packets. 3. Meeting minutes or summaries.	7/13	6/14
9.1.2	Work Program Development & Reporting	INDIRECT	Review and revise the current UPWP at the mid-year. Prepare the upcoming year's UPWP. Develop internal performance measures and track progress.	1. FY2014 UPWP amendments. 2. FY2015 UPWP. 3. Monthly progress reports.	7/13	6/14
9.1.3	Finance, Budget & Accounting	INDIRECT	Review and revise the current budget at the mid-year. Prepare the upcoming year's budget. Maintain accurate records of and financial actions.	1. Quarterly profit & loss statements and cash flow reports. 2. Journal entries. 3. Invoices and checks. 4. FY2014 budget amendments. 5. FY2015 budget. 6. Timesheets.	7/13	6/14
9.1.4	Grant Writing & Research (Non-programmatic)	INDIRECT	Research and prepare grant applications when there are opportunities that advance the goals of CCRPC and the ECOS Plan.	1. Grant applications.	7/13	6/14
9.2	<b>Personnel Administration</b>					
9.2.1	Staff Professional Development (Non-programmatic)	INDIRECT	Provide training opportunities to staff to increase their professional knowledge and skills.	1. Training for staff.	7/13	6/14
9.2.2	Staff Meetings	INDIRECT	To improve coordination and results hold staff meetings as necessary.	1. Staff meetings.	7/13	6/14
9.2.3	Personnel Administration	INDIRECT	Conduct semi-annual employee evaluations. Meet with individual staff as needed.	1. Annual evaluations. 2. Semi-annual progress evaluations.	7/13	6/14
9.3	<b>IT &amp; General Administration</b>					
9.3.1	IT Administration	INDIRECT	Maintain the server, network, computers, printers, and software and explore options to improve performance, such as cloud services.	1. Well-performing information technology system. 2. Upgrade ARCGIS Server to 10.1 version as well as move whole system to the cloud.	7/13	6/14
9.3.2	General Administration	INDIRECT	Maintain files and records, complete routine office functions, and respond to general information requests.	1. Effective operations.	7/13	6/14

Task Number	Task Name	TOTAL CCRPC Staff Costs	Trans. Staff Cost	Non-PL Trans. Staff Costs	Trans. Consultants	Consultant Costs Matched with Local Funding	CCTA	Trans. Direct Expense	Trans. FY13 Consultant Carryover	Trans. TOTAL BUDGETED FY14	Non-Trans. Staff Costs	Non-Trans. Consultant/ Direct Costs	Non-Trans. Total	CCRPC Total
9.0	ADMINISTRATION	0												
9.1	Commission & Program Administration	Indirect Staff Costs												
9.1.1	Commission and Executive Committee meetings	\$ 31,880												Included
9.1.2	Work Program Development & Reporting	\$ 30,885												Included
9.1.3	Finance, Budget & Accounting	\$ 117,806												Included
9.1.4	Grant Writing & Research (Non-programmatic)	\$ 9,535												Included
9.2	Personnel Administration	\$ -												
9.2.1	Staff Professional Development (Non-programmatic)	\$ 24,103												Included
9.2.2	Staff Meetings	\$ 20,343												Included
9.2.3	Personnel Administration	\$ 23,465												Included
9.3	IT & General Administration	\$ -												
9.3.1	IT Administration	\$ 17,709												Included
9.3.2	General Administration	\$ 34,324												Included

## *Acronyms*

**3C's Process** A federally-mandated (via the Federal-Aid Highway Act of 1962) initiative, requiring a “Continuing, Cooperative, & Comprehensive” transportation planning process to be carried out by states, regions, and local communities.

**AA Alternatives Analysis** A study which explores the effect of a project on the overall transportation system. Information included in an AA are costs, benefits, and impacts of potential changes to the transportation system.

**AADT Annual Average Daily Traffic** A key statistical indicator for roadway counts (i.e. traffic volume), known as the ‘Annual Average Daily Traffic’, or AADT, has been developed to represent the average amount of vehicular traffic in both directions of travel, passing on a given point of road, over a 24-hour period, on a typical day (i.e. seasonally adjusted) of a specified year.

**AAP Accepted Agricultural Practices** The Accepted Agricultural Practices (AAPs) are required standards designed to reduce non-point source pollutant discharges through implementation of improved farming techniques.

**AARP American Association of Retired Persons (Formerly)** Established in 1958, AARP (formerly known as the American Association of Retired Persons, but is simply “AARP” today to reflect that membership is possible for non-retirees also) is a US-based non-governmental organization, non-profit, advocacy, and lobbying group for people age 50 and over.

**AASHTO American Association of State Highway and Transportation Officials** Publishes standards for transportation infrastructure for use throughout the U.S.

**ACCD Agency of Commerce & Community Development** The State agency that contains the departments of Economic Development, Tourism and Marketing, and Housing and Community Affairs.

**ACS American Community Survey** An ongoing nationwide survey that produces about U.S. population and housing. The ACS replaces the decennial census long form questionnaire (from the year 2000 and back), which collected this data every 10 years.

**ADA Americans with Disabilities Act** Federal legislation passed in 1990 that prohibits discrimination on the basis of disability.

**ADT Average Daily Traffic** The Average Daily Traffic (ADT) indicator of vehicular traffic flow (or bicycle & pedestrian traffic for that matter) is not a representation of the normally used “Annual Average Daily Traffic” (AADT). This is due to the lack of a full set of year-round data from which to develop seasonal coefficients necessary to calculate “AADT”. More accurately described, ADT is an estimate of general volume within the period of time counted only. For Bicycle & Pedestrian traffic counts obtained from infrared radiation sensor equipment, a common factor reducing the level of observation (i.e. undercounting) of data is lack of the pyroelectric sensor’s ability to detect adjacent-travelling bicyclists or pedestrians. In such case, it is good to do a simultaneous manual count for a few hours to verify the level of error.

**ADU Accessory Dwelling Unit** 24 VSA 4412 (1) (E): A dwelling unit that is located within or appurtenant to an owner-occupied single-family dwelling (an efficiency or one-bedroom apartment that is clearly subordinate to a single family dwelling and complies with the standards and conditions established by 24 VSA 4412 (1) (E) and (F)).

**AFF American Factfinder** An online application intended to assist the public in dissemination and reporting of Census data.

**AICP American Institute of Certified Planners** A non-compulsory planning certification recognized in the United States.

**AM Access Management** Techniques of Transportation infrastructure management intended to; reduce congestion and accident rates, lessen need for highway widening, conserve energy, and reduce pollution. Examples include; limiting entrance and exit of traffic on highways, use of medians and turn lanes, placement and timing of signals, as well as implementation of supportive local ordinances.

**ANR Agency of Natural Resources** A cabinet-level Vermont state agency that oversees environmental issues for the state and is responsible for SIP adoption (T3 VSA, Chapter 51).

**AO Administrative Officer** A person officially designated by a municipality to administer and enforce a bylaw. See 24 VSA 4448.

**APA American Planning Association** A nonprofit education and membership guild for professional planners.

**ARRA American Recovery and Reinvestment Act of 2009** A \$787 billion Recovery plan includes federal tax cuts and incentives, an expansion of unemployment benefits, and other spending on social entitlement programs. In addition, federal agencies are using Recovery funds to award contracts, grants, and loans around the country. The Recovery Act was intended to jumpstart the economy but many of the projects funded by Recovery money, especially those involving infrastructure improvements, are expected to contribute to economic growth for many years.

**ASFPM Association of State Floodplain Managers** The Association of State Floodplain Managers is an organization of professionals involved in floodplain management, flood hazard mitigation, the National Flood Insurance Program, and flood preparedness, warning and recovery. ASFPM has become a respected voice in floodplain management practice and policy in the United States because it represents the flood hazard specialists across many sectors and disciplines.

