

Transportation Planning Initiative Annual Work Program Guidance and Budget

Federal Fiscal Year 2022
October 1, 2021 - September 30, 2022



Vermont Agency of Transportation
Policy, Planning, and Intermodal Development Division

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Introduction

This document provides guidance to Vermont's Regional Planning Commissions (RPC) to assist them with developing their annual Transportation Planning Initiative (TPI) work program and budget for Federal Fiscal Year 2022 (October 1, 2021 to September 30, 2022). Using state and federal transportation funds provided through the TPI program, RPCs provide outreach and transportation planning services in their regions. In addition, for Chittenden County, which is the only federally designated Metropolitan Planning Organization (MPO) in Vermont, the tasks and activities outlined in the TPI guidance document are incorporated into the MPO's Unified Planning Work Program and Budget.

The TPI program was created in the early 1990s by VTrans to provide a mechanism and process to consult with Vermont citizens and local officials on transportation policy, planning and project development. The TPI program funds regional transportation planning that is consistent with the state's goals, targets and policies; and incorporate the ten federal transportation planning factors¹. It represents an exceptional partnership between state, regional and local entities that implements state and federal regulation effectively and efficiently.

The TPI supports implementation of the [2040 Vermont Long Range Transportation Plan \(LRTP\)](#) (adopted in 2018). RPCs also provide the connection between transportation and land use planning, a critical LRTP policy goal, and RPC activities funded through the TPI are identified as specific strategies in the LRTP and other VTrans policy and planning documents.

Additionally, the TPI also provides an important platform for incorporating key federal transportation emphasis areas into statewide and regional planning activities. The TPI supports the federal focus on performance-driven, outcome-based programs that provide for a greater level of transparency and accountability, improved project decision-making, and cooperation with stakeholders. Through the TPI program, the RPC's work to support the attainment of the federally required Transportation Performance Targets adopted by VTrans for Safety, Pavement & Bridge conditions, Travel Reliability and Freight movement.

¹[§ 450.206 Scope of the statewide and nonmetropolitan transportation planning process.](#)

(a) Each [State](#) shall carry out a continuing, cooperative, and comprehensive statewide transportation planning process that provides for [consideration](#) and implementation of projects, strategies, and services that will address the following factors:

- (1) Support the economic vitality of the United States, the States, metropolitan areas, and nonmetropolitan areas, especially by enabling global competitiveness, productivity, and efficiency;
- (2) Increase the safety of the transportation system for motorized and non-motorized users;
- (3) Increase the security of the transportation system for motorized and non-motorized users;
- (4) Increase accessibility and mobility of people and freight;
- (5) Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and [State](#) and local planned growth and economic [development](#) patterns;
- (6) Enhance the integration and connectivity of the transportation system, across and between modes throughout the [State](#), for people and freight;
- (7) Promote efficient system management and operation;
- (8) Emphasize the preservation of the existing transportation system;
- (9) Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
- (10) Enhance travel and tourism.

Guiding Principles

The TPI Program currently has eight guiding principles, that are incorporated throughout this annual work program:

- Conformance with federal transportation regulations 23CFR 450.200
- Conformance with Act 200 (decentralized and coordinated decision making and developing regional plans)
- To develop and maintain comprehensive transportation plans that are incorporated into the Regional Plan
- To provide transportation planning support and resources to Municipalities
- To develop and sustain a collaborative and cooperative transportation planning relationship between VTrans, Vermont municipalities and regions
- To assist VTrans with public outreach for high profile/impact projects
- To ensure that there is a strong link between transportation planning and the programs it relates to, such as water quality, energy conservation, hazard mitigation, and other sustainability and livability efforts
- To provide a platform for discussing complex state, regional and municipal issues as they relate to transportation.

For additional information on the purpose, goals and structure of the TPI program, refer to “Transportation Planning Initiative Manual and Guidebook” (2018).

We are proposing a 9th Guiding Principle to be added for FY22 that looks at establishing an equitable transportation network. According to FHWA¹, “equity in transportation seeks fairness in mobility and accessibility to meet the needs of all community members. [...] To attain an equitable transportation network, all components of Title VI, Environmental Justice (EJ) and Nondiscrimination must be considered”. More specifically FHWA defines these three components:

- Environmental Justice focuses on identifying and addressing disproportionately high and adverse human health or environmental effects of programs, policies and activities on minority populations and low-income populations to achieve an equitable distribution of benefits and burdens.
- Title VI of the Civil Rights Act of 1964 prohibits discrimination on race, color and national origin in programs and activities receiving Federal financial assistance
- Nondiscrimination is more than the Title VI statute as it covers additional classes of individuals, and pertains to other civil authorities with which funding recipients must comply.

When considering methods for public participation, coordination and project impacts when using TPI funds, it is important to look through an equity lens. RPCs should continue to keep their Title VI Plans up to date and follow their recommendations and should also continue to follow relevant federal and state regulations and guidance. Since 2020, the State of Vermont, including VTrans, has been working to actively consider equity impacts of their work. VTrans will share its conclusions as they become available, and RPCs are encouraged to explore equity impacts in their Regions. More guidance will be provided on this topic in the coming months.

¹ FHWA article “Environmental Justice, Title VI, Non-Discrimination and Equity”
https://www.fhwa.dot.gov/environment/environmental_justice/equity/

Structure of this Guidance Document

This document provides guidance for the following task areas:

1. Program Administration
2. Public Participation and Coordination
3. Long Range Transportation Planning
4. Short Range Transportation Planning
5. Project Development Planning
6. Municipal Roads General Permit (MRGP) Support
7. Other Planning Activities

A brief description of the purpose of each task area is provided below along with examples of the types of eligible activities. For each task, the document also identifies and describes “required” and “optional” activities, which are defined as follows:

- **Required Activities:** All RPCs must participate in required activities, although the level of effort may vary based on specific circumstances of each region. These activities support VTrans transportation planning and project development work and in some cases are required to satisfy state and/or federal regulations.
- **Optional Activities:** RPCs may choose to be involved in these activities.

Many of the VTrans required and optional activities are recurring and RPCs are already familiar with the level of effort involved and the desired outcomes. Some activities are new or revised and have additional narrative on the purpose, definition of RPC and VTrans’ roles, and the level of effort needed.

RPCs should use this guidance to develop a work program that combines the VTrans required and optional tasks with other planning activities specific to their region. Questions regarding whether an activity is eligible should be directed to the designated VTrans Planning Coordinator.

Communication and Submittal of Task Deliverables

For many years most communication with RPCs has been via email, phone and meetings. In FY20 we began piloting use of additional technology – such as Microsoft Teams and online surveys – to facilitate additional methods of communication. We anticipate continuing to use Teams and other available technologies to improve communication in FY22. It is expected that all RPCs use the Microsoft Teams platform for TPI Tasks as requested by VTrans Staff.

1.0 Program Administration

This section of the work plan should include all activities related to the management of financial, reporting and auditing requirements of the TPI program. This section includes preparing the Work Plan, monthly invoices and status reports, mid-year review, documentation, preparing and updating procurement procedures, attending monthly TPI meetings, weekly reports, etc. Activities also include the hiring and supervision of consultant services and purchasing any equipment (including computers) needed to carry out the activities. Any training necessary to address Work Plan activities is also eligible. It is important to note that many of the tasks noted below may be captured and accounted for as “indirect costs”.

Examples include but are not limited to:

- Direct program support

- Purchase of computers, software and other equipment (e.g. traffic counters) directly related to TPI activities (please specify anticipated purchases in work program)
- Administration of the TPI grant agreement with the State
- Administrative tasks associated with consultant agreements and procurement of consultant services.
- Development of work plans, budgets and employee time devoted to mid-year reviews
- Staff time and expense to improve knowledge and skills specific to transportation planning best practices via training.
- Submit weekly status reports to Planning Coordinators to keep planning staff (RPC and VTrans) apprised of TPI activities of the RPC as well as emerging transportation issues.

1.1.1. Annual TPI/VAPDA Performance Reporting

Deadlines	July 15, 2022
Contact	Amy Bell (Planning Manager) at Amy.Bell@vermont.gov 802.279.0783

Since 2016, annual transportation performance indicators have been incorporated into the Vermont Association of Planning & Development Agencies (VAPDA) Annual Report.

Once again, the RPCs will submit annual performance indicators to VTrans, utilizing the template to be provided by VTrans. VTrans will then identify the performance indicators that will populate the VAPDA Annual report in consultation with the VAPDA Transportation Committee and/or its chair.

The enhanced transportation performance indicators will then be incorporated into the SFY 2022 VAPDA Annual Report by the beginning of the Legislative Session.

VTrans Role

- Compile RPC reported performance indicators and provide to VAPDA by 1st week in August for compilation in the VAPDA Annual Report.
- Provide guidance on how indicators should be submitted by late June 2022

RPC Role

- Track performance indicators during the year and submit to VTrans
- Compile a list of planning projects completed during the year and submit to VTrans

VAPDA Role

- Include transportation performance indicators in the VAPDA SFY2022 Annual Report

Deliverables

- RPC submittal to VTrans of performance indicator data and list of planning projects by 07/15/2022

1.1.2. TPI Monthly Meetings

Deadlines	None
Contact	VTrans Planning Coordinator

Monthly TPI meetings are an important way to share information between VTrans and TPI planners, as well as other entities. Meetings are held on the third Thursday of each month except for August and December. While Covid-19 restrictions remain in place the meetings will be held virtually and typically

run from 9:30am – noon. When Covid-19 restrictions relax it is anticipated we will revisit this and consider the possibility of combination of virtual and in person meetings.

Deliverables

- Attend meetings in person or virtually, bi-monthly at a minimum.
- Organize and host one meeting each year

2.0 Public Participation and Coordination

Public participation and coordination are core functions that form the backbone of the TPI and ensure the public, business owners and other stakeholders can participate in the regional transportation planning process, both individually and through their locally elected officials.

Activities should help inform, educate and gather input from participants about transportation issues, opportunities and solutions. Consistent with FHWA’s planning requirements, RPCs should promote Regional Models of Cooperation to ensure a Regional approach to transportation planning, promoting cooperation and coordination across modes, providers and jurisdictional boundaries.

It is anticipated that in 2021 and 2022 RPCs may spend notable time pivoting meetings from all virtual (under Covid-19 restrictions) to in-person or hybrid meetings. In some cases this may involve re-starting efforts which may have stalled during Covid-19.

This work activity also supports coordination and information sharing between local, regional and state planning partners.

