



EXECUTIVE COMMITTEE

April 1, 2019

4:00 p.m. at CVRPC Office

Page **AGENDA - AMENDED**

- 4:00¹ Adjustments to the Agenda**
Public Comment
- 62 **4:05 Financial Report** (provided at meeting)²
- 2 **4:15 Prioritization of State Transportation Capital Program Projects, *Dan Currier*** (enclosed)²
 Approve the prioritized VTrans SFY 21 Capital Program Project list ranking and authorize its submission to VTrans as CVRPC's regional project priority list.
- 69 **4:25 Contracts and Applications** (enclosed)²
 a) Department of Public Safety - – State Emergency Operations Center Support Memorandum of Agreement
 b) Agency of Human Services – AmeriCorps*VISTA Program Site Application 2019-2020
- 6 **4:45 CVRPC Bylaws, *Julie Potter*** (enclosed)²
 Review workgroup recommendations. Approve for consideration by the Commission.
- 26 **5:10 Policies and Procedures** (enclosed)
 a) Grants Management Policy²
- 5:10 Strategic Plan** (enclosed)
 a) FY19 Action – Quarterly review of progress
 b) FY20 Actions – Committee input on draft actions
- 47 **5:40 FY20 Budget** (enclosed)
 Initial draft for information and Committee input.
- 5:50 Consent Items** (enclosed)²
 a) Meeting Minutes – March 4 and March 12, 2019
 b) Executive Director Report
- 61 **5:55 Commission Meeting Agenda** (enclosed)²
- 6:00 Anticipated Executive Session**
 1 V.S.A §313(1)(A), Contracts
- 6:10 Adjourn**

Next Meeting: Monday, May 6, 2019

¹ All times are approximate unless otherwise advertised

² Anticipated action item



MEMO

Date: February 1, 2019
 To: Executive Committee
 From: Daniel Currier Program Manager
 Re: Regional Project Prioritization

☒ **ACTION REQUESTED:** Approve the prioritized VTrans SFY 21 Capital Program Project list ranking and authorize its submission to VTrans as CVRPC's regional project priority list.

At the February and March meetings of the CVRPC Transportation Advisory Committee (TAC), the members present reviewed and ranked projects on the VTrans list of SFY21 Capital Program projects. A quorum of members was not present at either meeting, so official action could not be taken.

TAC members present reached consensus on the following:

- 1) They recommended removing the number one ranking from the Waterbury roadway project because that project is under construction, and advancing the Barre City-Barre Town, Roxbury, and Cabot-Danville by one ranking position.
- 2) They recommended the following prioritized list be sent to the CVRPC Executive Committee for approval and forwarding to VTrans as the region's priorities:

FY19 CVRPC Priority Ranking	PIN	Reporting Format	Project Name	Project Number
Roadway				
Not Ranked	85B006	Front Of Book	WATERBURY	FEGC F 013-4(13)
1	83D106	Front Of Book	BARRE CITY-BARRE TOWN	MEGC M 6000(11)
2	17D045	Front Of Book	ROXBURY	STP SCRP(26)
3	78D348	Front Of Book	CABOT-DANVILLE	FEGC F 028-3(26)C/3
State Highway Bridges				
1	16B010	Front Of Book	MORETOWN	BF 0167(16)
2	12B148	Front Of Book	CALAIS	BHF 037-2(12)
3	12B144	Front Of Book	CALAIS	BHF 037-2(10)
4	12B146	Front Of Book	CALAIS	BHF 037-2(11)
5	13B254	D & E	BERLIN	BF 026-1(43)
6	12C602	D & E	WATERBURY	BF 0284(33)

FY19 CVRPC Priority Ranking	PIN	Reporting Format	Project Name	Project Number
7	12C576	D & E	BARRE TOWN	BF 0169(12)
8	86E053	Candidate	WORCESTER	BHF 0241()
Town Highway Bridges				
1	93J040	Candidate	WATERBURY	BO 1446()
2	18J008	D & E	MONTPELIER	NH DECK(48)
3	12J612	Candidate	CABOT	BF 0249()
4	96J272	Candidate	DUXBURY	TH3 9634
Traffic & Safety				
1	99D128	Front Of Book	BARRE TOWN	HES STPG 6100(6)
2	14T184	Front Of Book	PLAINFIELD	NH 028-3(41)
3	04D196	Front Of Book	BARRE CITY	HES 037-1(8)
4	10C388	Front Of Book	BARRE TOWN	STP HES 0169(8)

Background

The Central Vermont Regional Planning Commission TAC has been evaluating and prioritizing transportation projects in the region for more than 20 years. The intent of the evaluation process is to determine how well projects correspond with the priorities established in the Regional Transportation Plan. The TAC prioritizes lists provided by VTrans. This annual “Project Prioritization” process is carried out between January and March each year. The type of projects prioritized include paving, bridge (Town and State), roadway, safety and traffic operations (intersection design), park and ride, and bicycle/pedestrian.

The State’s ranking process is based on engineering factors such as sufficiency ratings, vehicle per mile impacts, cost-benefit ratios, and project development momentum. These are the types of data specific criteria that VTrans would be expected to consider when developing project rankings. VTrans factors constitute 80% of the total ranking process.