**ATMS Advanced Traffic Management System** ITS applications designed to enhance traffic movement usually along transportation corridors.

**ATR Automatic Traffic Recorders** A pneumatic triggered device, utilizing rubber tubes installed upon a roadway to count, classify, and record speed data. ATRs are the tool used to capture Total Vehicle volume (used to calculate AADT), truck & bus data, 85th percentile & 10 MPH pace speed data, et al.

**AVI Automatic Vehicle Identification** A type of ITS, AVI generally signifies the recognition and recording of motor vehicles, usually automobiles, as they pass through facilities for automatic collection of tolls, thus eliminating stops.

**BIA Burlington International Airport** Burlington International Airport is the preeminent Airport in the State of Vermont, located in South Burlington and owned by the City of Burlington.

**BMP Best Management Practices** The methods, measures, designs, performance standards, maintenance procedures, and other management practices intended to prevent or reduce adverse impacts.

**BRT Bus Rapid Transit** Fixed-route bus system operating on its own exclusive "Right of Way".

**BTS Bureau of Transportation Statistics** The Bureau of Transportation Statistics (BTS) was established by the Intermodal Surface Transportation Efficiency Act of 1991. BTS administers federal transportation data collection, analysis, and reporting resources.

**CAA Clean Air Act Amendments of 1990** Federal legislation that sets allowable levels, known as NAAQS, for various pollutants. Where these standards are not attained, officials must take specified actions within a mandatory time frame or face sanctions such as loss of federal highway funds.

**CATMA Campus Area Transportation Management Association** Organization formed by several institutions in Burlington's 'Hill Institutions' to jointly address localized transportation, commuter, and parking issues.

**CATS Campus Area Transit System** The University of Vermont's fare-free shuttle system serving the University community faculty, staff, students, and visitors. This system links all on-campus destinations and provides evening service to adjoining neighborhoods. Ridership during the school year averages 4,000 to 5,000 per day.

**CBD Central Business District** Often the geographic center or 'downtown' section of a city, town, or village, typifying a concentration of commercial, government, residential, and mixed-use buildings or development

**CCRPC Chittenden County Regional Planning Commission** Land use planning agency for Chittenden County, Vermont

**CCTA Chittenden County Transportation Authority** Operator of Chittenden County's regional bus system and rideshare services. Chartered in 1973 by the Vermont General Assembly, CCTA serves the communities of Burlington, Essex, South Burlington, Shelburne, Williston, Winooski and a portion of Colchester. There are also express route service to Montpelier, Middlebury, and St. Albans.

**CDBG Community Development Block Grant** A flexible federal program administered by the Department of Housing and Community Affairs that subsidizes a wide range of community development and economic development activities. Beginning in 1974, the CDBG program is one of the longest continuously run programs at HUD. The CDBG program provides annual grants on a formula basis to 1209 general units of local government and States.

**CDL Commercial Drivers' License** A CDL is required for those operating any type of vehicle with a Gross Vehicle Weight of 26,001 lbs. or greater (such as; tractor trailers, buses, and tow trucks).

**CE Categorical Exclusion** Federal and State regulations (see; NEPA) require environmental reviews to be performed before expenditure of public funds can be approved for "major projects." If a project does not meet the definition of "major project" then it may be eligible for what is called a Categorical Exclusion (CE).

A CE is the absolute lowest level of environmental review possible for projects. For Vermont transportation projects, VTrans (The State DOT) is responsible for such designation.

**CEDS Comprehensive Economic Development Strategy** A special plan that documents an area's economic conditions and needs and proposes strategies and actions that is a condition of eligibility for participation in certain EDA programs. A strategy generally identifies infrastructure needs, timeframes, potential match funding sources, industries, and projects which will enhance economic benefit within a region.

**CIP Capital Improvement Program** A multi-year plan, which identifies equipment, infrastructure, property improvements, or other tangible purchases, as well as their schedule and financing strategies.

**CMAQ Congestion Mitigation and Air Quality** A program authorized by the 1991 ISTEA provided billions of dollars in funding for surface transportation and other projects that contribute to air quality improvements and reduce traffic congestion. The CMAQ program has been improved and reauthorized in all subsequent federal transportation re-authorization bills. **CMP Congestion Management Process** Formerly known as a Congestion Management System (CMS), CMP is a federally-mandated program within Metropolitan Planning Organizations to address and manage congestion.

**CMS Congestion Management System** A systematic process for managing congestion and enhancing mobility through alternative transportation strategies and timely information to the traveling public.

**CSS Context-Sensitive Solutions** The process of CSS seeks to preserve aesthetics, historical context, and environmental resources in areas of proposed development, while maintaining efficiency and safety of the transportation system. It is a collaborative and interdisciplinary approach, involving a variety of stakeholders to develop facilities and infrastructure in harmony with their current physical setting.

**CSWD Chittenden Solid Waste District** Chittenden Solid Waste District

**CTA Chittenden Traffic Alert** A countywide and regularly updated listing of construction projects and special activities affecting transportation facilities throughout the region. Each Friday between April and November the CCMPO publishes Construction This Week in the Burlington Free Press to alert the traveling public to roadway work.

**CTC Continuous Traffic Counters** Operated by VTrans, CTCs are permanently deployed traffic counters, which are capable of collecting traffic data for an entire year or longer.

**CWD Champlain Water District** Champlain Water District

**D&E Design & Engineering** Design & Engineering

**D-B Design-Build** Design-Build (D-B) is an efficient method to complete transportation projects, where designer engineers and construction contractors are brought together under a single contract. This contrasts to the traditional "Design-Bid-Build" (D-B-B) approach where two different contracting efforts must be undertaken in sequentially; 1. Obtaining engineering services on a negotiated-price basis, and 2. Obtaining construction services on the lowest-responsible-bid price basis.

**DCD Double-Crossover Diamond Interchange** See "Diverging Diamond Interchange". The DCD is distinguished from the conventional diamond interchange in that it combines left-turning traffic with through traffic. This is accomplished by having both left-turn and through vehicles cross over to the opposite sides of the roadway at the ramp terminals.

**DEC Department of Environmental Conservation** The Vermont ANR department that administers most of ANR's regulatory programs plus several voluntary pollution and waste reduction programs (including: air quality, environmental assistance, public facilities engineering, geology, environmental permits, solid waste, hazardous waste, surface water quality, water-shed planning, stormwater management, and drinking water supply).

**DHCA Department of Housing & Community Affairs** The Vermont agency that provides planning technical assistance and oversees housing and community development programs. See 3 VSA 2472

**DOT Department of Transportation** State agency responsible for coordination, operation, and safety of transportation facilities and services, including: highways, bridges, railroads, airports, etc.

**DPW Department of Public Works** Municipal entity responsible for repair and maintenance of streets, sewers, greenspace, and urban landscape. DPWs also designs and manage the construction of public facilities.

**DRB Development Review Board** Development Review Boards are quasi-judicial, citizen volunteer bodies created under Vermont Statute 24 VSA Chapter 117, intended to interpret and uphold zoning ordinances of their municipality. A municipality may create a DRB to consolidate the functions of a Zoning Board of Adjustment and the subdivision review functions of a Planning Commission (See 24 VSA 4460).

**DSS Decision-Support System** Computer assessment tool that examines the relationships between land use and transportation.

**DTA District Transportation Administrator** Administrative supervisor of regional transportation services or infrastructure.

**DU Dwelling Unit** One or more rooms, intended to be occupied by a household as separate living quarters containing cooking, sleeping, and sanitary facilities.

**EA Environmental Assessment** The purpose of an EA is to determine if there is sufficient evidence for a proposed project to require a more comprehensive Environmental Impact Study (EIS). Often an EA is a sufficient environmental document in itself when impacts of a project minor or can be mitigated.