Examples include but are not limited to:

- Organizing, attending and facilitating meetings
- Publicizing meetings and the TPI process
- Advising VTrans and, as appropriate, assisting municipalities with local questions, concerns and solutions regarding transportation projects and policies.
- Planning and facilitating Transportation Advisory Committee (TAC) meetings,
- Planning and facilitating road foreman meetings
- Outreach to towns with trainings and materials related to topics such as how to develop a basic ADA transition or program access plan.
- Training staff, TAC and RPC members
- Newsletters and publications
- Interagency coordination
- Citizen participation
- Serving on various transportation related task forces and study committees
- Outreach on municipal roads codes and standards
- Access management outreach
- Assist in informing municipalities about the Autonomous Vehicle (AV) Testing Act (S.149)

This task also supports RPC activities to develop a process of “coordinated planning” in geographical areas with development pressures, including the exploration of methods of communication and coordination about local and state permit decisions.

2.1 Required Activities

2.1.1. Annual State Transportation Improvement Program (STIP) Hearing Support

Deadlines	To be determined
Contact	Matthew Langham (STIP Coordinator) at Matthew.Langham@vermont.gov 802.622.1284

In accordance with federal regulations, VTrans is responsible for developing a statewide transportation improvement program (STIP) for all areas of the state. The STIP is a four-year, fiscally constrained plan for obligation of federal transportation funds. It is closely linked to, and must be consistent with, a four-year capital budget for expenditures, forwarded by VTrans to the Vermont General Assembly annually. In developing the STIP, affected local officials with responsibility for transportation shall be involved on a consultation basis for the portions of the program in non-metropolitan areas of the State. VTrans uses the RPCs to facilitate and consolidate input.

Once each year VTrans, in cooperation with the RPCs, will hold a public meeting to solicit public comment on the STIP. This meeting may be held virtually to facilitate simultaneous dispersed geographic access for public input. The public meeting will discuss needed amendments to the current year's STIP, arising either from legislative action or from other causes, and input and comment on the coming year's STIP.

For more information on the STIP process, please visit the [STIP webpage](#).

VTrans Role:

- Develop the draft and final STIP
- Facilitate public meeting to solicit public comment on the STIP

RPC Role:

- Assist VTrans with sharing the public meeting notice with their TAC and affected municipalities.
- Participate in the public meeting

RPCs should anticipate spending approximately 5-10 hours supporting this task. The STIP public meeting is usually held in the late fall each year.

2.1.2. Travel Demand Management (TDM) (Way to Go! and Go! Vermont)

Deadline	August 31, 2022
Contact	Dan Currier (Go! Vermont Program Manager) at Dan.J.Currier@vermont.gov , 802.279.5236

Go Vermont Program General Support: VTrans continues to expand and improve the Go Vermont program. This web-based program is designed to be the information clearinghouse for all modes of transportation available in Vermont. Automated matching for carpool, vanpool and public transit routes are available as well as links to 511 travel information and other services.

VTrans requests RPC assistance with:

- making the printed materials available in their regions
- link the program (www.connectingcommuters.org) to respective websites wherever possible

- provide feedback and planning to support expansions of vanpools, carpools and commuter routes and new technologies in transportation demand management systems.

The **Way to Go! Challenge (WTG)** is a year-round program highlighting, advocating and incentivizing the use of sustainable transportation options. The focus of the event is to promote travel by other modes to single occupancy driving such as walking, bicycling, taking the bus, or carpooling. For FY22 the program will include both a “school challenge” as well as general public challenge which will likely occur in the Spring. RPC participation in WTG will help promote the program in all regions throughout the State.

The following resources are expected to be available to assist regions with the promotion of WTG:

- On-line Event Registration
- Website Resources at www.WAYTOGOVT.org
- Outreach Materials such as posters/brochures, email templates, social media posts, etc.
- Awards and Raffle Winner Determinations
- Financial assistance with local marketing/advertising

RPC Role could include (but not limited to):

- Coordination with the consultant leading the statewide WTG event
- Local Outreach to your region’s schools to identify interest and if they are best served by WTG and/or SRTS services.
- Direct Outreach to 3-5 schools in your region
- Finding and supporting Local Champions
- Promoting an Inter-school and/or intra-regional challenge(s)
- Local/regional marketing and advertising
- Assisting with updating or creating a School Travel Plan
- Attending the yearly Way to GO summit hosted by Local Motion
- Marketing the benefits of commuting alternatives to business owners so they encourage their employees to use them

Deliverables

RPCs will select at least four engagement activities from the list above and will provide a brief written report to Dan Currier, dan.j.currier@vermont.gov summarizing the TDM-related activities undertaken during the state FY. The report should describe the outreach efforts, number of schools/people participating, description of advertising efforts, material shared and a summary of any challenges during the FY. Report due date is August 31, 2022.

Each RPC is encouraged to tailor its efforts to meet the needs in its region. Each RPC should anticipate this task taking no more than 40 hours.

2.1.3. NEW TASK – Road Foreman Meetings and VLR Coordination

Deadlines	None
Contact	Todd Eaton (Vermont Local Roads) at todd.eaton@vermont.gov (802) 353-0110

The [Vermont Local Roads \(VLR\)](#) Program, which is hosted by VTrans, is an important resource for training and technical assistance to towns via trainings, a listserv, one-on-one technical assistance and other methods. Regional Road Foremen meetings hosted by, or facilitated in conjunction with, RPCs are also important resources for towns.

Goals

- Increase awareness of Vermont Local Roads to town staff, including road foremen, town managers, town clerks, towns administrators and Selectboards
- Increase attendance at VLR trainings and Regional Road Foreman meetings

Vermont Local Roads/ VTrans Role

- Provide regular training opportunities, advertised through the Vermont Local Roads Listserv
- Notify RPCs when aware of a Road Foreman/ Public Works Director change. (This enables RPCs to reach out to the new staff person)
- Attend TPI meeting regularly and have bi-annual check ins with RPC staff

RPC Role

- Hold at least two Regional Road Foreman meetings per year, although quarterly or more is encouraged
- Notify VLR and District personnel when aware of a RPC staff/ Road Foreman/ Public Works Director change. (This enables VLR and District to reach out to the new staff person)
- Include VLR staff in the scheduling of Regional Road Foreman meetings. VLR can provide agenda items and presentations, and also like to attend even if they do not have an agenda item
- Consider inviting VLR to attend a TAC meeting during the year
- Assist VLR with the transition to hybrid/ in-person events. This may involve hosting a small group in-person as a satellite location, once Covid-restrictions are lifted
- Be aware of training opportunities offered through the VTrans Training Center (VTTC) and VLR, and participate as relevant

Deliverables

- Hold at least two Regional Road Foreman meetings per year
- Hold one VTculverts.org training (see [task 4.1.7.](#) for more details)

2.1.4. NEW TASK – Transportation Equity Framework Legislative Report

Deadlines	To be determined
Contact	To be determined

Per the Vermont Transportation Bill, which is anticipated to be passed in Spring 2021, VTrans, in consultation with RPCs, will undertake a comprehensive analysis of the State's existing transportation programs. The analysis will develop a recommendation on a transportation equity framework through which the annual Transportation Program and the Agency's Annual Project Prioritization Process can be evaluated to advance mobility equity, which is a transportation system that increases access to mobility options, reduces air pollution, and enhances economic opportunity for Vermonters in communities that have been underserved by the State's transportation system.

Details about this task and the roles of RPCs will be shared once the Bill is passed. As of April 2021, the following roles are anticipated (subject to change):

VTrans Role

- Lead analysis and study
- Seek input from individuals who are underserved by the State's current transportation system or who may not have previously been consulted as part of the Agency's planning processes.

RPC Role

- Assist VTrans with the analysis, as requested
- Assist VTrans with identifying and seeking input from individuals who are underserved by the State's current transportation system or who may not have previously been consulted as part of the Agency's planning processes.
- Convene regional meetings focused on achieving equity and inclusion in the transportation planning process. Meeting facilitation shall include identification of and outreach to underrepresented local communities and solicitation of input on the transportation planning process pursuant to the transportation planning efforts required under 19 V.S.A. § 10I.

Deadlines for this work are to be determined. Anticipating the report will be due to the legislature in January 2022, RPCs should anticipate spending time on this task in Summer and Fall 2021.

2.2. Optional Activities

2.2.1 Vermont Strategic Highway Safety Program (SHSP) Education

Deadlines	None
Contact	Evelyn McFarlane (Safety Plan Coordinator) at Evelyn.Mcfarlane@vermont.gov or 802.595.4661

Goals

- To provide RPCs and their communities with data and highway safety messaging consistent with the critical and significant emphasis areas as outlined in the 2017-2021 Vermont Strategic Highway Safety Plan (SHSP) to reduce crashes.
- To engage RPCs and their stakeholders to identify and address specific local and regional highway safety issues.
- To engage RPCs in the preparation of the update of the 2021-2025 SHSP.

Vermont's SHSP implementation began in 2007. The current edition, Vermont SHSP 2017-2021, available at: <http://vermonthighwaysafety.org/about-us/strategic-highway-safety-plan/> was completed in the fall of 2016. The goal of the SHSP is to reduce highway crashes, associated injuries, and fatalities, on all Vermont public highways. To help achieve this goal the Vermont Highway Safety Alliance (VHSA) has collaborated with RPCs to present educational material to the public. In addition, RPCs participate in and collaborate on, workshops, conference and events organized by the State Highway Safety Office. The intent of this task is to continue to establish relationships with regional safety stakeholders, use data to identify regional locations with specific safety challenges, and develop cooperative plans to address the problems.

RPC Role

- To participate in the update of the 2021-2025 SHSP.
- Work with VTrans and the regional/local stakeholders to identify specific regional concerns based on data.
- Work with VTrans, the VHSA and the SHSP consultant to determine strategies and identify regional needs.
- Work with VHSA and VTrans to distribute information and data to the public on important transportation issues as identified by the data.

VTrans Role

- Provide and analyze crash data, both statewide and regionally.

VHSA's Role

- Work with RPCs and the regional/local stakeholders to identify specific regional concerns.
- Provide information and educational material consistent with the SHSP initiatives and projects to RPCs.
- When Covid-19 restrictions permit, table at conferences and events planned and hosted by RPCs.

Deliverables

Participate in meetings with the VSHA, SHSP consultant, and stakeholders for preparation of the 2021-2025 SHSP. Estimated time: Up to 5 hours.

Identify specific regional safety concerns based on data. Estimated time: Varies depending on the identified needs of the region.

2.2.2 Aviation Program Coordination

Deadlines	TBD
Contact	Costa Pappis (Policy & Planning Manager) at Costa.Pappis@vermont.gov or 802.793.5049

VTrans will work with RPCs to regularly coordinate on aviation related outreach and coordination activities. This may include, but is not limited to:

- RPC participation in, and the establishment of, State Airport Committees.
- RPC assistance with coordination of public involvement activities during State-owned airport planning activities to ensure connectivity between modes, including implementation of the Vermont Airport System Plan.
- RPC participation in State Aviation Council meetings.
- Include airports/aviation in the region's long range and other planning activities.
- Work to include airport representatives on regional Transportation Advisory Committees (TACs).