The regional planning commission’s factors contribute 20% to this ranking process. This was born from the idea that not all public policies and priorities could be captured by engineering factors and that there is a greater community context beyond that road, bridge, or park-and-ride.

Capital Program Projects

For VTrans to spend funds on a project, it must be listed in the Transportation Capital Program. VTrans submits a Capital Program to the legislature each year, and the legislature must approve the list for projects to advance. The Capital Program categorizes projects according to the following status:

Candidate – A project is placed on the Candidate list after it has completed the planning process and has been accepted by CVRPC and forwarded to VTrans.

Development & Evaluation (D&E) – A project moves from the Candidate list to the Development & Evaluation list if preliminary plans are expected within 12 to 24 months.

Front-of-the-Book (FOB) – Front-of-the-Book projects are part of VTrans' four-year program. A project moves from the Development & Evaluation list to Front-of-the-Book when it has completed preliminary plan development.



MEMO

Date: March XX, 2019
To: Board of Commissioners
From: Julie Potter, Chair
Re: **Proposed CVRPC Bylaws Amendments**

☒ **Action Requested:** Discuss and, if deemed ready, move the proposed bylaws amendment to be placed on the agenda for the next Board meeting for an adoption vote.

Why are these amendments being proposed?

The current bylaws provide insufficient guidance for current governance needs, particularly maximizing member involvement and assigning Commissioners and Alternates to committees. Although clearly written, the current bylaws are not well organized, and it is often difficult to find where the bylaws address certain topics.

How were the proposed amendments developed?

In July 2018, the Executive Committee established a working group to prepare a bylaws update. Working group members were Julie Potter, Steve Lotspeich and, initially, Rich Turner. Executive Director Bonnie Waninger participated in each of the meetings, and Nancy Chartrand provided staff support. The working group met monthly from November 2018 to February 2019.

The working group reviewed the strengths and weaknesses of the current bylaws and noted best practices from other RPC bylaws documents. The working group prepared draft amendments that reorganized and restated the bylaws, expanding some topics and adding some new sections. Annotations provide information to assist with review and comparisons to the current bylaws; the annotations are intended to be removed upon adoption.

Executive Committee reviewed the proposed amendments in March 2019 and.....TBD

What significant changes are being proposed to the bylaws?

- The proposed bylaws have been reorganized and include a table of contents to facilitate document navigation.
- The purposes section in Article 2 has been expanded to better reflect the full scope of CVRPC's programs and functions.
- The Board of Commissioners is specifically recognized. (Section 401)
- Because of the limited responsibilities of the offices of Secretary and Treasurer, they have been combined to be Secretary/Treasurer. This results in the addition of another at-large position on Executive Committee. (Section 402)
- Committees with long-term roles in CVRPC's operations and core programs are recognized as standing committees, with membership, and purpose and duties identified for each standing committee. (Section 403)
- The section on Special Committees has been expanded to address formation, membership, roles, and procedural responsibilities. (Section 404)
- The section on nominations is expanded to provide more process detail. (Section 501) The Nominating Committee's role is expanded to include nominating members to serve on committees.
- Terms of office are changed to coincide with CVRPC's July 1 fiscal year start date. (Section 503)
- The Annual Meeting is changed from May to June, to better align with the fiscal year.
- Quorum for meeting is changed to comply with statute. (Section 606)
- Language is added to clarify that the Board and all committee meetings are subject to the state's Open Meeting Law. (Section 607)
- Responsibility for establishing the membership assessment (aka municipal dues) is given to the Executive Committee, reflecting actual practice and the Executive Committee's role in overseeing CVRPC's financial affairs. (Section 802)
- New sections added to identify that CVRPC will prepare a Work Program and Budget (Section 902), Annual Report (Section 903), and obtain an annual audit (Section 904).

What is the process to amend the bylaws?

Under the current bylaws (Article X), there is a 3-step process to amend the bylaws:

- A. Place the proposed amendment on the agenda for a regularly scheduled meeting of the Board. This can be done by the Board or by the Executive Committee.
- B. Discuss the proposed amendment at the next regularly scheduled Board meeting. The proposed amendment can be amended at this meeting. An affirmative vote of the Board is required for the proposed amendments to proceed to a final vote at the next regular Board meeting.

- C. The proposed bylaws amendment (with any amendments) is voted on at the next regular Board meeting. No additional amendments may be made. 60% of Commissioners must vote to approve the bylaws amendments for the amendments to pass and take effect.



CENTRAL VERMONT REGIONAL PLANNING COMMISSION BYLAWS

Annotated Version – notes will be removed upon adoption

Adopted by the Commissioners on Month ##, 201X

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THE CENTRAL VERMONT REGIONAL PLANNING COMMISSION
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**ARTICLES OF CONSTITUTION AND BYLAWS OF
THE CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

ARTICLE 1: NAME AND ADDRESS

Note: Compare to Article I in the current bylaws. No substantial changes.

The name of this organization shall be the Central Vermont Regional Planning Commission, hereinafter referred to as CVRPC. The principal address of CVRPC shall be the address of its offices.

ARTICLE 2: POWERS AND PURPOSES

Note: Compare to Article II in the current bylaws. Expanded discussion of powers includes Municipal Service Agreements, which must be explicitly identified in the bylaws for CVRPC to do.