**EAS Essential Air Services** Federal subsidy program for scheduled air services to rural communities

**ECOS ECOS Project** ECOS (standing for Environment. Community. Opportunity. Sustainability.) is the Chittenden County, Vermont Comprehensive Economic Development Strategy (CEDS). A CEDS is a regional strategy which reflects local economic development needs and priorities and recommends a regional approach to achieving sustainable economic development. A CEDS is a prerequisite for federal Economic Development Administration assistance.

**EDA Economic Development Association** The federal office responsible for the provision of federal economic development assistance to economically depressed areas, especially to areas of high unemployment.

**EIS Environmental Impact Statement** Document that studies all likely impacts resulting from major federally-assisted programs. Impacts include those on the natural environment, economy, society, and the built (existing) environment of historical and aesthetic significance.

**EJ Environmental Justice** The fair treatment of people of all races, cultures, and income with respect to the development, implementation, and enforcement of environmental laws, regulations, programs and policies.

**EPA Environmental Protection Agency** The federal regulatory agency responsible for administering and enforcing environmental laws, including the Clean Air Act.

**FAA Federal Aviation Administration** U.S. Department of Transportation agency responsible for aviation related programs.

**FAI Federal-Aid Interstate** Originally authorized by the Federal-Aid Highway Act of 1956, a system for the allocation of funds by formula was developed for Interstates, which was based the most heavily travelled routes of the Federal-Aid Primary system. The Federal-Aid Highway Act of 1973, which required the use of "Functional Highway Classification" to update and modify the Federal-aid highway systems by July 1, 1976 replaced this classification scheme.

**FAP Federal-Aid Primary** Originally authorized by the Federal-Aid Highway Act of 1944, a system for the allocation of funds by formula was developed based on area, population, and route miles. The Federal-Aid Primary system was considered the primary travelled roads. The Federal-Aid Highway Act of 1973, which required the use of "Functional Highway Classification" to update and modify the Federal-aid highway systems by July 1, 1976 replaced this classification scheme.

**FAR Floor Area Ratio** A measurement used to determine the building volume permitted on a particular lot that equals the floor area of all of the buildings on a lot divided by the total land area of the lot. For example, an FAR of 3.0 applied to a 20,000 square foot lot would permit a building with up to 60,000 square feet of floor area. The owner also could construct a building with up four 15,000 square foot floors, five 12,000 square foot floors, six 10,000 square foot floors, and so on. The community's building height regulations would limit how tall the building could be.

**FARS Fatality Analysis Reporting System** FARS is a federal census of crashes involving any motor vehicle on a trafficway, but only in fatal crashes. It is generally considered to be the most reliable national crash database. A large truck is defined in the FARS as a truck with a gross vehicle weight rating (GVWR) of more than 10,000 pounds. A bus is defined in the FARS as a large motor vehicle used to carry more than 10 passengers, including school buses, inter-city buses, and transit buses. FARS is maintained by the National Highway Traffic Safety Administration (NHTSA).

**FAS Federal-Aid System** Defined in 23 United States Code 101(a) as highways on the Federal-aid highway systems and all other public roads not classified as local roads or rural minor collectors. In the context of "Functional Classification", highways on the Federal-Aid System consist of; 1. A road in an Urban area that is at least an "Urban Collector" or higher (Functional Classes 1, 2, 6, & 7). 2. A road in a Rural area that is at least a Rural Major Collector or higher

(Functional Classes 11, 12, 14, 16, & 17). Highways not on the Federal-Aid System consist of; “Urban Local Access”, “Rural Minor Collector”, & “Rural Local Access” (Functional Classes 19, 8, & 9 respectively).

**FAS Federal-Aid Secondary** Originally authorized by the Federal-Aid Highway Act of 1944, a system for the allocation of funds by formula was developed based on area, population, and route miles. The Federal-Aid Secondary system was considered the “Farm-to-Market” roads. The Federal-Aid Highway Act of 1973, which required the use of “Functional Highway Classification” to update and modify the Federal-aid highway systems by July 1, 1976 replaced this classification scheme.

**FAU Federal-Aid Urban** Those roads within Urbanized Areas (UA) that are designated upon the Federal-Aid System (FAS), and are functionally classed as; 11 (Urban Interstate), 12 (Urban Other Freeway or Expressway), 14 (Urban Other Principal Arterial), 16 (Urban Minor Arterial), or 17 (Urban Collector).

**FBC Form-Based Code** A departure from the 20th century standard planning practice of developing municipal zoning codes based upon separation of land use. Form-based codes (FBC) facilitate a compatible building environment for public spaces by using physical form as the primary criterion behind a municipality’s zoning code. According to the Form-Based Codes Institute (FBCI); ‘Form-based codes address the relationship between building facades and the public realm, the form and mass of buildings in relation to one another, and the scale and types of streets and blocks. The regulations and standards in form-based codes are presented in both words and clearly drawn diagrams and other visuals. They are keyed to a regulating plan that designates the appropriate form and scale (and therefore, character) of development, rather than only distinctions in land-use types.’

**FBO Fixed-Based Operator** Provider of aviation support services at airports, such as; fueling, line, paint, avionics, aircraft maintenance, hangar, catering, and other ground and/or logistical services.

**FC Functional Classification** A Federal Highway Administration road designation scheme for rural, small urban, and urbanized areas. Functional classification defines the role that any particular road or street should play in servicing the flow of trips through a highway network. Standards for highway classification were developed during 1969-1971 using criteria and procedures specified in the 1968 National Highway Functional Classification Study Manual. The scheme may be expressed as: 1 = Rural Interstate, 2 = Rural Principle Arterial, 6 = Rural Minor Arterial, 7 = Rural Major Collector, 8 = Rural Minor Collector, 9 = Rural Local Access, 11 = Urban Interstate, 12 = Urban Other Freeway or Expressway, 14 = Urban Other Principal Arterial, 16 = Urban Minor Arterial, 17 = Urban Collector, 19 = Urban Local Access.

**FHWA Federal Highway Administration** U.S. Department of Transportation agency responsible for highways. **FOGL Fog Line** Reflective white lines painted along the shoulder of a road demarking the legally extent a motor vehicle is allowed to operate.

**FONSI Finding of No Significant Impact** If a “Finding of No Significant Impact” is concluded from an Environmental Assessment, a full EIS would not be required for the project.

**FOV Field of View** Field of View

**FPR Department of Forest Parks & Recreation** The Vermont ANR department that operates the State Parks system, manages State forests and natural areas, and provides assistance in the areas of forestry, recreation, and conservation education.

**FRA Federal Railroad Administration** U.S. Department of Transportation agency responsible for railroad programs.

**FTA Federal Transit Administration** U.S. Department of Transportation agency that administers federal funding to support a variety of locally planned, constructed, and operated public transportation systems throughout the U.S., including buses, subways, light rail, commuter rail, streetcars, monorail, passenger ferry boats, inclined railways, and people movers.

**FWD Department of Fish & Wildlife** The Vermont ANR department that manages Vermont’s fisheries and wildlife resources, enforces the state’s hunting and fishing laws, and studies and inventories non-game wildlife species and natural communities.

**FY Fiscal Year** The Fiscal Year for the State of Vermont and the CCRPC’s is July 1-June 30, while the TIP and STIP follow the Federal Fiscal Year (FFY) of October 1- September 30. **GARVEE Grant Anticipation Revenue Vehicles (Bonds)** GARVEE Bonds are funding mechanisms that enable governmental entities to finance infrastructure or transit projects based on anticipated future revenues, which are then used to repay outstanding debt. A state may use future federal-aid funding obligations to reimburse the retirement of principal loans, interest charges, issuance, insurance, and other associated costs related to the sale of eligible debt-financing instruments.