VTrans has developed education and guidance materials for RPC planners on FAA and State planning requirements to assist municipalities and RPCs with appropriate land development to protect airspace for Vermont's public use airports. This helps ensure long-term safety, viability and access for freight, passenger and airport support services. RPCs will conduct outreach to towns- as applicable- regarding how to incorporate airspace protections and easements into local town plans, bylaws, and communication with developers.

3. Long Range Transportation Planning

A basic component of a region's planning work should be a systematic review of multi-modal transportation needs based on existing and future land use patterns, socioeconomic characteristics and trends, environmental challenges and other driving factors. Transportation needs should be evaluated in the context of regional and local plans and solutions identified to meet those needs. Long range transportation planning includes development of a regional transportation plan, corridor management

plans and modal specific plans. All modes of transportation should be considered and integrated into the overall transportation system. While the highway system is the dominate mode of travel in the state, public transit, rail, aviation, waterway, bicycle and pedestrian travel are all part of the system and must be considered.

24 V.S.A. § 4302, states that all state agencies are responsible for supporting and reinforcing Vermont's historic settlement pattern of compact village and urban centers separated by rural countryside. This requirement is particularly relevant to long range planning at the regional level. All long-range transportation planning activities should be considered through this lens.

Efforts related to regional long range transportation planning should reference elements of the [2040 Vermont Long Range Transportation Plan](#). The vision for Vermont's transportation system is: "A safe, reliable and multimodal transportation system that grows the economy, is affordable to use and operate, and serves vulnerable populations" which it looks to accomplish through 6 goals:

1. Improve safety and security across all transportation modes
2. Preserve and improve the condition and performance of the multimodal transportation system
3. Provide mobility options and accessibility for all users of the transportation system
4. Leverage transportation investments to increase Vermont's economic vitality
5. Practice environmental stewardship
6. Support livable, healthy communities

Typical eligible activities include but are not limited to:

- Creating and updating the Regional Transportation Plan
- Preparing corridor or subarea plans
- Coordinating intermodal, multimodal and freight transportation planning activities; including bike/pedestrian systems planning
- Coordinating inter-regional efforts such as the Scenic Byways Program, Public Transit and others
- Scenario planning activities
- Assessing and forecasting future travel demand based on land use, demographic projections and other driving factors; and assessing and recommending strategies to manage demand.
- Developing and maintaining statistics and GIS data and analyses used to support transportation planning and project development (journey to work data, Longitudinal Employer-Household Dynamics, existing land use, land use regulations, floodplains, river corridors, farmland, critical wildlife habitat and hazardous materials, etc.)
- Working with local planning partners to identify and implement performance-based planning practices.
- Evaluating access to jobs and essential services
- Acting as liaison with public transit provider(s); participating and providing technical support for transit planning activities
- Identifying wildlife corridors, roadway barriers and crossings, and other environmental transportation connections

These activities may be conducted at the regional or multi-town scale, or as technical assistance to a specific municipality.

3.1. Required Activities

3.1.1. Regional Transportation Plan

Deadlines	None
Contact	Your VTrans Planning Coordinator

As a reminder, consistent with State requirements for updating Regional Plans, each RPC should update its regional transportation plan at least every **eight** years. Contact your VTrans Planning Coordinator for additional direction if necessary.

Each RPC is encouraged to consult the Regional Transportation Plan on all Act 250 Development proposal reviews.

3.1.2. State Modal and other Transportation Planning

Deadlines	To be decided
Contact	Your Planning Coordinator or Costa Pappis (Policy & Planning Manager), Costa.Pappis@vermont.gov or 802.793.5049

VTrans will request direct participation of RPC staff in working groups, steering committees, and/or advisory committees and assistance in outreach to local officials and the public on VTrans-managed planning projects. Participation may include meeting attendance, providing data, review and comment on document drafts and dissemination of information to TACs and the general public, and participating in and assisting VTrans in FAST Act implementation requirements and associated Federal rulemaking.

Modal policy plans are updated in consultation with RPCs and frequently include recommendations for activities or actions by them. In FFY2022, VTrans anticipates the following planning efforts:

- Park and Ride Facility Plan Update

3.1.3. Environmental Policy and Planning

Deadlines	September 30, 2022
Contact	Dan Dutcher (Environmental Policy Manager) at Daniel.Dutcher@vermont.gov , 802.498.4540

For many years RPCs have been involved in various environmental planning and policy efforts. This task recognizes the work RPCs have already been doing and that they may be involved with going forward.

VTrans will request participation of RPC staff in working groups, steering committees, and/or advisory committees and assistance in outreach to local officials and the public on environmental policy and planning items. Participation may include meeting attendance, providing data, review and comment on document drafts and dissemination of information to TACs and the general public.

In FFY 2022 topics that may arise include:

- The Transportation Climate Initiative (TCI)
- vehicle electrification planning
- wildlife and ecological connectivity
- Travel Demand Management (TDM, see separate Task 2.1.2)
- regional energy planning

- MS4 support
- MRGP support (see separate Task 4.2.2)
- Climate Action Plan being developed under the Global Warming Solutions Act
- Statewide Comprehensive Energy Plan
- land use practices that promote smart growth

Deliverables

By September 30, 2022, submit a short list of tasks completed related to this environmental planning and policy task for the duration of FY22 (October 2021 to September 2022).

3.2. Optional Activities

3.2.1. Resiliency Planning

Deadlines	January 31, 2022
Contact	Joe Segale (Bureau Director) at Joe.Segale@vermont.gov or 802.477.2365

VTrans is increasing the resilience of Vermont's transportation network through planning, design and operations. To support planning for resilience of the highway system, the Agency developed the Transportation Flood Resilience Planning Tool (TRPT), a web-based application that:

- identifies bridges, culverts and road embankments that are vulnerable to damage from floods;
- estimates risk based on the vulnerability and criticality of roadway segments; and
- identifies potential mitigation measures based on the factors driving the vulnerability.

See the TRPT website for links to the on-line web application and user guide, and for an overview (<https://vtrans.vermont.gov/planning/transportation-resilience>)

VTrans completed a Statewide Flood Vulnerability Assessment for use until the TRPT could be completed for the entire state. The Statewide Vulnerability Assessment includes all bridges, culverts and road segments on the state highway system, all town highways, culverts on town highways included in VTculverts, and all town highway bridges eligible for federal funding (spans 20 feet or greater). The statewide vulnerability assessment will be retired after the TRPT is expanded statewide but may be useful until that time. More information is available at <https://vtrans.vermont.gov/planning/transportation-resilience/statewide>

In FFY 20 six watersheds were added to the three original pilot watersheds that combined cover approximately 20% of the State. Five of these additional watersheds were completed by the Bennington, Central VT, Chittenden, Mount Ascutney and Rutland RPCs. With consultant assistance and the continued involvement of RPCs, the Agency anticipates the TRPT will be complete for the entire state by the summer of 2021. With completion of the TRPT statewide, we encourage RPCs to integrate it into town and regional transportation planning efforts including, but not limited to, hazard mitigation planning, capital planning, adopted town plans and regional transportation plans.

In addition to work on the TRPT, VTrans identifies and analyzes locations that have been damaged in multiple major storms, is integrating resilience analysis into VAMIS and VPSP2, is preparing for the effects of climate change in its construction methodologies, and conducts other proactive efforts. The analysis of locations that have been damaged in multiple major storms is required by 23 CFR Part 667 legislated by MAP-21 and re-adopted in the FAST Act. It uses Detailed Damage Inspection Reports

(DDIRs) and multidisciplinary coordination to reduce the risk of having to rebuild yet again at such locations. It is coordinated with TRPT work.

RPC Role

- Use the Statewide Flood Vulnerability Assessment, ANR River Corridor analysis and TRPT information to support hazard mitigation planning, capital planning, transportation planning, and other work with individual municipalities.
- Comment on repeat damage locations using the Reducing Repeat Damage web tool and participate in exploring specific actions to reduce repeat damage on the Federal Aid System.
- For the 23 CFR Part 667 reporting, support the work of VTrans by making comments on repeat damage locations, review and participate in potential follow up actions

VTrans Role

- Providing consultant support for training and technical assistance
- Provide data and support when requested for resilience work outside of the TRPT.
- Conduct analysis of DDIRs, integrate other data, coordinate with a range of organizations, update the Part 667 report as needed, and remain involved with follow-through.

Deliverables

By January 31, 2022, submit a report that lists and describes the status of work supported by this task. e.g. Town of XXX All Hazard Mitigation Plan, Resiliency Chapter within the Regional Plan, grant application for Town of YYYY Pre-Disaster Mitigation Program. The reporting should:

- Cover Calendar Year 2021
- Include all resiliency efforts for the transportation system, whether funded by TPI or by other funding sources (e.g. EMPG)

3.2.2. Transportation Corridor Management Planning

Deadlines	Project specific
Contact	Joe Segale (Bureau Director) at Joe.Segale@vermont.gov or 802.477.2365 For questions about specific corridors please contact the project coordinators (see below).

In 2017 VTrans launched a new approach to corridor management. This process is designed to combine asset management investments, particularly in the highway network, with stakeholder-identified needs.

The result will be identification of practical recommendations that are possible to implement in the short-term in combination with asset management investments such as paving and bridge projects and identification of longer-term needs that may be addressed through other VTrans and municipal programs.

This is a coordinated undertaking among the Policy and Planning Section and the Asset Management Bureau (AMB), working collaboratively with other bureaus and sections within VTrans, regional planning commissions (RPCs), municipalities and other corridor stakeholders.

The following plans have been completed as part of this new approach:

- VT-100/ VT-108 in Waterbury/ Stowe/ Morrisville (coordinated by Chris Clow)
- VT-30 from Brattleboro to Winhall (coordinated by Dave Pelletier)
- VT- 9 from Bennington to Brattleboro (coordinated by Katharine Otto)

In FY21 work started on a new corridor management plan that will extend into FFY 2022:

- US-4 from Woodstock to Hartford (coordinated by Zoe Neaderland)

The following plans are currently anticipated to start in late FY21 or FFY22:

- US-2 from Montpelier to Waterbury
- US-7 from Milton to St Albans
- US-5 from Barton to Derby

The process is evolving as each new planning effort is completed, learning from the experiences of previous plans and adapting to the situation/ context of the new corridor. Corridor Management Plans should also be used to support other activities in this guidance document such as Task 5.1.2 New Project Summaries.