Section 201: Legal Basis

The legal basis of CVRPC is established in the Vermont Municipal and Regional Planning and Development Act, 24 V.S.A. Chapter 117, hereinafter referred to as the Act, and other such laws as may be enacted by the General Assembly of the State of Vermont.

Section 202: General Purpose

The purpose of CVRPC is to assist Central Vermont municipalities in providing effective local government and to work cooperatively with them to address regional issues. CVRPC shall coordinate and assist in efforts to promote the present and future health, safety and general welfare of the people of Central Vermont through planning and development activities.

Section 203: Regional Planning

CVRPC shall prepare and adopt a Regional Plan in accordance with the provisions of 24 V.S.A., Section 4348 and 4348(a) and consistent with the goals of 24 V.S.A., Section 4302.

CVRPC shall undertake other activities or duties as required by state or federal law including, but not limited to, those outlined in 24 V.S.A, Section 4345, Section 4345(a) and Section 4350.

Section 204: Municipal Planning

CVRPC shall assist municipalities and their respective local boards, commissions and committees in developing and implementing municipal plans to promote the health, safety and welfare of residents and the local and regional areas with which CVRPC is concerned.

CVRPC may advise municipal governing bodies in all aspects of municipal governance.

Section 205: Economic Development

CVRPC shall undertake studies and make specific recommendations on economic, energy, industrial, residential and commercial development within the region. In cooperation with the municipalities of the region, CVRPC shall carry out economic development programs for the

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development, improvement, protection and preservation of the region's physical, natural and human resources.

Section 206: Municipal Service Agreements

CVRPC may enter into municipal service agreements to promote cooperative arrangements and coordinate, implement, and administer service agreements among municipalities, including arrangements and actions with respect to planning, community development, joint purchasing, inter-municipal services, infrastructure, and related activities. CVRPC can exercise any power, privilege, or authority, as defined within the municipal service agreement, capable of exercise by a municipality (subject to applicable state or federal law) as necessary or desirable for dealing with problems of local or regional concern.

Section 207: Other Duties and Responsibilities

CVRPC may exercise other duties and responsibilities as are required by federal, state and local law or regulations, or otherwise authorized by law and endorsed by a majority vote of its members.

ARTICLE 3: MEMBERSHIP AND REPRESENTATION

Section 301: Member Municipalities

Note: Compare to Section 3.1 in current bylaws. No substantial changes.

CVRPC serves the Central Vermont Region, consisting of the following municipalities in Washington and Orange Counties: Barre Town, City of Barre, Berlin, Cabot, Calais, Duxbury, East Montpelier, Fayston, Marshfield, Middlesex, City of Montpelier, Moretown, Northfield, Orange, Plainfield, Roxbury, Waitsfield, Warren, Washington, Waterbury, Williamstown, Woodbury and Worcester. All municipalities within the Central Vermont Region are members of CVRPC.

Section 302: Appointment of Commissioners and Alternates

Note: Compare to Section 3.2 in current bylaws. No substantial changes.

- A. Representation on the CVRPC shall be by Commissioners. The legislative body of each member municipality may appoint one Commissioner and one Alternate to the CVRPC Board of Commissioners. No Commissioner or Alternate may vote or otherwise formally serve until such appointment has been certified in writing by the appointing legislative body.
- B. Commissioners and Alternates shall serve for a term of one year or until a successor is appointed. Commissioners and Alternates may be appointed to succeed themselves.
- C. In the absence of the Commissioner at any meeting of the Board of Commissioners, the Alternate shall sit as the Commissioner and exercise all of the authority of the Commissioner at that meeting.
- D. Alternates shall not participate in place of Commissioners on committees or in any office.

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- 1 E. In the event of the death, resignation, disqualification or removal of a Commissioner or
2 Alternate, a successor shall be appointed promptly, as provided in subsection 302.A .

3 **Section 303: Voting**

4 *Note: Compare to Section 3.4 in current bylaws. Provision for vote by mail removed.*

- 5 A. Each Commissioner shall have one vote in all actions taken by the CVRPC Board of
6 Commissioners.
- 7 B. Prior to any vote on any matter before the CVRPC Board of Commissioners, a
8 Commissioner may request time and opportunity to consult with the Commissioner's
9 municipal legislative body before casting a vote on such matter. When so requested,
10 the vote shall be postponed, unless such postponement results in violation of State
11 statute requirements.

12 **Section 304: Resignation**

13 *Note: New section.*

14 Any resignation of a Commissioner or Alternate shall be submitted to CVRPC in writing.

15 **Section 305: Attendance**

16 *Note: New section.*

17 If a Commissioner has an unexplained absence for three Board meetings in a row, the
18 Commissioner will be contacted by the Chair to determine whether the Commissioner has a
19 continued interest in serving on the Board.

20 **ARTICLE 4: ORGANIZATION**

21 **Section 401: Board of Commissioners**

22 *Note: New section.*

23 The Board of Commissioners, hereinafter called the Board, shall consist of the Commissioners.
24 It shall be the duty of each Commissioner to regularly report on the activities of CVRPC to the
25 legislative body and the local planning commission of the municipality of the Commissioner's
26 appointment.