**GBIC Greater Burlington Industrial Corporation** The non-profit Regional Development Corporation that has the mission of attracting, retaining, and expanding environmentally sensitive, high-paying jobs in the Champlain Valley and initiating and supporting advocacy, education, and collaborative programs in promoting its vision.

**GDP Gross Domestic Product** GDP is a statistic estimating total market value of goods and services produced by labor and property in a given geographical area, within a given year. GDP replaces the Gross National Product (GNP) indicator as the primary measure of U.S. production in 1991.

**GHG Greenhouse Gases** Identified by the Intergovernmental Panel on Climate Change (IPCC), anthropogenic greenhouse gases are recognized by the international scientific community as having the potential to bring about climate change. Such gases include; Carbon Dioxide (CO<sub>2</sub>), Methane (CH<sub>4</sub>), Nitrous Oxide (NO<sub>x</sub>), Carbon Tetrafluoride, Hexafluoromethane, Sulfur Hexafluoride, and others.

**GIS Geographic Information Systems** A software system which assists in the development, storage, analysis, and display of locational or spatial information.

**GPS Global Positioning System** A navigation system utilizing satellites to provide a GPS-receiver on Earth with accurate coordinates.

**GVW Gross Vehicle Weight** Gross Vehicle Weight

**HAL High Accident Location** A location on the federal-aid highway system that has experienced a minimum of five accidents over a five-year period and has an Actual Rate to Critical Rate Ratio (ARCR) of 1 or greater. The list of HALs is maintained by the Vermont Agency of Transportation – Highway Research Section.

**HAWK High-Intensity Activated Crosswalk** A pedestrian-activated beacon located on the roadside and on mast arms over major approaches to an intersection. The HAWK head consists of two red lenses over a single yellow lens. It displays a red indication to drivers when activated, which creates a gap for pedestrians to use to cross a major roadway.

**HAZMAT Hazardous Material** Classified by the U.S. Environmental Protection Agency (EPA), transport of HAZMAT is regulated by the U.S. Department of Transportation.

**HCM Highway Capacity Manual** Published by the Transportation Research Board (TRB), the HCM outlines fundamental information and computational techniques on the quality of service and capacity of highway facilities.

**HOV High Occupancy Vehicle** Vehicle carrying two or more people (i.e. a carpool). Roads may have lanes solely for HOV use, such as carpools, vanpools, and buses.

**HPMS Highway Performance Monitoring System** A GIS-based national highway information system that includes data on the extent, condition, performance, use, and operating characteristics of US highways.

**HRRR High Risk Rural Roads Program** A federal safety and funding provision addressing the high fatality and incapacitating injury rate, which occurs on rural roads (nationally, about 60% occur on Rural Major & Minor Collectors, as well as Rural Local Access roads).

**HSIP Highway Safety Improvement Program** Federal program assisting states to achieve a significant reduction in traffic fatalities and serious injuries on all public roads through the implementation of infrastructure-related highway safety improvements.

**HSR High Speed Rail** Intercity passenger rail service that is reasonably expected to reach speeds of at least 110 miles per hour (49 U.S.C. 26105 (b)(4)).

**HTF Highway Trust Fund** A financing mechanism established under federal law to account for tax receipts (primarily from motor fuel taxes) collected by the federal government and dedicated to surface transportation projects.

**HU Housing Unit** One or more rooms, intended to be occupied by a household as separate living quarters containing cooking, sleeping, and sanitary facilities.

**HUD United States Department of Housing & Urban Development** U.S. Housing & Urban Development

**IF Innovative Finance** A broadly defined term that encompasses a combination of specially designed techniques to supplement traditional federal financing methods for transportation-related projects. Often in the form of “Public-Private Partnerships”, locally authorized “Tax-Increment Financing”, et al., Innovative Finance for transportation seeks to; 1. Maximize the ability of states and other project sponsors to leverage Federal capital for needed investment in the nation’s transportation system; 2. More effectively utilize existing funds; 3. Move projects into construction more quickly than under traditional financing mechanisms; and 4. Make possible major transportation investments that might not otherwise receive financing.

**IHS Interstate Highway System** A subsystem of the NHS, the Interstate Highway System is also named the “Dwight D. Eisenhower National System of Interstate and Defense Highways”. The concept of the IHS was first formally studied under mandate by the Federal-Aid Highway Act of 1938, and was first authorized construction funds under the Federal-Aid Highway Act of 1952. It was not until the enactment of the Federal-Aid Highway Act of 1956, championed by President Eisenhower, that the Highway Trust Fund was established to finance construction of the entire network for the purpose of facilitating private and commercial transportation, and providing transportation routes for military supplies and troop deployments in case of an emergency or foreign invasion.

**ISTEA Intermodal Surface Transportation Efficiency Act of 1991** The purpose of this act was to develop a ‘National Intermodal Transportation System that is economically efficient, environmentally sound, provides the foundation for the Nation to compete in the global economy and will move people and goods in an energy efficient manner.’ This act established the provision that MPO’s undertake development of a Transportation Improvement Program (TIP), a long-range plan, and an annual work program. It also required for states; a statewide planning process, a statewide transportation plan, and a statewide transportation improvement program (STIP).

**ITE Institute of Transportation Engineers** Founded in 1930, the Institute of Transportation Engineers is an international educational and scientific association of transportation professionals who are responsible for meeting mobility and safety needs. ITE facilitates the application of technology and scientific principles to research, planning, functional design, implementation, operation, policy development and management for any mode of ground transportation. ITE further promotes professional development of its members, supports and encourages education, stimulates research, develops public awareness programs and serves as a conduit for the exchange of professional information.

**ITS Intelligent Transportation Systems** Technology used to improve the efficiency of transportation systems.

**JARC Job Access/Reverse Commute** Transit improvement plan designed to meet the work-related transportation needs of low-income residents.

**JIT Just-In-Time-Delivery** A method of inventory control where products are delivered to stores or assembly lines only when needed to minimize the high cost of maintaining local inventory and warehousing. The effects on freight demand are to; increase the number of individual shipments, decrease their length of haul and costs, and increase the reliability of on-time delivery.

**JTW Journey-To-Work Data** Worker/Commuter home-based work trip sample data collected by the U.S. Census Bureau within the long form since 1960.

**LBCS Land-Based Classification Standards** American Planning Association (APA) standardised model used to categorise land use based on its characteristics. Such characteristics are defined as; Activity, Function, Structure, Site Development Character, and Ownership Type.

**LCRCC Lake Champlain Regional Chamber of Commerce** Lake Champlain Regional Chamber of Commerce

**LEHD Longitudinal Employer-Household Dynamics** Longitudinal Employer-Household Dynamics (LEHD) is an innovative program within the U.S. Census Bureau using modern statistical and computing techniques to combine federal and state administrative data on employers and employees to derive their commuting patterns. The process generalizes datasets to protect the confidentiality of people and firms that provide information. This data is often useful in determining commuter-sheds in tandem with the Census Transportation Planning Package (CTPP).

**LEPC Local Emergency Planning Committee** A committee under the Chittenden County Regional Planning Commission (CCRPC), LEPC function is to provide resources and guidance to Chittenden County communities through education, coordination and assistance in hazmat planning, as well as to assure public health and safety.

**LESA Land Evaluation & Site Assessment** Developed by the Soil Conservation Service, a LESA establishes the process set out in 6 VSA 8 for the identification of agricultural lands.

**LOS Level of Service** A system of indicating delay at signalized intersections, which is graded on a letter scale from A to F, generally outlined by the HCM as: A <= 10 sec, B = 10-20 sec, C = 20-35 sec, D = 35-55 sec, E = 55-80 sec, F > 80sec.

**L RTP Long Range Transportation Plan** A long-range document required by federal law that identifies facilities and programs that should function as an integrated metropolitan transportation system and includes a financial plan that demonstrates how the long-range plan can be implemented. Federal requirement for MPOs and Agencies of Transportation to undertake every five years and looks out 20-25 years.