VTrans Role

- Lead all technical work, report drafting, outreach efforts and project management

RPC Role

- RPCs with a new corridor management plan should anticipate approximately 40 - 120 hours of work through a variety of tasks including, but not limited to:
 - Participate on advisory committees
 - Provide information, reports, data, etc. already available and related to a selected corridor
 - Coordinate municipal and stakeholder engagement inclusive of meeting logistical support
- RPCs with Corridor Management Plans completed from 2018 onwards should budget time for the annual check-in/ update of the plan (anticipate approximately 10 hours of work)

3.2.3. NEW TASK – Bicycle and Pedestrian Planning

Deadlines	To be determined
Contact	Jon Kaplan (Bicycle and Pedestrian Program Manager) at Jon.Kaplan@vermont.gov or 802.498.4742

In 2020 VTrans completed the new [VTrans Bicycle and Pedestrian Strategic Plan](#) (BPSP). The overall goal of the BPSP is to identify strategies that will broaden the inclusion of bicycling and walking throughout VTrans projects and activities. A key element of this is the identification of partnerships with external stakeholders that will result in improved conditions for bicycling and walking. The work of RPCs, both through the TPI Program and other initiatives/ funding programs, is a vital partnership for this work.

RPCs already have several tasks that support bicycle and pedestrian planning within their Annual TPI work plan (e.g. bicycle and pedestrian counts, long range transportation planning, participating in New Project Summaries and Local Concerns Questionnaires, assisting towns with applying for grants, using the [Bicycle and Pedestrian online portal](#) as a resource, and sharing information about the portal with others).

In FY22 VTrans will provide guidance to RPCs about how to pursue the following new tasks:

- Assist with the identification of municipal efforts that are good examples of collaboration, as relates to walking and bicycling tasks

- Continue to work with municipalities to improve bicycle and walking conditions in municipalities via zoning, subdivision regulations, municipal planning, design and construction practices, and town plans
- Outreach to towns on the Complete Streets educational materials

Additional details about these efforts will be shared in the coming months, but RPCs should anticipate spending 40 to 80 hours on this task.

4. Short Range Transportation Planning

Short range transportation planning projects may be identified in long range plans, conducted in response to an emerging issue, or prepared at the request of a municipality to address a specific need. The planning work may focus on a smaller area such as a downtown, commercial area or school and recommendations would be developed at a greater level of detail than typically provided in long range planning work. For the purpose of the TPI program, short range planning also includes collection of data to support all phases of transportation planning and project development.

Typical eligible activities include but are not limited to:

- Municipal Transportation Capital Improvement Plans
- Assessment of transportation problems on regional corridors and alternatives analysis
- Feasibility studies, cost-effectiveness studies, origin/destination and capacity studies
- Evaluations of specific transportation problems including safety inventories and audits
- Park and Ride utilization (including usage counts and origin/destination studies)
- Evaluation of designated centers transportation issues (e.g. pedestrian access; parking and circulation, and traffic calming in state designated downtowns and villages)
- Planning, coordination and outreach associated with designated scenic byways
- Assisting municipalities with town highway road, culvert, bridge and roadway sign inventories and assessments
- Participation in transit development plans (assisting VTrans or individual public transit provider consultant with preparation of plan)
- Planning and facilitating public transportation provider E&D meetings
- Review of traffic impact studies of proposed development projects with potential impacts to the federal aid system and relative to the regional transportation plan.
- Providing planning, technical assistance, and general grant support as needed for communities participating in the Better Connections Program.
- Developing and implementing analytical methods to identify gaps in the connectivity of the transportation system.
- Providing updates to VTrans on all State and Town Highways, inclusive of Class I Town Highways on-road bicycle facilities (bicycle lanes, buffered or protected bicycle lanes) as local conditions change and projects are implemented over time.

These activities may be conducted at the regional or multi-town scale, or as technical assistance to support planning for a specific municipality.

4.1. Required Activities

4.1.1. Traffic Counts

Deadlines	October 31, 2021
Contact	Maureen Carr (Traffic Research Engineer) - Maureen.Carr@vermont.gov or 802.522.2645

The Federal Highway Administration (FHWA) continues to place emphasis on state DOTs compiling and maintaining records for all traffic count data paid for with federal funding. Therefore, traffic counts conducted by RPCs should be provided to VTrans by November 1st of each year.

VTrans Role

- Provide Traffic Count Spreadsheet Template for submitting with count data
- Upload traffic counts that meet standards into statewide database that can be accessed through <https://vtrans.ms2soft.com/>

Deliverables

By October 31, please submit the following information as relevant to Maureen Carr:

- Raw traffic count data files with accompanying filled out Traffic Count Spreadsheet Template
- Any turning movement counts that cover at least 48 hours
- Or, an email to confirm you have no traffic counts to submit for the year

4.1.2. Bicycle & Pedestrian Count Data

Deadlines	March 31, 2022
Contact	Jon Kaplan (Bicycle and Pedestrian Program Manager) at Jon.Kaplan@vermont.gov or 802.498.4742

The VTrans Bicycle & Pedestrian Program requests continued participation with the ongoing program to collect data on levels of bicycling and walking. VTrans will use these counts to take a “snapshot” of biking and walking activity, and to establish adjustment factors for temporal and seasonal variation in bike/pedestrian activity in Vermont. Sites selected and counted by the RPCs in previous years should continue to be counted. RPCs may collect data for additional sites if possible. At a minimum, each region shall provide count data at each of the following types of sites:

- A downtown or village sidewalk,
- A shared use path,
- An area where the pedestrian/bike usage level is expected to be lower than average (e.g. less densely populated or where the bike/pedestrian transportation network is relatively sparse).
- An on-road location (Note that VTrans has tube counters for these counts that are available for loan to RPCs)

The preferred frequency of collection is to count at each site at least three, and preferably four, times a year (once during each season) for at least one full week. At a minimum, each site shall be collected once for a full week to capture differences in weekday vs. weekend traffic. If automatic counting is not an option, manual counts with durations of three or more hours can be substituted. If seasonal counts cannot be done during a particular season, preference should be given to skipping the fall or spring counts as both seasons have similar weather/usage profiles.

The method of submittal may change in FY22, but collection expectations will remain the same.

Deliverables

- All data will be in the format prescribed for the online count data input portal developed by the UVM Transportation research center. Data will be entered in the portal by the RPCs. The portal web location is <https://survey.uvm.edu/index.php/181899?lang=en>.
- Non-motorized count data may be entered into the online input portal at any time. Annual bicycle and pedestrian count data for the previous calendar year must be entered by **March 31, 2022**

4.1.3. State and Municipal Park and Ride Counts

Deadlines	October 30, 2021; February 28, 2022; July 31, 2022
Contact	Dave Pelletier (Planning Coordinator) Dave.Pelletier@vermont.gov or 802.595.9675

Each RPC shall conduct parking space occupancy counts at all existing state-owned Park-and-Ride facilities, and municipal Park-and-Ride lots constructed or improved with State funds, in their respective region.

- Counts at state lots shall be conducted 3-times per year in July, October and February.
- Counts at municipal Lots shall be conducted 2-times per year in October and February.

Counts for all lots shall be conducted between the hours of 10:00 am and 3:00 pm on a Tuesday, Wednesday or Thursday. Counting should **not** occur during a holiday week or when special events are scheduled. For a current list of state and municipal Park-and-Ride facilities in your region visit <http://parkandrides.vermont.gov/>. Data is used to track capacity, particularly as a lot gets close to capacity, and is also used periodically for planning efforts such as the Park & Ride Facility Plan.

Deliverables

- Enter data into an ESRI GIS-based collection app (Collector, or its successor “FieldMaps”) by the last business day of each month counts are completed. The RPC shall use the VTrans Collector App for submittal.

4.1.4. Town Highway Major Collector HPMS Data Program

Deadlines	December 31, 2021
Contact	Dave Narkewicz (Asset Management Bureau GIS Professional) at David.Narkewicz@vermont.gov

VTrans’ Asset Management Bureau is asking the RPCs to continue with their assistance in collecting highway improvement data on the Town Highway Major Collector (TH MC) system to reinforce the Highway Performance Monitoring System (HPMS) program. This information is submitted annually to FHWA.

HPMS is a national program for providing data that reflects the extent, condition, performance, use, and operating characteristics of the Nation’s highways. It is the key source of data for Conditions & Performance (C&P) Report to Congress. Each State is responsible for collecting and submitting required data yearly. This TH MC HPMS Data Program provides an opportunity to transfer data between RPC’s and VTrans HPMS personnel. See www.fhwa.dot.gov/policyinformation/hpms.cfm for more background information on HPMS.

Highway improvement data necessary for support of the HPMS program continues to include information on any improvements related to major projects such as realignment or reconstruction, other projects such as paving as well as lane and/or shoulder widening. This data includes surface type, lane width, shoulder width, and any notes relating to changes in posted speed zones, new signals, revised signal timings, or removed signals on TH MCs. VTrans expects the effort to update this information will require minimal time because the work establishing the basic inventory has been completed by RPCs in previous data collection years.

We anticipate there may be some minor changes to this task in FY22, but time expectations will be similar.

VTrans Role

- Provide template spreadsheet/ form for entering the data by the end of November
- Provide guidance about what information and roadways should be included in the RPC submittal

Deliverables

- RPC and MPO staff should submit the data in the requested format by December 31, 2021

4.1.5. NEW TASK – Town Road Surface Data Verification

Deadline	9/30/2022
Contact	Johnathan Croft (Mapping Section Chief at Johnathan.Croft@vermont.gov 802.828.2600

The [VTrans Road Centerline GIS data](#) contains information about Road Surface types. This information is accurate for state-maintained highways, class 1 town highways and most class 2 town highways, as most are paved and have been reviewed. VTrans has not reviewed all the class 3 and class 4 town highways and would like to improve the accuracy of the surface type information for these town highways.

The surface type for some highways has not been reviewed or updated since the development of the road centerline data layer in the 1990's and is based off the last field inventory that was performed in the 1980's and 1990's. Surface types may have changed since this point, either being upgraded through maintenance or downgraded. VTrans seeks input regarding the quality and content of the surface type data of the highway network.

This is an opportune time to complete updates to this data given the recent completion of Road Erosion Inventories for nearly every town in Vermont – which at the very least identifies whether a road is Paved or Unpaved. Upon completion of this task RPCs will have access to accurate information about road surface type which will assist with road inventory and capital budgeting activities. This data will also provide a validated surface type for paved and unpaved local roads to aid in town highway mapping, the Model Inventory of Roadway Elements, and the ability for improved modeling for vehicles miles traveled where mileage of paved or unpaved local roads are categorized differently.