27 **Section 402: Officers**

28 *Note: Compare to Section 6.1 in current bylaws. Language combines Secretary and Treasurer into one*
29 *position. Parliamentary advice is moved from Secretary to Vice Chair. See also the Duties of Officers*
30 *policy, adopted 2/13/96.*

- 31 A. CVRPC's officers shall consist of a Chair, Vice Chair, and Secretary/Treasurer, each of
32 whom shall be duly appointed Commissioners of member municipalities.
- 33 B. Duties of officers shall be as follows:
- 34 1. The Chair shall call meetings of the Board and the Executive Committee and shall
35 preside at these meetings. The Chair shall prepare and cause to be distributed
36 to members, an agenda for all Board and Executive Committee meetings. The

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Chair shall perform such other duties as are normal or customary to the office, or which may be assigned by the Board. The Chair shall cast a vote on all issues voted on at a Board or Executive Committee meeting, unless the Chair wishes to abstain.

2. The Vice Chair shall act as Chair in the absence or incapacity of the Chair and shall perform such other duties as may be assigned by the Board. The Vice Chair may also advise the Chair on parliamentary issues. The Vice Chair shall act as Secretary/Treasurer in the absence or incapacity of the Secretary/Treasurer.

3. The Secretary/Treasurer is CVRPC's recording officer and the custodian of its records, except as those duties are delegated to CVRPC staff. The Secretary/Treasurer shall perform all duties customary to that office, including overseeing all CVRPC financial records and overseeing minutes of Board meetings and such Committee meetings as the Chair may designate.

C. Additional officer duties may be assigned by a policy adopted by the Board.

Section 403: Standing Committees

Note: New section.

A. General

1. Standing Committees have a long-term role in CVRPC's operations and core programs.

2. Each Standing Committee shall have Rules of Procedure approved by the Board. The Rules of Procedure shall specify the committee's purpose, general activities, role, membership, voting procedures, officers, elections, attendance and quorums, communication and coordination, conflict of interest policy, and adoption of organizational procedures.

3. Standing Committees may establish Subcommittees and Workgroups as needed to accomplish committee business.

4. Unless otherwise specified in the Rules of Procedure, all Standing Committee members are eligible to vote on committee business.

5. All Standing Committees shall maintain meeting minutes. Standing Committees shall report to the Board as it directs.

B. Executive Committee

Note: Compare to section 6.7 of current bylaws. Expanded to better reflect actual responsibilities of the Executive Committee. See also Duties of Executive Committee Policy, adopted 2/13/96 and Executive Committee Rules of Procedure, adopted 7/2/18.

1. The Executive Committee shall consist of seven Commissioners, including the three (3) officers and four (4) at-large members, who shall be elected at the Annual Meeting. Duly-appointed Commissioners are eligible for Executive

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Committee membership. The officers of the Board shall be the officers of the Executive Committee.

2. The purpose and duties of the Executive Committee shall be to:

- a. Oversee and approve an annual work plan and budget for CVRPC, including budget adjustments.
- b. Set municipal dues.
- b. Oversee and approve an organizational plan for CVRPC.
- c. Authorize and accept grants, agreements and contracts with outside organizations and agencies.
- d. Review and accept the annual audit.
- e. Approve the addition and elimination of staff positions as recommended by the Executive director. Adopt job descriptions and wage ranges for staff positions.
- f. Adopt and oversee personnel, financial, procurement, operational and administrative policies and procedures.
- e. Monitor emerging issues affecting CVRPC.
- f. Approve agendas for Board of Commissioner meetings.
- g. Recommend to the Board or, if timing requires, take appropriate action on policy issues, including legislative issues, state or federal plans and policy, regional planning commission allocation formulas or other issues affecting the Central Vermont region and its municipalities.
- h. Act on behalf of the Board in the absence of a quorum of the Board when time precludes the delay of decision or action until the next regular meeting of the Board.
- i. Carry out other actions as directed by a policy adopted by the Board.

C. Nominating Committee

Note: Compare to Section 6.3 in current bylaws. This language increases the role of Nominating Committee. See also Nominating Committee Guidelines adopted 3/9/99. Rules of Procedure still need to be developed.

1. The Nominating Committee shall consist of three (3) Commissioners or Alternate Commissioners. The Executive Committee shall nominate candidates for the Nominating Committee, taking demonstrated commitment to CVRPC into account. Nominees shall be submitted at the February Board meeting, and additional nominations may be made from the floor. The Board shall elect the Nominating Committee at its February meeting.
2. The purpose and duties of the Nominating Committee shall be to:

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- a. Identify and recommend to the Board a slate of candidates for the positions of Chair, Vice Chair, Secretary/Treasurer and at-large members of the Executive Committee.
- b. Identify and recommend to the Board candidates for Standing and Special Committees and CVRPC representatives appointed to other organizations.

D. Regional Plan Committee

Note: Rules of Procedure still need to be completed.

1. The Regional Plan Committee shall consist of five (5) Commissioners or Alternate Commissioners who shall be elected at the Board's Annual Meeting.
2. The purpose and duties of the Regional Plan Committee shall be to:
 - a. Oversee development and maintenance of the Regional Plan, pursuant to 24 VSA 4347 to 4348(b), and make recommendations for approval by the Board.
 - b. Oversee other tasks related to the Regional Plan, as assigned by the Board.