**LTAP Local Transportation Assistance Program** Federally funded program to enable local governments to improve their roads and bridges by providing training and information.

**LTF Local Transportation Facilities** Also known as “Local Enhancements”, LTF is a Vermont Agency of Transportation (VTrans) program established to assist local governments with project implementation for; Bicycle and Pedestrian Facilities, Safe Routes to School Projects, Park-n-Rides, Scenic Byways and other “Local” Projects.

**LUAM Land Use Allocation Module** The Land Use Allocation Module (LUAM) has been used by CCMPO & CCRPC to forecast future land use patterns. The primary data inputs are; housing & employment by type of Traffic Analysis Zone (TAZ) in the model, physical constraints data, and zoning data.

**MCD Minor Civil Division** A U.S. Census Bureau designated Minor Civil Division (MCD) is a legally specified (by State law) county governmental or administrative subdivision (e.g. township, gore, grant, unincorporated place, et al.). There states where MCDs do not exist. In such case the Census Bureau, in cooperation with state and local officials, delineates county subdivisions known as Census County Divisions (CCD). In some situations, the Census Bureau must complete the coverage of subcounty units by creating additional entities called unorganized territories (UTs) that it treats as being statistically equivalent to MCDs.

**MJAHMP Multi-Jurisdictional All-Hazards Mitigation Plan** Hazard Mitigation is a sustained effort to permanently reduce or eliminate long-term risks to people and property from the effects of reasonably predictable hazards. The purposes of this plan are to: 1. Identify specific natural, technological and societal hazards that impact the communities of Chittenden County; 2. Prioritize hazards for mitigation planning; 3. Recommend regional level goals and strategies to reduce any losses from those hazards; and 4. Establish a coordinated process to implement the plan, taking advantage of a wide range of resources.

**MOU Memorandum of Understanding** A document providing specific duties and responsibilities to be assumed by two or more parties in pursuit of a project or goal.

**MOVES Motor Vehicle Emission Simulator** EPA’s Office of Transportation and Air Quality (OTAQ) is developing the “MOTOR Vehicle Emission Simulator” (MOVES). The successor to MOBILE6, this more recent emission modeling system estimates emissions for on-road and nonroad mobile sources, covers a broader range of pollutants, and allows multiple scale analysis from fine-scale analysis to national inventory estimation. MOVES is planned to serve as the replacement for MOBILE6 and NONROAD for all official analyses associated with regulatory development, compliance with statutory requirements, and national/regional inventory projections.

**MPA Metropolitan Planning Area** A location designated by the Chittenden County Regional Plan that is recommended to be a regional or sub-regional center for jobs, housing and community facilities that have an urbanized character.

**MPG Municipal Planning Grant** The Municipal Planning Grant (MPG) program is a state-funded program (administered by the Department of Economic, Housing and Community Development) intended to support Vermont towns with; technical assistance for town planning, implementation of plans and ordinances, encouragement of citizen participation and education, and innovative demonstration planning projects. No matching funds are required for this program.

**MPO Metropolitan Planning Organization** Federally established organization responsible for a cooperative, continuous, and comprehensive framework to make transportation investment decisions within their designated area.

**MS4 Municipal Separate Stormwater Sewer System** Roads with drainage systems, municipal streets, catchbasins, curbs, gutters, ditches, man-made channels, or storm drains, which are owned by a public body and are designed to collect or convey stormwater. MS4 does not include infrastructure that is a combined sewer or part of a Publicly Owned Treatment Works (POTW) as defined by 40 CFR 122.2.

**MSA Metropolitan Statistical Area** Defined by the U.S. Office of Management and Budget, an MSA is a county or a group of contiguous counties that contain at least one city of 50,000 inhabitants or more, or 2) An urbanized area of at least 50,000 inhabitants and a total MSA population of at least 100,000 (75,000 in New England). The contiguous counties are included in an MSA if, according to certain criteria, they are essentially metropolitan in character and are socially and economically integrated with the central city. In New England, MSAs consist of towns and cities rather than counties.

**MTP Metropolitan Transportation Plan** A federally-mandated long-range plan for transportation development and investment based on the goals in the CCRPC Vision Statement. **MTS Metropolitan Transportation System** The multimodal network of highways, arterial and collector roadways, transit services, rail lines, Burlington International Airport, and other intermodal facilities critical to the movement of people and goods in Chittenden County. **MUTCD Manual**

**on Uniform Traffic Control Devices** Published by Federal Highway Administration (FHWA), this manual defines the standards used by road managers nationwide to install and maintain traffic control devices (signage, pavement markings, traffic signals, etc.) on all streets and highways.

**NAAQS National Ambient Air Quality Standards** Clean Air Act standards for widespread pollutants from numerous and diverse sources considered harmful to public health and the environment.

**NADO National Association of Development Organizations** Formed in 1967, NADO is an advocacy organization for federal programs and policies, which promote regional strategies and address local economic development needs.

**NCHRP National Cooperative Highway Research Program** A research program of the Transportation Research Board (TRB) that develops near-term, practical solutions to problems facing transportation planning agencies.

**NECR New England Central Railroad** A privately operated railroad company.

**NEPA National Environmental Policy Act** Federal law requiring federal agencies to integrate environmental values into their decision making processes by considering the environmental impacts of their proposed actions and reasonable alternatives to those actions.

**NGV Natural Gas Vehicle** NGV's use Compressed Natural Gas (CNG)- composed of Methane, or a less common Liquefied Natural Gas (LNG) as a cleaner alternative to petroleum-based fossil fuels.

**NHI National Highway Institute** NHI is the training and education arm of the Federal Highway Administration (FHWA), established by Congress in 1970.

**NHS National Highway System** As of 2008, the NHS is comprised of about 160,000 miles (256,000 kilometers) of roadway important to the nation's economy, defense, and mobility. The National Highway System (NHS) includes the Interstate Highway System as well as other roads important to the nation's economy, defense, and mobility. The NHS was developed by the Department of Transportation (DOT) in cooperation with the states, local officials, and metropolitan planning organizations (MPOs).

**NHSP National Highway System Program** The program provides funding for improvements to rural and urban roads that are part of the NHS, including the Interstate System and designated connections to major intermodal terminals. Under certain circumstances, NHS funds may also be used to fund transit improvements in NHS corridors.

**NHTS National Household Travel Survey** The NHTS is national survey of daily and long-distance travel. The survey includes demographic characteristics of households, people, vehicles, and detailed information on daily and longer-distance travel for all purposes by all modes. Survey data are collected from a sample of U.S. households and expanded to provide national estimates of trips and miles by travel mode, trip purpose, and a host of household characteristics. NHTS updates information gathered by two series of travel surveys the Nationwide Personal Transportation Survey (NPTS) conducted in 1969, 1977, 1983, 1990, and 1995 and the American Travel Survey (ATS) (covering U.S. Long-distance travel information), which was conducted in 1977 and 1995. The 2001-2002 NHTS combines questions about daily and long-distance trip-making characteristics in one survey. The seventh series of NHTS was undertaken in 2008-2009 to include approximately 150,000 households across the nation.

**NHTSA National Highway Traffic Safety Administration** NHTSA was established in 1970 by the Highway Safety Act of 1970. Its mission is to; "Save lives, prevent injuries and reduce economic costs due to road traffic crashes, through education, research, safety standards and enforcement activity."

**NOI Notice of Intent** A notice informing the public that an Environmental Impact Statement will be undertaken for a project.

**NRB Natural Resources Board** The Natural Resources Board (NRB) was created by Act 115 of the Vermont General Assembly to succeed the Environmental and Water Resources Boards on February 1, 2005. The NRB is a nine member board which is divided into two panels, the Land Use Panel and the Water Resources Panel. Each panel has five members, including the NRB Chair.