The categories for [Road Surface Type \(SURFACETYPE\)](#) are:

- 1 Paved - A road whose surface is bituminous concrete or other treated surface such as cement concrete, bricks, or cobblestone
- 2 Gravel - A graded and drained road, the surface of which consists of gravel, broken stone, slag, slate and shale or other similar fragmental material coarser than sand. A gravel highway as applied to Town highways is defined as a highway having a gravel base and widths sufficient to

provide reasonable transportation facilities at all times of the year, according to the classification of the highway.

- 3 Soil or graded and drained earth - A road which has been improved to provide more adequate traffic service by the addition of sand, coarse loam or light course of gravel, but not in sufficient amount to prevent a break-through in the spring, or a road of natural earth, aligned and graded to permit reasonably convenient use by motor vehicles.
- 4 Unimproved - Unimproved/primitive - An earth road consisting of the natural ground and which is maintained in a condition of bare passability, or an unimproved road on which there appears to be no public maintenance, and which may or may not be traveled or passable.
- 5 Impassable or untraveled - A public highway in a primitive condition on which there appears to be no public travel, and which is not maintained.
- 6 Unknown

For FY22 RPCs are expected to use existing data, such as Road Condition Inventories and Road Erosion Inventories, to assist with identification of surface types on Class 2, 3 and 4 town highways. For this first run through it may only be possible to identify which sections are Paved or Unpaved (for example REIs are inventoried differently based on whether paved or unpaved). If additional information about the category of if “unpaved” is available, it should be provided.

It is anticipated that over a three-year period from FY23 – FY25 RPCs will be expected to verify all town highway classes against the full 6 surface type categories. If the RPC completes fieldwork in FY21 or FY22 they may wish to verify surface types against the full 6 category list so there is less work to complete in FY23-FY25.

VTrans Role:

- Provide guidance to RPCs on how to decide which roadway type
- Provide RPCs with links to the latest road centerline data and User Guide
- Provide mechanism for RPCs to provide updated information about surface type to VTrans

RPC Role:

- For FY22 RPCs are expected to use existing data to assist with identification of surface types on Class 2, 3 and 4 town highways. This is due by September 30, 2022
- If the RPC completes fieldwork in FY21 or FY22 they may wish to verify surface type against the full 6 surface type categories so there is less work to complete in FY23-FY25.

To assist RPCs with estimating time expectations, RPCs can see a list of mileages of each roadway class by Town and RPC summarized on the [VTrans Mapping Publications Page](#) and access a nightly-updated GIS feature service of the road centerline data layer at [RDSMALL ARC Nightly](#).

4.1.6. Municipal Complete Streets Implementation Inventory

Deadline	February 28, 2022
Contact	Nydia Lugo (Technical Development Engineer) at Nydia.Lugo@vermont.gov or 802.595.3347

The Complete Streets Law (Act 34) went into effect July 1, 2011 and requires both the state and Vermont municipalities to consider the needs of all users (e.g. bicyclists, pedestrians, transit users) in all

transportation plans and projects. The law requires that documentation be made “available for public inspection at the office of the municipal clerk and at the Agency of Transportation.” However, VTrans is not responsible for ensuring municipalities report on the status of complete streets implementation at the local level. VTrans is responsible for reporting the information that is provided to it by municipalities.

VTrans Role

- Compiles data on the Agency’s compliance with the Complete Streets Law and publishes the results on its website (<https://vtrans.vermont.gov/sites/aot/files/highway/documents/highway/CompleteStreetsSummary2018.pdf>)
- Compiles a summary of Complete Streets activities at the municipal level based on information provided via the RPCs.
- Municipal Complete Streets Tally Sheet and the Municipal Compliance Form are available on SharePoint at: <https://outside.vermont.gov/agency/vtrans/external/MAB-LP/SitePages/MAB-LP.aspx>

Town Role

- Complete the Municipal Complete Streets Compliance Form and send it to their RPC

RPC Role

- Compile information about implementation of the Complete Streets statute by each of the municipalities in their region for the previous calendar year (2021).
- Complete the Municipal Complete Streets Tally sheet as Compliance Forms are received from Municipalities

Deliverables

RPCs will send the completed Tally Sheet and all Municipal Compliance Forms to VTrans by February 28th.

4.1.7. Town Highway Bridge and Culvert Inventories

Deadline	January 31, 2022
Contact	Katharine Otto (Planning Coordinator) at Katharine.Otto@vermont.gov or 802.917.3451

RPCs will continue to aid municipalities to inventory town highway culverts and bridges with spans less than 20 feet. When using TPI funds, town highway bridge and culvert inventory data will be collected and compiled using VTCulverts.org online tool which will ensure consistency with the Vermont Center for Geographic Information (VCGI) bridge and culvert standards. In FY22 VTrans will be investigating options for the future of the VTCulverts.org database.

RPCs should continue focusing on updating the town highway bridge and culvert inventories in municipalities that recently experienced damage from federally declared disasters that were not completed during previous years. A second priority is to assist municipalities in keeping track of culverts and bridges that experience repeat damage from flooding or erosion.

The time needed to spend on this task largely depends on the geography of the RPC, its existing data, inventory, etc.

When conducting inventories, RPCs should incorporate the ANR bridge and culvert geomorphic compatibility assessments when available.

CCRPC Role

- Pam Brangan (pbrangan@ccrpcvt.org) at Chittenden County RPC will continue to manage the database and provide technical assistance to RPCs.
- If VTculverts.org is transitioned to a new portal, Pam will lead this effort

VTrans Role

- Support CCRPC with maintenance and potential update of the VTculverts.org database
- Collate RPC reporting on Bridge and Culvert Inventory status and VTculverts.org usage

RPC Role

- Input any data collected for town bridge and culvert inventories and their updates into VTculverts.org
- Provide assistance with using VTculverts.org to their towns where possible before reaching out to Pam
- Host one training in your region using the developed VTculverts Training Module
- Assist with transitioning of VTculverts.org portal as needed
- RPCs should aim to assist 1/3 of their towns in FY22 with updates to their inventories

Town Role

- Update town bridge and culvert inventory in VTculverts.org, or ask for assistance from the RPC

Deliverables

- Host one training in your region using the developed VTculverts Training Module
- By January 31, 2022, provide reporting for Calendar Year 2021 that summarizes the following by town:
 - Status of town inventory, including confidence in accuracy and regularity of updates
 - Is the town regularly using the VTculverts.org database? Or is the RPC using the database on the town's behalf?
 - Additional information about how to report for this task will be provided by early in FY22.

4.1.8. Human Service Transportation Coordination (including Regional E&D Committees)

Deadline	Continue the FFY20 Rider Survey Follow up- June 30, 2022 Regional E&D Committee Workplan Annual Update - June 30, 2022 Four regional E&D Committee Meetings – September 30, 2022 Attending Statewide E&D Summit – Date to be determined
Contact	Ross MacDonald (Public Transit Program Manager) at Ross.Macdonald@vermont.gov 802.522.7120 Katharine Otto (Planning Coordinator) at Katharine.Otto@vermont.gov 802.917.3451

RPCs shall work with the regional transit agency to organize and facilitate Regional E&D (Elders and persons with Disabilities) Committees. These committees shall meet at least quarterly. All RPCs shall be

the lead agency for these meetings. RPCs are responsible for ensuring these meetings take place and engage the full spectrum of providers of services and representatives of those needing rides.

An important consideration at these meetings shall be to identify gaps in the availability and connectivity of the transportation systems. Additionally, these meetings should provide the opportunity to facilitate discussions amongst public transit providers and their partners to develop infrastructure and operational solutions to provide the public and underserved populations (including elders and persons with disabilities) with adequate access to essential services.

Continuing work from FFY2021, the RPCs will continue to work with the regional transit providers and E&D partners to develop and/or update a regionally specific E&D Committee annual workplan and associated goals and objectives, utilizing the workplan template provided by the VTrans Public Transit section. Workplan items could include:

- Defining the roles and responsibilities of the committee
- Developing a “How to add a new partner 101”
- Developing a mission statement
- Developing a “Welcome packet” or Ride Guide for new riders/clients
- Evaluating existing membership and identifying opportunities to add riders or local groups
- Developing an E&D service area map

RPCs will also help VTrans to track some basic information about the E&D Program. This will build upon work carried out during the FFY20 E&D survey. More details will follow, but example tracking topics include:

- Following up with clients who completed the FFY20 Rider Survey and “opted in” to provide additional information regarding their experience. This could be through additional survey, direct interviews, focus groups, etc.
- List of current participating E&D partners
- Collating client lists and reconciling between multiple providers if needed
- Developing methods to track unmet needs

Additionally, the RPCs will assist VTrans with the annual E&D summit. They will assist with outreach and be a liaison to the E&D committees. An RPC planner must attend the E&D summit.

VTrans Role

- Maintain and update as needed the E&D Committee Guidance and relevant documents.
- Continue to support E&D Committees with the E&D Ridership Survey follow up.
- Provide information about what basic E&D information needs to be tracked centrally
- Attend E&D Committee meetings to assist with E&D tasks as needed.
- Organize an annual E&D summit
- Maintain and update the [E&D webpage](#) and Teams TPI E&D Channel

RPC Role

- Organize and facilitate regular E&D Committee meetings four times a year (at a minimum).
- Continue to develop and maintain the Regional E&D Committee work plans, goals and objectives.
- Help VTrans with centralized tracking of some E&D basic information
- Continue to facilitate E&D Ridership Survey follow up- method will vary by region but could include interviews, focus groups, etc.
- Ensure compliance with the Vermont Open Meeting Law for meeting announcements, minutes, etc.

- Assist VTrans with organizing the annual E&D Summit
- Include your Planning Coordinator and Public Transit Coordinator in E&D related emails, including meeting notices

Public Transit Provider Role

- Provide transportation and track participation per the 2020 E&D Guidance (an update to the 2004 E&D Guidance which is due to be released summer 2020).
- Assist RPCs with regular E&D Committee meetings four times a year (at a minimum). Provide relevant information needed by the committee, such as updates on usage of the E&D program funds to date.
- Assist RPCs with the development of Regional E&D Committee work plans, goals and objectives.
- Assist RPCs with ensuring compliance with the Vermont Open Meeting Law.
- Assist VTrans with centralized tracking of E&D data, including, but not limited to:
 - Number of riders broken up by E&D Partners
 - Number of trips based on trip purpose and trip mode
 - Number of denied rides and reason and/or trip purpose constraints
 - Cost per trip, mile, hour by trip purpose and trip mode
 - Rider complaints with subset of driving or customer service related
 - Number of regionally coordinated trips with other Vermont transit providers
 - Number of trips provided with multiple funding sources i.e. Medicaid and E&D
- Assist RPCs with E&D Ridership Survey follow up - method will vary by region but could include interviews, focus groups, etc.
- Increase community outreach and marketing efforts to better educate the public on the E&D program. Invite community members to E&D committee meetings to better understand the transportation needs within the community
- Increase volunteer recruitment efforts to reduce trip costs
- Maximize regional trip coordination through Paratransit Dispatch software technology and statewide shared scheduling databases
- Maximize vehicle ridership capacity through more efficient Mobility Management tools

Deliverables

- RPCs will organize and facilitate a minimum of four (4) E&D Committee meetings by September 30, 2022
- Attend the Annual E&D Summit [DATE TBD] (Public Transit Providers and RPCs)
- RPCs will continue to work with E&D Committee members to facilitate the develop and maintain an annual work plan, goals and objectives by June 30, 2022
- RPCs will continue to work with E&D Committee members to facilitate follow up with FFY20 E&D Rider Survey respondents who opted-in/volunteered to provide additional information on their experience by June 30, 2022.
- Continue to comply with the Vermont Open Meeting Law for all E&D Committee meetings.

