

November 13, 2013

RE: CCRPC FY2015 Unified Planning Work Program

Dear Colleague:

The Chittenden County Regional Planning Commission (CCRPC) is beginning the process of creating the FY2015 Unified Planning Work Program (UPWP), our annual work program that provides the framework for our activities and specifies the deliverables for the next year (July 1, 2014-June 30, 2015). The current UPWP can be viewed at: <http://www.ccrpcvt.org/workplan/>.

Attached you will find a detailed description of the application and selection process. The Project Application Form is a separate document and is required to make a request. These documents can also be downloaded from the CCRPC website at:

<http://www.ccrpcvt.org/workplan/>. **Deadline for receipt of completed submissions is 4:30 p.m., Friday, January 24, 2014. Please email completed forms to [bdavis@ccrpcvt.org](mailto:bdavis@ccrpcvt.org).**

The UPWP is the mechanism to achieve the vision, mission and goals for our region outlined in the ECOS Plan ([www.ecosproject.com](http://www.ecosproject.com)) and also helps municipalities fulfill their local plans. As in previous years, the Unified Planning Work Program Committee will oversee the UPWP development process and provide a recommended work plan to the CCRPC Board of Directors. The CCRPC receives local, state and federal funds from a variety of sources to be used in various planning programs, and the UPWP Committee will determine the allocation of these diverse funds to best meet the objectives of the ECOS Plan. The UPWP development process will include the public, stakeholders, interest groups, and our member communities and will include regular updates to the CCRPC Transportation Advisory Committee, Planning Advisory Committee and the Board of Directors. With increasing demand for limited public funds, we believe this process will allow the UPWP Committee and CCRPC staff to select and recommend to the CCRPC Board projects that will benefit the region as well as meet the needs of local communities.

Please contact us via email ([bdavis@ccrpcvt.org](mailto:bdavis@ccrpcvt.org)) or phone (802-846-4490 ext 17) if you have any questions. We look forward to receiving your submission and value our continued partnership in making Chittenden County such a special place to live, work and play.

Best regards,



Charlie Baker  
Executive Director

## **FY2015 Unified Planning Work Program Program Summary**

### **Introduction**

The Unified Planning Work Program (UPWP) is the CCRPC's annual work program (July 1 through June 30) which summarizes the planning activities of CCRPC staff, its member agencies, and other partner agencies conducting work in Chittenden County.

In order to be considered for assistance, municipalities and other eligible partners must submit requests for UPWP funding by following the application process outlined in this document. **A Project Application Form must be submitted for each project request. Deadline for receipt of completed submissions is 4:30 p.m., Friday, January 24, 2014. Please email completed forms to [bdavis@ccrpcvt.org](mailto:bdavis@ccrpcvt.org).** The Project Application Form is available on the CCRPC website: <http://www.ccrpcvt.org/workplan/>.

### **Relationship to ECOS Plan**

In addition to describing our core programs and functions, the UPWP also includes projects to help fulfill the adopted principles, goals and strategies in the ECOS Plan ([www.ecosproject.com](http://www.ecosproject.com)), which serves as the Chittenden County Regional Plan, Metropolitan Transportation Plan and Comprehensive Economic Development Strategy. Project requests will be screened for consistency with the ECOS Plan as part of the evaluation process. Chapter 3 of the ECOS Plan describes projects and actions to implement the eight (8) strategies that will help our region achieve the shared vision and mission. The eight strategies are:

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 under-represented populations.

### **Relationship to Local Plans**

Communities invest significant time and resources envisioning their future, and proposed projects should represent steps towards achieving that vision. Municipal applications should identify how and where projects are identified in local plans, capital improvement programs, or other local planning efforts.

### **Eligible Applicants**

CCRPC member municipalities, agencies, and partner non-profit organizations (CATMA, CCTA, CarShare Vermont, Local Motion and VEIC) are eligible to apply for UPWP funds.