**NTD National Transit Database** The NTD was established by Congress to be the nation's primary source for information and statistics on the transit systems of the United States. Recipients or beneficiaries of grants from the Federal Transit Administration (FTA) are required by statute to submit data to the NTD. Over 660 transit providers in urbanized areas currently report to the NTD through the Internet-based reporting system. There are 634 data points that the Chittenden County Transportation Authority (CCTA) must report on annually for the NTD.

**O-D Origin/Destination Study** A study of where person or vehicle trips begin and end. Such a study may also include trip purposes and frequencies.

**OBDS Official Business Directional Sign** An official Vermont Agency of Transportation designated business directional sign, which includes a legal business name, logo, directional arrow, and mileage from the business. Black OBDS signs indicate businesses, where brown OBDS signs represent recreational areas (brown signs requiring FHWA approval to use). Towns are assessed an installation fee and an annual maintenance fee for each sign.

**P&R Park & Ride Facility** A parking lot designated by the state or a municipality for the purpose of commuter travel, allowing for a mode shift from automobile to transit or carpool. According to the 2004 CCMPO Park & Ride Prioritization Plan, there is a distinction between an “Intercept” (or “Satellite”) lot and a “Park & Ride” lot. A Park & Ride lot’s purpose is for car and vanpooling with potential for low frequency shuttle or transit service. It may serve multiple trip destinations. It is characterized by its suburban or rural location, a surface lot (v.s. parking structure), and low to medium capacity. The private car is the dominant method of trip collection and distribution. These facilities are implemented through public funding. The purpose of an “Intercept Lot” is to provide a less expensive parking alternative to on-site locations within activity centers or the urban core area and reduce SOV use in activity centers. These facilities may capture outgoing as well as incoming activity center traffic and serve as a transfer point from car to shuttle or transit. Characteristics include an urban/activity area fringe location, high capacity, surface or structured parking, and high frequency shuttle/transit connections to activity centers. Implementation funding is likely to come from Congressional earmarks and/or public private ventures.

**PC Planning Commission** The official body that prepares a Comprehensive Plan. This Plan uses the term to mean the Chittenden County Regional Planning Commission. See 24 VSA 4341 to 4346. A municipal planning commission is authorized also to prepare bylaws and studies for adoption by the Legislative Body and to perform other functions. See 24 VSA 4321 to 4328, 4384, 4460, and 4463.

**PCI Pavement Condition Index** A rating from 0-100 (with a corresponding qualitative rating from ‘Failed’ to ‘Good’), reflecting the condition or level of wear of pavement along a road segment.

**PD Project Development Process** Otherwise known as “Scoping”, the Project Development life-cycle of a transportation project generally has several steps: 1. Local Concerns Meeting. 2. Data Collection. 3. Alternatives Development. 4. Alternatives Presentation Meeting. 5. Alternatives Selection. 6. Report Preparation. 7. Report Acceptance by the State DOT (i.e. VTrans) Project Definition Team (PDT).

**PDR Purchase of Development Rights** The acquisition of development rights by a municipality to carry out the purposes of Chapter 117. See 24 VSA 4431.

**PDT Project Definition Team** Comprised of various VTrans department heads who review transportation projects.

**PE Preliminary Engineering** Project development phase in which project design is determined. **PEF Pedestrian Environmental Factor** In traffic modeling, the PEF identifies the pedestrian and bicycle-friendly parts of the transportation network.

**PFC Passenger Facility Charge** A surcharge added to the price of an airfare and used for capital improvements at airports.

**PHF Peak Hour Factor** PHF is used to evaluate roadway capacity. It is the ratio of of total hourly volume to the maximum 15 minute rate of flow within the hour, that is;  $PHF = \text{Hourly Volume} / \text{Peak Rate of Vehicle Flow (within the hour)}$ .

**PL Planning Funds** Funds intended for planning purposes only. Such funds are intended to be exclusive of design or engineering of transportation projects, as well as operations or right-of-way acquisitions. Planning funds may however, be used for project scoping.

**PPM Parts per Million** A measure of air pollutant concentrations.

**PPP Public-Private Partnerships** Contractual arrangements between government agencies and private-sector entities to finance transportation projects.

**PRD Planned Residential Development** A type of Planned Unit Development that provides for a mixture of housing types or densities and typically involves Cluster Development.

**PSAP Public Safety Answering Point** A facility that receives emergency calls (such as E-911) and dispatches public safety services.

**PSB Public Service Board** The regulatory agency responsible for reviewing proposed utilities and their rights-of-way (the Section 248 process).

**PUD Planned Unit Development** 24 VSA 4303 (19): One or more lots, tracts, or parcels of land to be developed as a single entity, the plan for which may propose any authorized combination of density or intensity transfers or increases, as well as the mixing of land uses. The plan, as authorized, may deviate from bylaw requirements that are otherwise applicable to the area in which it is located with respect to lot size, bulk, or type of dwelling or building, use, density, intensity, lot coverage, parking, required common open space, or other standards. See 24 VSA 4417.

**QAPP Quality Assurance Project Plan** A QAPP documents the planning, implementation, assessment procedures, and quality control activities for any particular project. It integrates all the technical and quality aspects of the project in order to provide a blueprint for obtaining the type and quality of environmental data needed for a specific decision or use. All work performed or funded by EPA that involves the acquisition of environmental data must have an approved QAPP.

**RFP Request for Proposal** A formal invitation to organizations to bid on a scope of work for an outlined project.

**RFQ Request for Qualifications** A formal invitation to organizations to submit their qualifications and merits to undertake a scope of work for an outlined project.

**ROD Record of Decision** A record of agreement that a proposed project meets all applicable requirements of an EIS. An ROD is issued by the designated lead agency in the study.

**ROW Right-of-Way** A pathway or road with a specific description (e.g. 'Access and egress 22 feet wide from the centerline of Main Road in Huntington'). ROW may also entail rights to cross property to go to and from another parcel, to pass across another's land, or right to cross without a specific description (e.g. a floating easement). Railroads own title to a right of way upon which to build permanent tracks.

**RPC Regional Planning Commission** Enabled by state law, RPCs assist communities within their region to develop local and invoke regional comprehensive land use, transportation and economic development plans which have regulatory recognition in Vermont Act 250 land use proceedings and state agency planning efforts.

**RSAR Roadway Safety Audit Review** A formal safety performance examination of a road or intersection by an multi-disciplinary team. An RSAR reports on potential safety concerns and investigates strategies to improve safety at the specified location. Issues that should be addressed in the report ought to include; 1. Aspects of a safety concern in or around the roadway, and 2. Opportunities to mitigate or eliminate identified safety concerns.

**RSMS Road Surface Management System** A program which assists local governments in identifying maintenance and repair strategies for roads.

**SAFETEA-LU Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users** On 10 August 2005, the new Federal surface transportation act (SAFETEA-LU) was signed into law, authorizing a \$286.4 billion transportation program for a 5-year period; FFY 2004-2009. This act covers all surface transportation programs, such as highways, highway safety, transit, freight, and transportation research.

**SCORP State Comprehensive Outdoor Recreation Plan** A comprehensive plan for outdoor recreation in each state is a requirement for receiving support from the Land and Water Conservation Fund (LWCF).

**SCS Soil Conservation Service** Soil Conservation Service

**SHSP Strategic Highway Safety Plan** Required by federal law (SAFETEA-LU, 2005), An SHSP identifies a State's key safety needs, whilst guiding investment decisions to achieve significant reductions in highway fatalities and injuries on all public roads. The SHSP facilitates all State highway safety programs to work in concert to align all its resources to collectively address safety challenges on all its public roads.