F. Project Review Committee

Note: Compare to Project Review Committee Rules of Procedure adopted 9/12/17.

1. The Project Review Committee shall consist of five (5) members plus one (1) Committee Alternate, each of whom may be a Commissioner or an Alternate Commissioner. Committee members and the committee alternate shall be elected at the Board's Annual Meeting. Members and the Alternate shall have staggered three-year terms.
2. The Project Review Committee shall offer advice, input, and opinions on proposed Act 250 and Section 248 projects, compatible with the plans, policies, positions or resolutions adopted by the Board of Commissioners. Project Review Committee advice, input, and opinions may be reviewed, confirmed or reversed by the CVRPC Board at the Board's discretion.
3. The purpose and duties of the Project Review Committee shall be to:
 - a. Evaluate Act 250 and Section 248 development projects relative to conformance with the Regional Plan.
 - b. Provide input and recommendations to the State, on behalf of the Board, regarding Act 250 and Section 248 projects.
 - c. Provide guidance to the staff and the Regional Plan Committee on amendments or changes to the Substantial Regional Impact criteria.
 - d. Provide the Board copies of all written decisions and recommendations regarding Act 250 and Section 248 projects.

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F. Town Plan Review Committee

Note: Rules of Procedure still need to be completed. Includes review of municipal plans and municipal enhanced energy plans.

1. The Town Plan Review Committee shall consist of five (5) members who shall be elected at the Board's Annual Meeting. At least two (2) members shall be Commissioners and no more than (3) members shall be Alternates.
2. The purpose and duties of the Town Plan Review Committee shall be to:
 - a. Review municipal plans for conformance to statutory requirements, in accordance with 24 V.S.A 4350(b), and make recommendations for approval to the Board.
 - b. Review municipal enhanced energy plans for determination of energy compliance, in accordance with 24 V.S.A. 4352(b).
 - c. Review municipal planning processes, in accordance with 24 V.S. A. 4350(a), and make recommendations for confirmation to the Board.
 - d. Provide guidance to municipalities about future plan updates and ways to strengthen planning efforts.

G. Transportation Advisory Committee

Note: Compare to Transportation Advisory Committee Rules of Procedure adopted 10/11/17.

1. The Transportation Advisory Committee shall consist of municipal representatives and representatives from transportation-related groups. Each of the member municipalities in the Central Vermont region is eligible to appoint one voting member and one alternative representative to the Transportation Advisory Committee. Municipal participation is discretionary and determined by appointment by the municipality's legislative body. Upon the approval of 51% of the Transportation Advisory Committee, other transportation transportation-related groups will be invited to appoint one voting member and one alternate representative to the TAC. The committee membership term is one year, appointed in March.
2. The Transportation Advisory Committee shall be advisory to the Board. The Transportation Advisory Committee will offer advice, input, and opinions to the Vermont Agency of Transportation and other organizations and individuals as appropriate, provided that they are compatible with plans, policies, positions or resolutions adopted by the Board. Transportation Advisory Committee advice, input, and opinions may be reviewed, confirmed or reversed by the CVRPC Board at the Board's discretion. New or amended plans, policies, positions or resolutions by the Transportation Advisory Committee shall be approved by the CVRPC Board.
3. The purpose and duties of the Transportation Advisory Committee shall be to:
 - a. Oversee the CVRPC transportation planning program in accordance with

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CVRPC plans, policies and procedures. This includes assisting with the development of CVRPC's annual transportation work program and budget.

b. Develop and update a regional transportation element as part of the Regional Plan.

c. Provide recommendations on funding and prioritization for the Agency of Transportation's Capital Budget and State Transportation Improvement Program.

d. Act as a liaison between local communities and the Vermont Agency of Transportation.

e. Provide local and regional input regarding transportation issues important to the region.

Section 405: Special Committees

Note: Compare to section 6.8 in current bylaws. Language expanded to address formation, membership, role, rules of procedure, minutes, etc.

A. The Board may create Special Committees as needed to address specific tasks or to oversee or advise CVRPC projects or programs.

B. Special Committees may include Commissioners, Alternates, topic experts, interest group representatives or other public representatives as appropriate to accomplish the purpose of the Special Committee. The Board shall appoint Commissioners or Alternates to serve as members of Special Committees. Special Committee members who are not Commissioners or Alternates shall be appointed as specified in the committee's Rules of Procedure.

C. Special Committees shall be advisory to the Board. Special Committees may offer advice, input, and opinions to agencies, other organizations and individuals as appropriate, provided that they are compatible with plans, policies, positions or resolutions adopted by the Board.

D. Each Special Committee shall have Rules of Procedure approved by the Board. The Rules of Procedure shall specify the committee's purpose, general activities, role, membership, voting procedures, officers, elections, attendance and quorums, communication and coordination, conflict of interest policy, and adoption of organizational procedures

D. Special Committees may establish Subcommittees and Workgroups as needed to accomplish committee business.

E. Unless otherwise specified in the Rules of Procedure, all committee members are eligible to vote on committee business.

F. Special Committees shall maintain meeting minutes and report to the Board as it directs.

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Section 406: Appointed Representatives

Note: Compare to Section 6.2 in current bylaws. Language modified to more generally apply to appointments. Examples might be Council of Regional Commissions, VAPDA, GMTA, VEPC, Mad River Planning District.