4.1.9. Public Transit Planning

Deadline	Ongoing
Contact	Ross McDonald (Public Transit Program Manager) at Ross.Macdonald@vermont.gov 802.522.7120

TPI work programs should incorporate the following transit planning activities where appropriate:

Public Transit Route Performance Analyses: Please be prepared to assist the public transit provider with developing strategies to increase ridership and decrease the cost of providing service on struggling routes. This may include, but is not limited to, tasks such as land use analyses, boarding analyses, route timing, surveys, and demographic analysis.

Transit planning and outreach assistance: Where relevant please assist regional public transit providers with any transit planning efforts and, where relevant, provide assistance with outreach strategy and implementation. Example projects which could be included in this category include Rides to Wellness Initiative and the Recovery and Job Access Program.

Public Transit Board Membership: RPC staff members may choose to serve on the Board or related committees of a Public Transit Provider, bringing with them expertise from the TPI program and other RPC initiatives.

Microtransit studies: RPC staff members may choose to participate in microtransit pilot projects in various capacities. Please speak with your Planning Coordinator and relevant VTrans Public Transit Coordinator before proceeding.

Electric bus pilot studies: RPC staff members may choose to participate in electric bus pilot studies in various capacities. Please speak with your Planning Coordinator and relevant VTrans Public Transit Coordinator before proceeding.

Public Transit Asset Management Plan: Assist VTrans with outreach activities related to this plan. We anticipate no more than 5 hours of RPC time will be required.

Feedback loop: If the RPC hears feedback about public transit while carrying out their other work, please communicate the feedback to VTrans Public Transit Coordinators and the relevant Public Transit Provider.

4.1.10. NEW TASK - Public Transit Bus Stop Inventory

Deadlines	September 30, 2022
Contact	Dan Currier (Public Transit Coordinator) at dan.j.currier@vermont.gov or 802.279.5236

The VTrans Public Transit Section does not directly operate transportation services. However, it is required by the Federal Transit Administration (FTA) to ensure that recipients and subrecipients of Section 5307, 5310, 5311 and other FTA assistance comply with all federal and state requirements as it pertains to Title VI and ADA. The Public Transit Section requires that service to individuals with disabilities be equivalent to the service provided other individuals with respect to response time, fares, geographic service area, hours and days of service, and capacity. Vehicles and transit facilities are required to be accessible to and usable by individuals with disabilities, including individuals using wheelchairs.

VTrans supports Vermont's public transit providers with improvements to bus stops by adding shelters and signage. In 2020/2021 two VTrans Plans identified inventorying bus stops as part of their strategy

to improve accessibility and mobility - the [2020 ADA Transition Plan](#) and the [2021 VTrans Bicycle and Pedestrian Strategic Plan](#). VTrans Public Transit is looking to improve their investment in bus stops and deepen our understanding of the statewide condition of their assets. To accomplish this, they need to inventory public transit bus stop locations and assess the condition, accessibility (ADA), connectivity to adjacent sidewalk networks, proximity to crosswalks, and amenities (e.g. shelters, bicycle parking, benches, etc.).

Bus stop location points have already been mapped by Public Transit Providers and shared on the Vermont Open Geodata Portal ([Public-Transit Stops from GTFS Data-Feeds](#)). The inventory with additional information has already been started by Green Mountain Transit (GMT) in their service territory which includes Franklin, Chittenden, and Washington Counties and covers nearly 50% of approximately 2,400 mapped bus stop in Vermont. The bus stop inventory will include only those bus stops outside of the GMT service territory. A copy of this inventory will be provided in fall 2021.

The following table gives a summary of the number of bus stops for each region:

<i>RPC</i>	<i>Number of Bus Stops</i>	<i>Approximate % collected by 10/1/2021</i>	<i>Approx number of stops to be inventoried by RPC</i>
<i>ACRPC</i>	108	0%	108
<i>BCRC</i>	113	0%	113
<i>CVRPC</i>	266	100%	0
<i>CCRPC</i>	763	100%	0
<i>LCPC</i>	91	20%	70
<i>MARC</i>	93	0%	93
<i>NVDA</i>	83	0%	83
<i>NRPC</i>	73	100%	0
<i>RRPC</i>	269	0%	269
<i>TRORC</i>	172	0%	172
<i>WRC</i>	402	0%	402
<i>Total</i>	2433		1230

VTrans Role:

- Define attributes and collection methodology.
- Develop, test, and deploy inventory application.
- Train and support RPC field inventory
- Set up kick off meeting with Public Transit Provider and RPC staff

Public Transit Providers:

- Attend kick off meeting.
- Assist in locating missing bus stops from existing inventory.
- Assist in field inventory as needed.

RPC Role:

- Review proposed bus stop attributes and collection methodology.
- Test collection application.
- Attend data collection training.

- Attend kick off meeting with public transit providers.
- When RPC staff are completing field inventory, their efforts should be coordinated with Public Transit Providers, particularly regarding bus stop locations and other inventories.

Each RPC is encouraged to tailor its efforts to meet the needs in its region. Each RPC should anticipate being able to inventory between 6-10 bus stops an hour.

Deliverables

- Enter data using the VTrans Collector App (to be provided fall 2021).
- Summarize and present data to VTrans and Public Transit providers by September 30, 2022

4.1.11. Safe Routes to School (SRTS)

Deadline	None
Contact	Jon Kaplan (Bicycle and Pedestrian Program Coordinator) at Jon.Kaplan@vermont.gov or 802.498.4742

VTrans is no longer providing technical assistance directly to schools in planning, implementing, evaluating and sustaining Safe Routes to School (SRTS) programs. However, under contract with VTrans, Local Motion is maintaining a website with tools to encourage schools and communities to increase participation, provide educational programming, conduct events, connect with regional experts, develop SRTS Travel Plans, and provide equitable access to SRTS programming.

RPCs should continue to participate and provide support for the SRTS program as follows:

General Outreach: The purpose of this task is to increase awareness and participation of schools and municipalities with the SRTS program. RPCs should direct interested schools or municipalities to the SRTS web site and provide general information about the program.

Support of School Travel Plans: Most schools' School Travel Plans (STPs) are quite out of date, having been completed at least 8 years ago. RPCs may need to assist with updating their region's schools STPs. These plans encompass all Five E's (Education, Encouragement, Enforcement, Evaluation and Engineering). RPC involvement with SRTS working groups is eligible for funding under the TPI program. The RPC role would be to provide relevant local and regional transportation planning perspective, to help identify funding sources beyond the SRTS program and identify other transportation planning initiatives that could be informed by STP.

Traffic Data Collection and Monitoring: RPCs may collect traffic data to support school travel plans and for monitoring the before and after effects of SRTS infrastructure projects implemented in the region. Each RPC is aware of the SRTS infrastructure projects in their region and should consider where before and after traffic counts could be relevant in evaluating the success of the project.

Assist with Regional Expert Panels: With the current "do it yourself" model of the SRTS program, the RPCs may serve as members of regional expert panels available to help schools with their local programs. If they are not regional experts, they will direct schools to appropriate resources.

For more information or to find answers to your Safe Routes to School questions visit the VT Safe Routes to School website at www.saferoutes.vermont.gov or contact your Regional Expert: www.saferoutes.vermont.gov/regional-experts.

4.1.12. Systemic Local Road Safety (SLRS)

Deadline	4/30/2022 – Submit signed municipal Program Participation Form 11/30/2022 – Approve scope and signed Finance and Maintenance Agreement from town
Contact	Mario Dupigny-Giroux (Traffic Safety Engineer) at Mario.Dupigny-Giroux@vermont.gov or 802.793.4408.

VTrans operates a Systemic Local Road Safety Program (SLRS) to complement its High-Risk Rural Roads Program (HRRR) to enhance highway safety on local roads by implementing sign, beacon and marking improvements. The SLRS program addresses rural and urban roads that are locally maintained by a municipality and have less than 5,000 vehicles per day and focuses on risk factors rather than primarily crash history to identify sites for improvements. Risk factors will be identified by VTrans based on analyses of crashes and contributing factors such as road alignment, intersection control, and others.

The existing program is being evaluated with suggestions for a revised program anticipated in summer/early fall 2021. Additional guidance for this task should be available by October 1, 2021.

RPCs should budget 10 – 30 hours for this task which will primarily involve coordination with municipalities, and may also involve field visits.

RPC Role/ Task

- Work with VTrans for identification of project sites, as defined within the revised program
- Have the town sign the SLRS program participation form and provide them with the handout that explains the program goals and objectives
- Communicate and coordinate with municipalities as needed during all phases of the process.
- Attend field visits as relevant.

Deliverables

- Each RPC will submit, on behalf of its selected town, a signed municipal Program Participation Form (signed by a representative of the municipality) by 4/30/2022.
- Following field work by VTrans, VTrans will provide a summary of recommended improvements for review by the municipality. Final approval will be provided to VTrans on or before 11/30/2022 along with a signed Finance and Maintenance Agreement that will attest that the municipality has reviewed and approved the project plans, that the improvements will be done within the right-of-way of the municipality and that there will be no conflicts with utilities.

4.2. Optional Activities

4.2.1. Road Safety Audit Reviews (RSARs)

Deadline	None
Contact	Mario Dupigny-Giroux (Traffic Safety Engineer) at Mario.Dupigny-Giroux@vermont.gov or 802.793.4408.

VTrans will continue to provide RSARs at the request of the RPCs. A municipality that would like a RSAR shall contact its RPC for coordination with VTrans.

If a RSAR is conducted at the request of an RPC or if one is performed as part of the highway safety improvement program (HSIP), the RPC will be responsible for coordinating the commencement and post completion meeting; reviewing and commenting on the report and following up with local responsible entities as needed.

If another division of VTrans requests a RSAR, RPCs will be invited to participate in the site meeting and comment on the report.