### **Funding Sources and Technical Assistance Opportunity**

The CCRPC receives funding from diverse sources including: the Vermont Agency of Commerce & Community Development (ACCD) to implement the ECOS Plan; the Vermont Agency of Transportation (VTrans) to implement metropolitan transportation planning programs; the Vermont Agency of Natural Resources for natural resource planning; and the Vermont Division of Emergency Management & Homeland Security for emergency management planning. These are in addition to federal funds from the US Department of Transportation, Federal Highway Administration, and Federal Transit Administration. Many resources are grants to implement single purpose projects such as the Regional Stormwater Education Program (RSEP), Brownfield site assessments, and Scenic Byway projects. To a limited degree there is some flexibility to use transportation funds and ACCD funds for emergent and innovative planning needs. The majority of funding available is for projects with a transportation nexus, but the CCRPC is interested in understanding the highest priority needs of municipalities and partners. Staff is available until the end of December to discuss and refine your project ideas and offer application support.

### **Eligible Initiatives**

The UPWP provides funding assistance for a range of project types, and inter-municipal initiatives are encouraged:

- **Transportation and Land Use**
  - Scoping and corridor studies
  - Planning for transportation choices
  - Mobility-friendly design standards
  - Land use and transportation studies
  - Bylaw development with a transportation nexus
- **Transportation Services**
  - Traffic counts
  - Pavement inventories
  - Sign inventories
  - Culvert inventories
  - Speed studies
  - Intersection analysis
  - Stop warrant analysis
  - Transportation safety

- **GIS and Data Development**
  - GIS mapping
  - Build-out analysis
  - Data development
  - Demographics
  - Interactive web mapping such as:
    - <http://maps.ccrpcvt.org/ChittendenCountyVT>
    - <http://maps.ccrpcvt.org/wlhabmap>
- **Other Non-Transportation Planning (limited resources – contact staff to discuss your needs)**
  - Emergency management planning
  - Brownfields planning
  - Technology planning

### **Ineligible Initiatives**

UPWP planning initiatives are conceptual in nature and *funding is for planning assistance only*. UPWP funds are not available to cover the cost of municipal employees. The following are not eligible for UPWP funds:

- Right-of-way acquisition
- Detailed engineering
- Surveying
- Storm water/sewer system design
- Construction of transportation system facilities
- Capital-oriented implementation actions

### **Examples of Previously Funded Projects**

Following are examples of projects funded through the FY14 UPWP, which can be viewed at <http://www.ccrpcvt.org/workplan/>:

#### **Transportation and Land Use Projects:**

- **Jericho Multimodal Transportation Plan**  
This project will update the Town’s 2004 Transportation Study and serve as the transportation component of the Town’s Capital Improvement Program. Not only will this project update the existing study, but will offer both short and long-term capital and maintenance project list recommendations. In addition, the Plan will include a comprehensive plan for non-motorized transportation.
- **Hinesburg VT 116 Corridor Plan**  
This project will evaluate transportation conditions on VT 116 in Hinesburg from a “Complete Streets” perspective and will consider both the roadway and the surrounding community and environment, and explore a broad range of ways to traffic safety and congestion issues that may involve new streets and intersections, changes in growth patterns, and more widespread use of bicycling, walking, ridesharing and public transit.
- **Richmond Route 2 Bike/Ped Alignment Study**  
This project will develop a conceptual alignment analysis for a pedestrian and bicycle path between Richmond Village and the Exit 11 park and ride. This study will also consider other alternatives, such as on-road improvements, that would improve conditions for walking and biking, as well as identify environmental and other constraints in the corridor and identify possible modifications to the alignment to reduce impacts and improve accessibility.

- **Shelburne US 7/Harbor Rd/Falls Rd Scoping Study**

The purpose of this project is to examine the intersection and identify opportunities to create a safe and efficiently operating intersection to enhance mobility access and safety for all users including vehicles, transit, pedestrians, and bicycles.

- **Westford Form Based Code/Smart Growth**

This project will produce a form based code and smart growth principles that will become part of local planning through amendments to the Zoning Regulations for the Town Center Area and AFR 2 District. The project will encourage development within the historical core of Town and along the most traveled roadways. Furthermore, it will encourage site planning, design and development that is consistent with the rural character and historical development of Town.

#### **Other Planning and Services:**

- **Hinesburg Growth Center Build Out Analysis**

CCRPC staff is completing build out projections and various cartography projects as part of Hinesburg's application to the VT Downtown Board for Growth Center Designation for the entire village growth area shown in both the Town and Regional Plan.

- **Essex Junction Village Plan Development**

The CCRPC is providing consultation services to the Village of Essex Junction in the re-write of their Comprehensive Plan.

- **Winooski Gateway Development Regulations**

CCRPC is assisting with preparation of Smart Growth development regulations for planned gateway districts along major transportation arteries in the City.