The Board may appoint Commissioners, Alternates or staff to represent CVRPC on state councils or the governing bodies of other organizations. Appointments shall be made at the Annual Meeting, or when representation is requested.

ARTICLE 5: NOMINATIONS, ELECTIONS, APPOINTMENTS AND TERMS

Section 501: Nominations

Note: See Section 6.3 in current bylaws. Expanded language on process.

- A. The Nominating Committee will be appointed in accordance with Section 403.C.
- B. The Nominating Committee shall seek to balance the interests of CVRPC in order to have the Executive Committee and Standing Committees be as reflective of the Board as possible.
- C. The Nominating Committee shall follow its adopted Rules of Procedure and the adopted Nominating Committee Guidelines.
- D. The Nominating Committee shall present an initial slate of Officers and at-large Executive Committee members at the Board's April meeting, with a final slate of candidates at the May meeting. Additional candidates may be nominated from the floor at the May meeting, at which time nominations will be closed.
- E. The Nominating Committee shall present a slate of other Standing and Special Committee members and other appointed representatives at the Board's May meeting. Additional candidates may be nominated from the floor at the May meeting, at which time nominations will be closed.

Section 502: Elections

Note: See Section 6.3 in current bylaws. Slightly expanded language.

A ballot, containing the final slate of Officer, Executive Committee and other committee candidates, shall be sent not more than five (5) days after the May meeting to all members of the Board. The Secretary shall oversee vote counting and shall announce the results at the Annual Meeting. The candidates receiving the most votes shall be elected. In the event of a tie, the Board shall vote at the Annual Meeting.

Section 503: Terms of Office

Note: See Section 6.4 of current bylaws. Changes terms to coincide with fiscal year.

- A. The terms of office for Officers and the Executive Committee are one year, from July 1 to June 30.

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B. The terms of office for other Committees and appointments shall be from July 1 (or the date of appointment) to June 30, unless otherwise specified in the Committee Rules of Procedure.

Section 504: Vacancies

Note: See Section 6.4 in current bylaws. No substantial changes.

A. In the event that any Officer or Executive Committee position is vacated, such vacancy shall be filled at the next regular Board meeting. Members so elected shall hold office only for the balance of the current year or until their successors are elected and installed.

B. Committee Rules of Procedure shall address vacancies on other committees.

Section 505: Removal from Office

Note: See Section 6.4 in current bylaws. Clarifies that "cause" is violation of Code of Conduct and Conflict of Interest Policy.

A. Any Officer or member of any committee may be removed from office for violations of CVRPC's adopted Code of Conduct and Conflict of Interest Policy. Removal requires a 60% vote of all members of the Board. Any action for removal must be warned one month in advance of the Board meeting at which such a vote will be taken.

B. Commissioners and Alternates can only be removed through action by their municipal governing body.

ARTICLE 6: MEETINGS

Section 601: Regular Board of Commissioners Meetings

Note: See Section 4.1 in current bylaws. No substantial changes.

Regular meetings of the Board shall be held on the second Tuesday of the month, or as otherwise determined by either the Executive Committee or the Board. The time and place of the meetings shall serve the convenience of the greatest number of Commissioners, as determined by the Board.

Section 602: Annual Meeting

Note: See Section 4.1 in current bylaws. Annual meeting moved from May to June to have new positions start with fiscal year and enable newly-appointed Commissioners and Alternates a chance to participate on committees their first year.

The Annual Meeting shall be the monthly meeting that occurs in June.

Section 603: Additional Board of Commissioners Meetings

Note: See Section 4.2 in current bylaws. No substantial changes.

Additional meetings may be called by the Chair, the Executive Committee, or by a majority vote of the Board.

April 1, 2019 draft

Section 604: Committee Meetings

Note: New section.

Committees shall meet at a day and time determined by the Committee.

Section 605: Notice of Meetings

Note: See Section 4.3 in current bylaws. Slightly expanded discussion.

A. Notice of regular meetings of the Board shall be distributed by mail or email to Commissioners and Alternates not less than five (5) days prior to such meetings. Notice shall also be sent to other parties requesting notice.

B. Notice of regular meetings of committees shall be distributed by mail or email to committee members not less than five (5) days prior to such meetings. Notice of committee meetings shall also be made to Commissioners and Alternates.

C. Notice of Special or Emergency meetings shall be in accordance with the Vermont Open Meeting Law (1 V.S.A. Sections 310-314).

Section 606: Quorum

Note: See Section 3.4 in current bylaws. Language changed from majority of Commissioners to majority of seats in order to comply with statute.

A. A majority of Commission seats shall comprise a quorum for Board meetings and transacting business. In the event of a tie vote on any matter before the Board, including the vote of the Chair, such motion, resolution or action shall be considered as defeated.

B. A majority of voting committee seats shall comprise a quorum for committee meetings. In the event of a tie vote on any matter before the committee, including the vote of the Chair, such motion, resolution or action shall be considered as defeated.

Section 607: Open Meeting Law

Note: New section.

All meetings of the Board and committees established by the Board are subject to the Vermont Open Meeting Law (1 V.S.A. Sections 310-314).