The existing program is being evaluated with suggestions for a revised program anticipated in summer/early fall 2021. Additional guidance for this task should be available by October 1, 2021.

An RPC that anticipates requesting a RSAR in FFY22 should budget for a total of up to 10 hours per RSAR.

4.2.2. NEW TASK – Pilot Intermodal Rail Access Planning

Deadlines	August 30, 2022
Contact	Zoe Neaderland (Planning Coordinator) at Zoe.Neaderland@vermont.gov or 802.793.2778 or Dave Pelletier (Planning Coordinator) at Dave.Pelletier@vermont.gov or 802.595.9675)

VTrans is implementing initiatives included in the [2021 Rail Plan](#) and [2021 Freight Plan](#). RPC assistance is requested to help encourage full multimodal use of industrial or commercial properties with access to active freight rail.

The tasks would support an efficient multimodal transportation network, coordinated transportation and land development, improved road safety, and reduce greenhouse gas (GHG) emissions. For FFY 22 up to three RPCs may participate in a pilot of this effort that is anticipated to expand for FFY23.

RPC Role

- Gather existing information on sites zoned for industrial or commercial uses that have active rail access in working or non-working condition. This may be an update of work substantially complete from a related TPI task in 2006 and 2007 or other efforts. Enter it in a GIS resource provided by VTrans.
- Use GIS and communication with municipalities, property owners, regional economic development corporations, chambers of commerce, and others to produce a GIS-based update of locations for which there is potential interest to establish enhanced intermodal freight use, such as to improve freight rail access for a business or make transfers between trucks and rail more efficient. Add this to the shared GIS resource.
- Prioritize a short set of these locations. This may be done as suitable to regional needs but should be documented in a few paragraphs.
- Coordinate with municipality(s), appropriate organizations, VTrans, ACCD, and others to make the resulting information more accessible and encourage more use of such locations. Educate about resources such as the VTrans Rail & Aviation Bureau Three-Way Partnership program that helps businesses repair or develop new rail access, ACCD [Vermont Commercial/Industrial Site Locator tool](#), and other resources.

VTrans Role

- Coordinate on development of tasks and referrals to data, people, or grant programs.
- Provide a GIS resource for RPCs to enter information in a consistent manner.
- Include in tracking of progress of Rail Plan implementation table and include results in next Rail Plan update.

- Publicize as there are opportunities and as part of Rail Day recognition, held annually the Saturday closest to May 10th.

Deliverables

- By August 30, 2022, add contents to the shared GIS resource, provide a table of priority locations with a few sentences describing each one, a few paragraphs on how locations were selected, how they have been made more visible, and any results.
- Help distribute a press release or other information about Rail Day, 2022 and about the priority locations marketed as a result of this task.

4.2.3. NEW TASK – Demonstration Projects

Deadline	Ongoing
Contact	Jacqui DeMent, Planning Coordinator, at Jacqueline.dement@vermont.gov or 802.498.5988

RPCs may provide technical assistance to municipalities in planning and implementing temporary and evaluative transportation-related demonstration projects on the federal-aid systems. It is incumbent upon the demonstration project applicant to make the necessary arrangements with the RPC for technical assistance in planning and purchasing eligible supplies and the decision to assist would be based upon available RPC resources.

Goal

Demonstration projects are a way for communities to evaluate the impact of a roadway change, such as to improve walking, bicycling, transit access, public spaces, and traffic flow, without making a permanent, and often expensive, investment. The [Guidance Document: Demonstration Projects in State Highway Right of Way](#) describes the options available, issues that need to be considered, the state approval processes, and provides links to resources with additional information. It provides an orientation on the topic and is not a design guide or standard.

RPC Role

Applicant responsibilities that an RPC may provide assistance with can include:

- Completion of the Phase 1 and Phase 2 Application and consultation process, available on the [VTrans Permitting Website](#).
- Direct purchase, on behalf of municipalities, of common demonstration project consumable supplies/materials, such as tape and paint, in accordance with VTrans materials requirements, and using the RPCs approved procurement procedures. Materials eligible for reimbursement through TPI must demonstrate applicability to an approved demonstration project on State Highway Right-of-Way (i.e. completed Phase 2 Application) or occur on a Class 1 Town Highway.
- Assistance in public engagement plan development and implementation.
- Data tracking throughout the project lifecycle.
- Conducting a pre- and post- demonstration evaluation to determine project's success based on project goals as identified in the Phase 2 State Highway Access and Work Permit Application.

RPCs should include their respective VTrans Planning Coordinator in demonstration project application communication.

Please note that demonstration project implementation activities, including installation, maintenance and removal are not eligible.

VTrans Role

As the responsible party for the roadway, VTrans has the ultimate authority per 19 V.S.A. § 1111 to approve or deny a demonstration project in state highway ROW. It is essential that VTrans is engaged early and often in the demonstration project process. Even though demonstration projects are temporary, they often involve innovative design concepts. Engineering judgment and discretion play a role in the decision to implement a demonstration project; VTrans needs to have a full understanding of the risks associated with the project. VTrans staff can help applicants navigate State and Federal requirements.

5. Project Development Planning

Once goals and potential projects have been identified through the long and short-range planning processes, recommendations are evaluated more closely through the project development process. Project development activities provide continuity between planning and implementation and provide a framework for on-going public participation as specific design alternatives, costs and impacts are explored. Establishing regional priorities for transportation projects is also a critical step because it ensures that regional goals are incorporated into project funding decisions and the implementation schedule.

Examples of tasks include but are not limited to:

- Identification of regional priorities
- Feasibility and project definition studies
- Identification of local issues that relate to scoping analysis
- Facilitation and participation in the public decision-making process for project development
- Assist and review communities' Municipal Assistance projects that can be funded and developed outside the statewide prioritization system (such as Transportation Alternatives, Bike/Ped and other locally managed projects)

5.1. Required Activities

5.1.1. Vermont Project Selection and Project Prioritization (VPSP2)

Deadlines	May 31, 2022 for final RPC scores for Asset Driven and Regionally Driven Potential Projects September 30, 2022 for RPC review of draft project list
Contact	Katharine Otto (Planning Coordinator) at Katharine.Otto@vermont.gov or 802.917.3451 and Jennifer Royer (Asset Management Bureau) at Jennifer.Royer@vermont.gov or 802.498.3633

In FY22 RPCs will continue to assist VTrans with Year 2 of the pilot Vermont Project Selection and Project Prioritization (VPSP2) process. VPSP2 provides a path to the Capital Program for various projects that use state and federal transportation funds including Roadway, Paving, Traffic and Safety, and Bridge projects. Additional modes will be added in future years. RPCs will be asked to participate in meetings and work with their TACs and municipalities to implement this process.

VTrans Role

- Administer and run the VPSP2 process
- Lead review of Year 1 of the pilot VPSP2 process
- Lead implementation Year 2 of the pilot VPSP2 process
- Facilitate meetings and trainings related to VPSP2 Implementation
- Coordinate with RPCs to provide necessary information for RPCs, TACs and municipalities to fulfill their role in the VPSP2 process

RPC Role

- Review and provide feedback on Year 1 of the pilot VPSP2 process
- Attend meetings and trainings related to VPSP2 Implementation
- Implement Year 2 of the pilot VPSP2 process with their municipalities and TACs
- As needed, review and provide feedback on VPSP2 process documents under development for additional transportation modes.

For additional details about current expectations for the program, please visit the VPSP2 Microsoft Team.

The timeline and deadlines are spread throughout the year and may be adjusted after learning from Year 1 of the Pilot. However, it is anticipated that the VPSP2 task will take 100 -150 hours. The following are key periods of RPC and TAC participation:

- March 1 – May 31 – RPC scoring for Asset Driven and Regionally Driven Potential Projects
- August 1 – September 30 – RPC review of draft project list

5.1.2. New Project Summaries (NPS) for Asset Management

Deadline	Depends on the project
Contact	Sommer Bucossi (VTrans Asset Management Bureau) at Sommer.Bucossi@vermont.gov or 802.272.5029

The objective of this task is to continue to enhance VTrans corridor management efforts. One responsibility of VTrans Asset Management Bureau (AMB) is budgeting and programming of projects. Once a new project is identified, the AMB creates a New Project Summary (NPS) document. The purpose of a New Project Summary is to document the transportation issues and concerns that may exist in a corridor. The document is not intended to define or scope a project, but rather as a high-level review of the asset, maintenance, safety and local and regional concerns within the project area. During the development of this document, the Asset Management Bureau reviews relevant data in the corridor and works with internal Agency partners to inform the contents of the New Project Summary. While other issues may become apparent as the project progresses through the various design phases, the intent is to provide a basic framework for the project in the early design phases.

This effort has a similar purpose to the corridor management planning with the goal of better integrating asset management and the regional perspective and local information. However, the corridor management plans have the goal of developing a list of recommendations that are achievable and include outreach with many external stakeholders. The NPS are for projects that have funding secured.

VTrans AMB will be responsible for all technical work, NPS creation and management of the process. RPC staff will be invited to comment on the draft NPS with specific emphasis on providing relevant regional or local information that VTrans may have missed as it relates to a specific corridor.

This task provides VTrans with regional perspective before a project begins the initial stages of design. Involving the RPCs at this stage will allow for VTrans to better inform the design process.

RPC Role

- Commitment to this task depends on if there is a project programmed in your region during the SFY22 or SFY23 Recommended Governors budget.
- Provide VTrans input on draft NPS and provide regional and local context and any plans that may have been overlooked or missed.
- Focus primarily on the planning aspect of the NPS.
- Time commitment from RPC is approximately 2-5 hours per NPS, depending on the level of coordination with municipalities that the RPCs would like to include.
- RPC to provide comment on an NPS, approximately four weeks from VTrans request for input. (Please note this timeline may be condensed depending on the design schedule.)
- The input from RPCs can either be via email or using PDF comment tool (a link will be provided).

VTrans Role

- Develop Draft New Project Summary for RPC Review and comment.
- Send the RPC a link to the NPS for commenting.
- Provide RPCs with specific questions to address during the NPS review.

5.1.3. VTrans Project Outreach and Coordination

The purpose of this task is for VTrans to partner with RPCs to develop and implement public outreach plans prior to, during, and following project definition and/or during construction of state highway, interstate highway, bridge, bicycle & pedestrian, rail, aviation, transit or other high impact projects. VTrans relies on the RPCs to assist VTrans project managers or public information consultants (PIC) in tailoring outreach plans to the local context by helping to develop stakeholder lists, identifying outreach methods that may be unique to a certain locale, in helping to engage key players in the community, and in bringing a regional perspective to how the project will affect a community.