**SIP State Implementation Plan** Clean Air Act plan which identifies how the state will attain and/or maintain NAAQS standards.

**SLUCM Standard Land Use Coding Manual** Developed by the Housing and Urban Development Agency in 1965, SLUCM was a predecessor to the more current LBSC (APA's Land-Based Classification Standards). The 1965 SLUCM provided a numeric coding schema using two, three, four, or more digits identifying land-use categories. An additional two to eight digits identified Ownership, Type of Structure an activity was housed, and Secondary Use Codes identifying additional land uses. SLUCM land uses categories were derived from Standard Industrial Classification (SIC) codes.

**SOV Single Occupancy Vehicle** Vehicle carrying only a driver.

**SPR State Planning and Research Funds** Funds intended for planning and research purposes. SPR funding requires that States allocate 2 percent of their apportionments received from federal programs (e.g. Interstate Maintenance, NHS, Surface Transportation, Highway Bridge, CMAQ, et al.) for State planning and research activities. From this 2 percent, States must then allocate 25 percent for research, development, and technology (RD&T).

**SRI Substantial Regional Impact** In the context of the State of Vermont planning practice, a proposed development has a Substantial Regional Impact (SRI) if a policy of this Regional Plan that is relevant to the determination of an issue in an Act 250 or Section 248 proceeding makes recommendations that are more specific about one or more characteristics, features, standards, or conditions relating to the proposed development than the recommendations of the municipal

plan. SRI is an impact of Land Development that triggers the requirements of 24 VSA 4345a (16), (17), and 4348 (h). An SRI is not automatically in conflict with a regional plan. An SRI is not always an Adverse Impact. 24 VSA 4345a (17) requires each RPC to define SRI as the term is to be used with respect to its region in its Regional Plan. This Regional Plan discusses and defines SRI for Chittenden County at pages 1-14 to 1-18.

**SRTS Safe Routes To School** Mandated by federal law (SAFETEA-LU), “Safe Routes To School” is intended to benefit children in primary and middle schools (K-8) by encouraging them to walk and bike to school regularly, routinely, and safely. SR2S integrates elements of transportation, economics, health, physical activity, environmental awareness and safety.

**SSD Special Service District** A contiguous, designated area that receives a special type and/ or level of one or more public services or infra-structure that is paid for by a special tax levy on properties located in the area.

**SSTA Special Services Transportation Agency** Chittenden County non-profit organization providing paratransit services.

**STIP Statewide Transportation Improvement Program** The State’s four-year list of fiscally constrained transportation projects planned for implementation statewide.

**STP Surface Transportation Program** Federal program providing flexible funding for projects on any Federal-aid highway, including the NHS, bridge projects on any public road, transit capital projects, and bus facilities.

**STRAHNET Strategic Highway Network** A network of highways which are important for U.S. strategic defense policy and which provide defense access, continuity and emergency capabilities for defense purposes.

**TA Technical Assistance** The CCMPO technical assistance program provides technical support relating to transportation issues for member municipalities and agencies. Services typically provided through this program include: Traffic Counts, Speed Limit Recommendations, Traffic Signal Optimization, Traffic Control Warrant Analysis, Roadway Surface Management Studies, Small Area Transportation Studies, and Safety Studies.

**TAC Transportation Advisory Committee** A committee that recommends plans and programs to the CCMPO Board (formerly know as the Technical Advisory Committee).

**TAG Transportation Action Grant** A CCMPO sponsored competitive planning grant program designed to encourage innovative, action-oriented transportation planning initiatives in Chittenden County.

**TAZ Traffic Analysis Zone** Chittenden County is divided into 335 small areas. Each area has relatively similar characteristics within its boundaries. Often derived from Census Blocks, or Block Groups, TAZs represent land use data on housing and employment in the Travel Demand modeling process.

**TCSP Transportation, Community and System Preservation Program** Federal program that provides funding for planning grants, implementation grants, and research to investigate and address the relationships between transportation, community and system preservation.

**TDD Telecommunications Display Device** Apparatus that converts telephoned information to visual form on a computer screen. Useful to hearing or speech-impaired individuals.

**TDF Travel Demand Forecasting (Modelling)** A four-step (some consider it a five-step) process used to predict future traffic on a transportation network. The five steps, in order, are; 1. Trip Generation, 2. Trip Distribution, 3. Mode Split/Mode Choice, 4. Traffic Assignment, and 5. Model Validation and Reasonableness Checks.

**TDM Transportation Demand Management** Low-cost programs that focus on decreasing travel and the use of SOVs, and increasing the use of other modes.

**TDR Transferable Development Rights** A Bylaw that allows for development rights to be transferred from one or more designated sending areas to one or more designated receiving areas. See 24 VSA 4423.

**TE Transportation Enhancement Program** Federal funding program for projects designed to enhance transportation related quality of life. Such projects and programs generally relate to such activities as; Bicycle and pedestrian infrastructure and safety programs, Scenic and historic highway programs, Landscaping and scenic beautification, Historic preservation, and Environmental mitigation.

**TEA-21 Transportation Equity Act for the 21st Century** Enacted in July 1998, TEA-21 calls for integrating all modes of transportation – cars, trains, trucks, buses, ferries, walking and biking – into a single, efficient and ‘seamless’ transportation system. It mandates greater local control over transportation funding decisions through MPOs, such as the CCMPO.

**TIF Tax Increment Finance District** Locally designated area receiving targeted investments from increased property tax revenue.

**TIGER TIGER Grants** TIGER (standing for Transportation Investment Generating Economic Recovery) is a discretionary surface transportation grant program administered by the U.S. Department of Transportation.

**TIP Transportation Improvement Program** A list of federally funded projects planned for a four-year period and consistent with the goals of the MTP.

**TIS Traffic Impact Study** Also known as Traffic Impact Analysis (TIA), these are studies which collect and analyze information to determine need, impact, and impact mitigation for major roadway improvements. Some activities of a TIS include; Traffic counts, Crash evaluation, Capacity & Level Of Service calculation, Signal Warrant analysis, Development of condition diagrams, Forecasting future traffic volumes with new development and/or alternatives.

**TLC Transportation for Livable Communities** A CCMPO grant program that supports development that strengthens the link between transportation investments and community livability.

**TMA Transportation Management Association** A voluntary association of public organizations, private agencies, and businesses joined to develop cooperative transportation programs in a given area.

**TMA Transportation Management Area** An area designated by the US Secretary of Transportation, having an urbanized area population of over 200,000, or upon special request from the Governor and the MPO, or under special circumstances designated for the area.

**TMDL Total Maximum Daily Load** The sum of the individual wasteload allocations (WLAs) for point sources, load allocations (LAs) for nonpoint sources and natural background, and a margin of safety (MOS). TMDLs can be expressed in terms of mass per time, toxicity, or other appropriate measures that relate to a state's water quality standard.

**TOD Transit-Oriented Development** Mixed-use (residential, commercial, and industrial) development and zoning designed around commuter rail or bus facilities and infrastructure.

**TOD Transit-Oriented Design** High density and mixed use land development around transit system stops. TOD employs land-use, site design, and architectural principles that make it more conducive for transit (e.g., intersection designs to facilitate bus turning movements, bus pullout lanes, transit kiosks and shelters) and non-motorized travel (higher density, mixed uses within walking distances of each other, bike lanes, sidewalks, and streetscape features such as benches) and may include design features that are intended to restrict auto use (such as reduced off-street parking areas).

**TPI Transportation Planning Initiative** An effort by VTrans to ensure that the public plays a significant role in determining which transportation problems to be addressed and the scale of those improvements.

**TRB Transportation Research Board** TRB is one of six major divisions of the National Research Council, advising the President and Congress specifically on the development of transportation. TRB is a forum engaging engineers, scientists, and other transportation researchers and practitioners from the public, private, and academic sectors to promote progress and innovation through interdisciplinary research.