#### **Match Requirement**

Most projects require a 20% non-federal match (cash and/or in-kind) is required. The 20% match requirement does not apply to projects that use CCRPC staff/intern resources to undertake the activity (see projects listed in "Transportation Services" under the Eligible Initiatives section), or if it is a small technical assistance project. Please submit a letter of support from your governing body or organizational director to document the availability of the local match and commitment of staff time. Additional consideration will be given to submissions with a commitment of local in-kind staff services or that intend to provide an overmatch of local funds. The CCRPC may waive the local match requirement for projects deemed to be regionally significant, located on the regional/state transportation network, or for small scale assistance projects.

#### **Cost Estimates**

Sponsors are asked to provide a project cost estimate in their submissions. The cost estimate is to be broken down by UPWP funds requested and the local match contribution (a minimum of 20% of the total study cost). CCRPC staff may follow up with applicants to discuss how the cost estimate was derived.

## **Community Need and Public Meeting Requirement**

### **For municipal project requests:**

Projects should be identified in a municipal plan, strongly related to the ECOS Plan, or other evidence provided that the issue to be addressed is new, innovative, or urgent. All projects must have been presented to the public at a duly noticed public meeting with a quorum of the governing body present prior to the application deadline. The purpose of the meeting is to inform the community about the project request and to solicit public comments.

### **For regional project requests:**

Regional project requests will be addressed as part of the CCRPC's public process. Regional project applicants should coordinate with CCRPC staff to be included in this process. Projects must have a nexus with the ECOS Plan.

## **Contracting and Project Management**

Contracting for projects will commence after July 1, 2014. Projects may be implemented using CCRPC staff resources, private consultants, or a combination of both. Any consultants retained will be under direct contract with the CCRPC. CCRPC staff will be assigned to each project and will manage consultants in partnership with municipal staff. There may be some exceptions depending on individual circumstances.

## **Project Selection**

The UPWP project request process is competitive and will involve a three-step project selection process:

Step 1: Submissions will be screened to ensure they are complete and meet all program requirements as listed in this program summary. Incomplete submissions and those that do not meet the program requirements will not be considered for funding.

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

Step 3: CCRPC staff and the UPWP Committee will then evaluate the submissions using the criteria on the following page. The Committee's evaluation results and funding options will be discussed at its March 2014 Committee meeting and inform development of the draft FY15 UPWP, which the CCRPC Board will consider at their April 2014 meeting. Approval of the final FY15 UPWP is anticipated at the May 2014 CCRPC Board meeting.

The likelihood of a project receiving funds will not be known until submissions have been received and evaluated. The following proposed evaluation criteria are not presented in order of importance; however an indication of their relative importance is noted for each criterion.

## **Evaluation Criteria**

The UPWP Committee will use these criteria to evaluate each project. Please address these in your responses to the questions in the Project Application Form.

1. Does the project address the strategies and actions to implement the ECOS Plan ([www.ecosproject.com](http://www.ecosproject.com))? (mandatory)
2. Does the project address a need in a local plan? Is there a sense of urgency? (mandatory)
3. Was a public meeting held to solicit input from residents and others regarding the project? (mandatory)
4. Will the project have a positive impact on the transportation system and/or implement the strategic planning objectives of the community when implemented? (improves priority)
5. Is the proposal an inter-municipal initiative? (improves priority)
6. Is the submission supported locally through complementary activities? (improves priority)
7. Does the project address and improve equity for traditionally underserved populations? (improves priority)
8. What is the sponsors' plan for implementation? Does the proposal indicate a path for success? (improves priority)
9. For past sponsors: Was the sponsor's performance adequate and appropriate as determined by CCRPC staff? (improves priority)

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

## **UPWP Schedule**

November	FY15 UPWP applications released
November/December	CCRPC staff meet with municipalities
January 15	CCRPC public forum for UPWP input
<b>January 24</b>	<b>FY15 UPWP application deadline</b>
January to March	UPWP Committee meetings
March/April	Staff present draft UPWP to TAC and PAC
April 16	Staff present draft UPWP to CCRPC Board / public hearing warned
May 14	CCRPC Board holds public hearing and votes on FY15 UPWP
July 1	FY15 UPWP takes effect

For more information contact Bryan Davis at [bdavis@ccrpcvt.org](mailto:bdavis@ccrpcvt.org) or 802-846-4490 ext 17.