Article 608: Parliamentary Authority

Note: See Section 4.5 in current bylaws. No substantial changes.

Roberts Rules of Order, Revised shall generally govern the proceedings of the Board and all CVRPC committees, unless otherwise specifically covered within these Bylaws or by any other special rules the Board may adopt.

April 1, 2019 draft

Section 609: Minutes

Note: See Section 4.4 in current bylaws. Language slightly expanded.

Minutes of all meetings of the Board and all committees established by the Board shall be kept and copies shall be available to all Commissioners, member towns and the general public in accordance with the Vermont Open Meeting Law (1 V.S.A. Sections 310-314).

ARTICLE 7: STAFF

Note: See Section 6.6 in the current bylaws. Minor changes to address work program.

- A. CVRPC staff shall consist of an Executive Director and any other administrative or technical staff as approved by the Executive Committee.
- B. The Executive Director and staff shall implement the work program approved by the Executive Committee and undertake other duties as the Board or Executive Committee assign.
- C. All personnel matters shall be managed in accordance with the adopted Personnel Policies. Job descriptions for all staff shall be kept on file.
- D. No person seeking employment or having business with CVRPC shall be discriminated against for reasons of race, color, national origin, ancestry, place of birth, religion, gender identity, sexual orientation, pregnancy, age, marital status, military/veteran status, genetic information, physical or mental disability, HIV status or any other characteristic protected by state or federal law.

ARTICLE 8: FUNDING

Section 801: Fiscal and Operational Year

Note: See Article V in current bylaws. No substantial changes.

CVRPC's fiscal and operational year shall be from July 1 to June 30.

Section 802: Membership Assessment

Note: See Article VIII in current bylaws. Changes dues establishment from Board to Executive Committee, as has been previously delegated. Modifies policy on services to municipalities not paying dues.

- A. CVRPC shall annually establish dues in accordance with a schedule and rate established by the Executive Committee. CVRPC shall notify in writing all municipalities within the region on or before November 15th of the sums it deems necessary to be received from said municipalities for the ensuing fiscal year.
- B. CVRPC shall prioritize services to dues paying municipalities.

April 1, 2019 draft

Section 803: Grants, Contracts and Contributions

Note: See Article VIIIc in current bylaws. Slightly expanded language.

CVRPC may receive and expend monies from any source, without limitation, including funds made available from individuals, municipalities, the State of Vermont, the federal government, private foundations, corporate partners or trusts.

Section 804: Borrowing Authority

Note: See Article VIIIId in current bylaws. No substantial changes. This language is not grammatically correct, but is taken verbatim from statute.

CVRPC may borrow money and incur indebtedness for the purposes of purchasing or leasing property for office space, establish and administer a revolving loan fund, or establish a line of credit.

Section 805: Signatory

Note: See Article VII in current bylaws. Language is expanded to more clearly define signatory roles.

- A. The Executive Committee is responsible for approving contracts and agreements, and shall authorize an Officer or the Executive Director to sign approved contracts and agreements on behalf of CVRPC.
- B. The Chair, Treasurer and Executive Director are authorized to sign checks, notes, drafts and orders related to an approved Work Program, contract or agreement. All other payments must be approved and authorized by the Executive Committee.

ARTICLE 9: SUPPLEMENTARY PROVISIONS

Section 901: Conflict of Interest

Note: See Section 3.5 in current bylaws. No substantial changes.

Commissioners have an obligation to conduct the affairs of their office in such a manner as to instill public trust and confidence. CVRPC shall maintain a written policy on code of conduct and conflict of interest. A copy of this policy shall be provided to all Commissioners and Alternates at the time of their appointment.

Section 902: Work Program and Budget

Note: New section. Adapted from SWCRPC VI.9

The Executive Director shall prepare an annual written work program and budget that shall be presented to the Executive Committee for approval. The approved work plan and budget shall be presented to the Board at the July meeting or as soon as possible thereafter.

Section 903: Annual Report

Note: New section. Adapted from TRORC 7.9

The Executive Director shall prepare a written annual report to the towns in December of each year.

April 1, 2019 draft

Section 904: Audit

Note: New section. Adapted from SWCRPC VI.9

An annual audit, conducted by an independent CPA, shall be performed and a report shall be presented to the Executive Committee at a duly warned meeting.

Section 905: Dissolution

Note: See Article IX in current bylaws. No substantial changes.

CVRPC shall be dissolved or terminated:

A. Upon the affirmative vote of all of the Board at an annual meeting, provided notice of the proposal of dissolution shall have been given in writing to each Commissioner and Alternate at least thirty days prior to such meeting;

B. When the number of participating municipalities represented by Commissioners shall be less than five.

Section 906: Amendments to Bylaws

Note: See Article X in the current bylaws. No substantial changes.

A. A proposed amendment shall be placed on the agenda for any regularly scheduled meeting of the Board by vote of the Board or by vote of the Executive Committee.

B. The proposed amendment shall be discussed at the next regularly scheduled meeting of the Board and may be amended at that meeting. The proposed amendment shall proceed only upon vote of the Board.

C. The proposed amendment, as it may have been amended, shall be placed on the agenda for the next regular meeting of the Board for final vote. No amendment to the proposed amendment shall be allowed at the Board meeting during which the final vote is taken. The proposed amendment shall become effective upon affirmative vote of 60% of the municipal Commissioners. If a 60% affirmative vote is not attained, the proposed amendment fails.