**TRD Transit-Ready Development** Similar to TOD, TRD prepares a neighbourhood, corridor, or area for future transit expansion with neighbourhood densities, road networks, pedestrian infrastructure, and public facilities designed as transit destinations.

**TSM Transportation Systems Management** Low-cost projects that focus on how the transportation system responds to people's needs. Most examples are in intersection and signal improvements, such as; signal timing optimization, controller/cabinet and signal head upgrades, vehicle detectors repair/replacement, turning lanes, grade separations, pavement striping, lane assignment changes, signage and lighting.

**UA Urbanized Area** First delineated in the 1950 Census, urbanized areas are densely settled territory, which the U.S. Census Bureau defined from 1950 to 1990 as having a population of 1,000,000 or more. Since the 2000 Census, Urbanized Areas are defined as: Core census block groups or blocks that have a population density of at least 1,000 people per square mile, and a total population of 50,000 or greater. Areas of the same population density, but having a total population ranging from 2,500 to 50,000 are defined in the 2000 Census as an "Urban Cluster" (UC).

**UGB Urban Growth Boundary** A regional boundary, which is created to efficiently utilize land and regulate urban/sub-urban development into agricultural, forest lands, and other natural areas. By zoning high density development within the UGB, there is greater leverage to encourage the continual redevelopment of land and buildings within urban cores (thereby keeping "downtowns" active), as opposed to unabated land consumption encroaching into natural areas. UGBs can further reduce infrastructure and transportation expenses by maintaining a local compact development strategy.

**UPWP Unified Planning Work Program** The CCRPC's annual work plan for local and regional planning projects.

**USDA United States Department of Agriculture** Formed in 1862, the USDA is the United States federal executive department responsible for developing and executing U.S. federal government policy on farming, agriculture, and food. It aims to meet the needs of farmers and ranchers, promote agricultural trade and production, work to assure food safety, protect natural resources, foster rural communities and end hunger in the United States and abroad.

**USDOT United States Department of Transportation** A federal department of the United States government overseeing transportation, established by Congress in 1966.

**UWR United We Ride** Federal initiative created by Executive Order #13330 intended to break down the barriers among Federal programs as they relate to transportation to ensure that transportation services are seamless, comprehensive and accessible. Specifically, UWR is tasked with seeking ways to simplify access to transportation services for persons with disabilities, persons with lower incomes, and older adults.

**V/C Volume to Capacity Ratio** An indicator of congestion levels measured by the number of vehicles per hour (volume) divided by the maximum number of cars the road is designed to handle (capacity).

**VAPDA Vermont Association of Planning & Development Agencies** Organization comprised of Regional Planning Commission directors and the Chittenden County MPO director, chartered to coordinate a combination of environmental and economic planning strategies

**VAST Vermont Association of Snow Travellers** VAST is Vermont's non-profit, private volunteer snowmobiling organization, responsible for maintenance of Vermont trails. VAST has thousands of members and is one of the oldest such organizations in the U.S.

**VCGI Vermont Center for Geographic Information** Initiated in 1994, under Act 204 (10 VSA Chapter 8), the Vermont Center for Geographic Information, Inc. (VCGI) is a non-profit public corporation tasked with the development and management of GIS data, and coordination of GIS activities for the State of Vermont.

**VCRD Vermont Council on Rural Development** Founded in 1992, the Vermont Council on Rural Development assists Vermont communities develop their capacity to create a prosperous and sustainable future through coordination, collaboration, and the effective use of public and private resources.

**VHD Vehicle Hours of Delay** An indicator reflecting the time it takes to travel a roadway during peak periods v.s. the time it would to travel at a free-flow 35 miles per hour.

**VHFA Vermont Housing Finance Agency** The State agency that provides loans to housing developers, allocates federal and State Housing Tax Credits to facilitate housing development, and provides housing subsidies to qualifying households.

**VHT Vehicle Hours of Travel** Transportation performance measure that considers the amount of time trip-making takes.

**VLCT Vermont League of Cities and Towns** Founded in 1967, VLCT is a nonprofit, non-partisan organization serving Vermont municipal officials.

**VMS Variable Message Sign** Electronic highway signs where the displayed message can be changed to inform motorists of different road, traffic, or weather conditions, etc.

**VMT Vehicle Miles Traveled** An indicator of occurring traffic, calculated using Annual Average Daily Traffic (AADT) multiplied by the length of a particular road in question. One car traveling one mile represents 1 unit of VMT.

**VOBCIT Vermont Online Bridge & Culvert Inventory Tool** An online user-friendly application to record and update bridge and culvert data for structures owned by communities in Vermont. The Vermont Agency of Transportation (VTrans) was directed by the Vermont Legislature to complete and deploy an integrated software product to handle data entry, access and status reporting of town bridge and culvert inventories currently collected by Regional Planning Commissions (RPCs), the Chittenden County Metropolitan Planning Organization, municipalities, and their contractors. Data within VOBCIT complies with the state "Bridge & Culvert Data Exchange Standard".

**VPA Vermont Planners Association** A Vermont membership-based, non-profit organization of professional planners, citizen planners, landscape architects, engineers, housing and economic development specialists, and developers.

**VPD Vehicles Per Day** Traffic Volume or Capacity is generally expressed in "Vehicles Per Day" or "Vehicles Per Hour".

**VRAC Vermont Rail Advisory Council** Instituted in 1993, VRAC was created to advise the Governor and The Agency of Transportation on rail issues. Meeting about 5-6 times per year, members are recruited from private rail industry, operators on state-owned railroads, freight shippers, environmental and

economic development organizations, regional chambers of commerce, regional planning commissions, the House & Senate Transportation Committees, and travel and recreation organizations.

**VSA Vermont Statutes Annotated** The official codification of the laws enacted by the Vermont General Assembly (i.e. Legislature).

**VSS Vermont State Standards** Formally known as the “Vermont State Standard for the Design of Transportation Construction, Reconstruction and Rehabilitation on Freeways, Roads and Streets”, VSS was developed during the mid-1990’s, standardizing the physical design parameters and guidelines of Vermont bridges and roadways. VSS was initially created for two purposes: 1. To provide clear technical direction to the designers of transportation projects in Vermont. AND: 2. To achieve roadway and bridge designs which provide access, mobility and safety for users, and which are also sensitive to the social and environmental context of Vermont. **VTA Vermont Transportation Authority** Operator of passenger rail services.

**VTR Vermont Railway** A privately operated railroad company.

**VTrans Vermont Agency of Transportation** Agency that establishes state policies and plans, and implements programs and projects, for all modes of transportation.

**W2GW Way To Go Week** Vermont annual TDM program that encourages the population to commute non-SOV for one week in the month of May.

**WPA Wellhead Protection Area** An area designated by the Vermont Department of Health to protect the quality of public water supplies.

**WRP Water Resources Panel** The NRB Panel that oversees the development of water resources management and wetlands protection policies for Vermont through (1) the adoption of State water quality standards and rules regulating, for example, the use of public waters, lake levels, and development impacts on significant wetlands and their protective buffer zones and (2) rulemaking authority to designate and protect significant wetlands and to designate outstanding resource waters.

**WVPD Winooski Valley Park District** The district that works to make the public waters of the Winooski River accessible for recreational activity by establishing a system of public parks along the Winooski River. See 24 VSA 4861.

**ZA Zoning Administrator** Local administrator in charge of enforcing municipal zoning regulations. The ZA also is responsible for providing information to the public, reviewing plans and documentation for compliance, and assisting applicants with their requests for variances. **ZBA Zoning Board of Adjustment** A municipal-level, quasi-judicial body responsible for issuing Zoning Variances, Conditional Use Permits, and hearing appeals. The ZBA interprets the intent of law and sets local land use policy.