A detailed guide of VTrans' public outreach process and expectations can be found in VTrans' Public Involvement Guide at

vtrans.vermont.gov/sites/aot/files/highway/documents/publications/VTransPublicInvolvementGuide2017.pdf

5.1.3a Project Definition and Development

Deadline	Depends on the project and task
Contact	Project Manager assigned to the project. (If unknown, ask your VTrans Planning Coordinator for assistance.)

This stage is typically coordinated by the VTrans Project Manager assigned to the individual project or in the case of high impact projects the VTrans Public Information Consultant. The contact may change as the project moves from the Project Definition to Project Development phases. Typically, these projects consist of town highway and state bridge projects.

VTrans Project Manager or VTrans' Public Information Consultant (PIC) Role:

- Initiate contact with RPCs to request support in developing and implementing the outreach process for a specific project(s) in or adjacent to their region, particularly in developing a stakeholder list, brainstorming effective involvement strategies for the particular community affected, and completing the Local and Regional Concerns Questionnaire.
- Conduct meetings with RPC support. Ensure that the appropriate VTrans project managers, technical experts and consultants are available to participate and support the meetings.
- Provide RPCs with all necessary project documents, graphics, plans, maps, timelines, etc.
- Work with stakeholders and RPCs to develop strategies for managing project-related disruptions.

RPC Role:

- Help VTrans Project Manager or VTrans' public information consultant to identify and understand local and regional issues and concerns.
- Provide assistance to municipalities in completing Local and Regional Concerns Questionnaire
- Identify key local and regional stakeholders to contact and help to ensure key stakeholders are engaged.
- Ensure outreach plan is tailored to the local community.
- Coordinate with adjacent regional planning commission (s) when a project will have cross-regional impacts.
- Participate in information gathering discussions with identified stakeholders, when appropriate.
- Attend Regional Concerns and Alternatives meetings held with municipality (ies).
- Review and provide comments on Preliminary and Final project Plans as appropriate.
- Assist VTrans with follow up communications to municipal staff and municipal elected officials to ensure completion of required submittals, as necessary e.g. completed questionnaire, preferred alternatives acceptance letters, etc.
- As needed, assist the municipality to identify and notify affected property owners, businesses, etc. who may be impacted by a road closure.

5.1.3b Construction Projects

Deadline	Depends on the project
Contact	Public Information Consultant (PIC), VTrans Project Manager or Resident Engineer assigned to the project. For general questions contact: Nick Cartularo (VTrans Assistant Public Outreach Manager) at Nicholas.Cartularo@vermont.gov , 802.461.3599

RPCs are expected to continue to coordinate with VTrans on outreach for construction projects during the construction phase. Partnerships with RPCs helps to ensure heightened public understanding and engagement throughout project development and construction, thus reducing regional mobility impacts, minimizing disruption to residents and businesses, and better coordinating traffic management.

VTrans Role:

- For most high-impact projects, a Public Information Consultants (PICs) (formerly known as Public Information Officers) will be engaged through the Assistant Public Outreach Manager to assist Project Managers and Resident Engineers in collaboration with RPCs. They will be instructed to reach out to the RPCs.

RPC Role:

- Update any information provided during the Project Definition and Development stage that may need updating– for example changes in contact information and any changes to local context
- Help VTrans Project Manager, Resident Engineer or PIC to identify and understand local and regional issues and concerns.
- Alert VTrans Project Manager, Resident Engineer and/or PIC if any potential issues are developing.

RPCs should anticipate spending a minimum of 20-25 hours on this Task however some RPCs may have more projects than others.

6. Municipal Roads General Permit (MRGP) Support

For FY22 VTrans would like additional tracking of funds spent related to the Municipal Roads General Permit and therefore created this separate task to assist with this tracking. This is an optional task, but any RPCs who anticipates using TPI funds to support any MRGP work must track all their work through this task.

As stipulated in Act 64 of 2015, the Vermont Clean Water Act, the Agency of Natural Resources (ANR) Department of Environmental Conservation (DEC) issued the Municipal Roads General Permit (MRGP) in January 2018. Municipalities began applying for coverage under the permit by July 31, 2018. As part of the MRGP, municipalities were required to inventory, prioritize, and develop a Road Stormwater Management Plan by the end of 2020. In 2021 the focus of the municipalities began to shift more towards capital budgeting based on identified project priorities and implementation of their plans.

RPCs are encouraged to continue to engage in outreach and education efforts in coordination with DEC and VTrans staff. RPCs will continue to collaborate and coordinate closely with DEC and offer assistance to municipalities undertaking roadway erosion inventories, prioritization of needs and developing capital plans. ANR will provide the Guidance for completing municipal road inventories and capital budgets and the RPCs will assist in making this information available to the municipalities.

The inventory and capital budget plans shall be completed in a manner that allows a municipality to apply for Better Roads Category B, C, and D infrastructure improvement grants, as well as other relevant funding sources such as Grants-In-Aid and the Municipal Highway and Stormwater Mitigation Program.

For the majority of FFY2022 the existing planning and implementation programs will remain the same as they have operated and been funded for the last few years.

Starting in July 2021 (the beginning of the new state fiscal year) some changes are anticipated, but further details are not yet solidified.

Due to limitations on the use of federal transportation planning funds, TPI funds cannot be used to support any overages from Grants-In-Aid projects and similar projects which are construction rather than planning focused.

Trainings, workshops, and other communication and coordination mechanisms and deliberations that result in municipal Roadway Inventory and Capital Budget Plans will be consistent with identified ANR Guidance program requirements.

6.1. Required Activities

None

6.2. Optional Activities

6.2.1. Municipal Roads General Permit Reporting

Deadline	January 31, 2022 for reporting on time billed to TPI
Contact	Katharine Otto (Planning Coordinator) at Katharine.Otto@vermont.gov , 802.917.3451

For FY22 VTrans would like additional tracking of funds spend related to the Municipal Roads General Permit and therefore created this separate task to assist with this tracking. This is an optional task, but any RPCs who anticipates using TPI funds to support MRGP work must track their work through this task.

It is anticipated that work for this Task will fall into five general categories, although there may be some additional categories not anticipated at the time of writing this task. Some RPCs may not have activity billed to TPI for all of the tasks due to alternative funding sources.

- A. Administration assistance for towns. Assist towns with questions on permits, reporting and compliance
- B. Outreach and education. Facilitate and coordinate training and outreach for municipal officials and staff. This could include training town staff to complete their own inventories.
- C. Inventories, data management and capital budgeting. Work carried out by RPCs for Road Erosion Inventories and their associated data management needs. This can include budgeting work carried out using inventory data.
- D. Project development and grant application preparation.
- E. Evaluate MRGP and other general support of MRGP. RPC involvement in work to support ANR evaluation of Phase 1 of MRGP and establishment of Phase 2. This task also includes any MRGP related work not covered in Tasks A – D.

Due to limitations on the use of federal transportation planning funds, TPI funds cannot be used to support any overages from Grants-In-Aid projects and similar projects which are construction rather than planning focused.

Deliverables

Track and report all funds spent related to this task from July 1, 2021 to December 31, 2021. If possible please also report back on similar measures from January 2021 to June 2021. A template report will be provided. This shall be submitted by January 31, 2022 to Katharine Otto (Katharine.otto@vermont.gov).

Reporting shall include the following

- Staff hours and costs for
 - All work completed for MRGP (reported together)
 - With separate reporting broken out for:
 - Road erosion inventories that are funded entirely by the TPI Grant Agreement
 - Overages from Better Roads Category A inventory grants that are being funded through the TPI Grant Agreement
- Brief narrative of
 - What types of additional work were completed related to MRGP. Examples from previous reports included updating older inventories, creating deliverables for towns, training Towns to use DEC tools, and assisting Towns with navigation of MRGP reporting requirements. There are likely other types of work so please mention them so we can gain a better understanding of the support activities you are completing. The goal is to tell a story!

- Factors that contributed to a Better Roads Category A grant overage (e.g. high number of hydrologically connected road segments)
- Any factors that helped you to reduce costs (e.g. use of AmeriCorps assistance)
- Any innovations that helped you to meet your town needs for MRGP (e.g. the NEK regional Rivers and Road Group collaboration)

Tracking and reporting for all funds spent related to this task from January 1, 2022 to December 31, 2022 will follow the calendar year 2021 format unless additional guidance is given.

7. Other Planning Activities

Include planning activities whose primary emphasis is unrelated to the specific types of activities described above.

Examples include:

- Walk-Bike Summit
- Corridor Master Plans unrelated to Corridor Management Task

These projects are often funded from separate, yet complimentary, funding sources to TPI.

They are included in the TPI contract but may have different match requirements to the tasks outlined in Tasks 1 through 5.

Last revised 5/7/2021

[illegible]

Task no	Task Description	New?	Required/ Optional	Deadlines	October	November	December	January	February	March	April	May	June	July	August	September
4.2.1.	Road Safety Audit Reviews (RSARS)		O	None												
4.2.2.	Pilot Intermodal Rail Access Planning	N	O	8/30/2022												
4.2.3.	Demonstration Projects	N	O	Ongoing												
Task 5																
5.1.1.	Vermont Project Selection and Project Prioritization (VPSP2)		R	5/31/2022, 9/30/2022												
5.1.2.	New Project Summaries (NPS) for Asset Management		R	Depends on project												
5.1.3.	VTrans Project Outreach and Coordination		R	Depends on project												
Task 6																
5.1.3.	Municipal Roads General Permit (MRGP) Support		R	1/31/2022												
Total activities per month					3	2	1	4	3	3	3	2	2	3	3	6

Appendix B
Fiscal Year 2022 Budgets
Regional Planning Commission Agreements

Regional Planning Commission	Total Funding	Federal 80%	State 10%	Local 10%
Addison County RPC	\$200,926.00	\$160,740.80	\$20,092.60	\$20,092.60
Bennington County RC	\$185,417.00	\$148,333.60	\$18,541.70	\$18,541.70
Central Vermont RPC	\$238,999.00	\$191,199.20	\$23,899.90	\$23,899.90
Lamoille County PC	\$165,723.00	\$132,578.40	\$16,572.30	\$16,572.30
Mount Ascutney RC	\$168,945.00	\$135,156.00	\$16,894.50	\$16,894.50
Northeastern Vermont DA	\$321,849.00	\$257,479.20	\$32,184.90	\$32,184.90
Northwest RPC	\$223,719.00	\$178,975.20	\$22,371.90	\$22,371.90
Rutland RPC	\$240,555.00	\$192,444.00	\$24,055.50	\$24,055.50
Two Rivers - Ottauquechee RC	\$267,953.00	\$214,362.40	\$26,795.30	\$26,795.30
Windham RC	\$234,614.00	\$187,691.20	\$23,461.40	\$23,461.40
TOTAL	\$2,248,700.00	\$1,798,960.00	\$224,870.00	\$224,870.00