Section 907: Severability

Note: New section. Adapted from ACRPC 1403

If any provision of these Bylaws is held invalid, the other provisions of CVRPC's Bylaws shall not be affected thereby.

Central Vermont Regional Planning Commission Bylaws History

Note: Compare to Certificate at end of current bylaws. Language edited to retain only adoption and amendment dates.

Bylaws first adopted April 27, 1967.

April 1, 2019 draft

- 1 Amended May 27, 1980.
- 2 Amended January 10, 1989.
- 3 Amended May 10, 1994.
- 4 Amended November 11, 1997.
- 5 Amended May 8, 2001.
- 6 Amended April 13, 2010.
- 7 Amended April 11, 2017.
- 8 Amended MONTH ##, 2019

DRAFT



MEMO

Date: March 28, 2019
To: Executive Committee
From: Bonnie Waninger, Executive Director
Re: Grants Management Policy – Draft #2

✉ ACTIONS REQUESTED: Adopt the Grants Management Policy.

Attached is a second draft of the proposed Grants Management Policy. The Policy has been substantially rewritten to reflect comments offered by the Executive Committee last month, comments and questions from staff, and additional research on federal requirements.

Staff walked through the policy section by section during a staff meeting, which prompted robust questions. The Management and Monitoring section has been substantially revised to address federal requirements and to clarify CVRPC's policy for areas in which individual staff practices for meeting Federal regulations varied. The staff discussion provided an excellent opportunity for training about Federal regulations and will result in additional future trainings about other sections of the Uniform Guidance.

Staff currently is reviewing the second draft. If staff suggestions additional changes, they may be brought as verbal recommends to the meeting.

Background

In December 2013, the Office of Budget and Management (OMB) issued grant rules commonly known as the Uniform Guidance. One of the changes included in the Uniform Guidance was a requirement that certain policies related to procurement and subrecipient monitoring be properly documented.

CVRPC adopted procurement requirements. The Grants Management Policy consolidates CVRPC's administrative policies and financial and administrative practices into one document. While many of the guidelines were already in place in our procurement policy, the grants management policy specifically addresses requirements of the Uniform Guidance.



Grants Management Policy

Adopted by the Executive Committee on ____/____/19

1.0 Purpose

The Central Vermont Regional Planning Commission (CVRPC) is committed to responsible grant financial management. The policy and procedural guidelines contained in this statement are designed to:

1. Ensure the maintenance of accurate grant records,
2. Ensure compliance with state and federal reporting requirements, and
3. Ensure compliance with subrecipient monitoring and management.
4. Provide CVRPC staff with information to make responsible subawards and contracts.

Federal requirements are defined in the Uniform Guidance (2 CFR Part 200 and its associated documents) and in specific Federal agreements. State requirements are defined in Administrative Bulletins (<https://aoa.vermont.gov/bulletins>) and specific State agreements. When CVRPC receives grants from other parties, requirements are defined in the associated awarding documents.

2.0 Definitions

Recipient: A non-Federal entity that receives a Federal award directly from a Federal awarding agency to carry out an activity under a Federal program. The term recipient does not include subrecipients.

Pass-through Entity: A non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program.

Subrecipient: A non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program but does not include an individual that is a beneficiary of such program. A subrecipient has responsibility for programmatic decision making and its activities are carried out for a public purpose. A subrecipient may receive funds from the Recipient or from another Subrecipient.

Consultant/Contractor (Contractor): An individual or organization from whom professional goods or services are procured for CVRPC's own use. Contractors typically provides similar goods or services to many different purchasers and normally operates in a competitive environment.

3.0 Subawards and Contracts

CVRPC determines whether external assistance is needed for a project prior to applying for grants or other funding. CVRPC will select subrecipients or contractors in accordance with Uniform Guidance

Subpart D and in compliance with the regulations in 2 CFR §200.330-332.

Avoiding Conflicts of Interest

CVRPC's Code of Conduct and Conflict of Interest Policy has been developed to avoid real or apparent organizational conflicts of interests among contractors and subrecipients and among employees, officers, and other parties engaged in procurement supported by State and Federal funds. All parties involved in any aspect of a grant, contract or cooperative agreement are to abide by this policy including any disciplinary actions should the policy be violated.

Parties that participate in a CVRPC procurement process sign a copy of CVRPC's Code of Conduct and Conflict of Interest Policy prior to participating in the procurement. Individuals sign a new copy of the policy when the policy is modified or at least every five years. Signed copies of the Policy are e-filed by the Office Manager. The Office Manager also maintains a searchable list of individuals that have signed the policy and the date the individual last signed the policy.

Responsibility

CVRPC may be a grantee (recipient), a subrecipient or a contractor for different agreements and contracts.

Grantees (recipients) are responsible for the settlement and satisfaction of all legal, financial, contractual and administrative issues related to agreements entered into in support of an award. This includes disputes, claims, protests of award, source evaluation, or other matters of a contractual nature.

Subrecipients are responsible for the settlement and satisfaction of all legal, financial, contractual and administrative issues related to agreements entered into in support of an award. This includes disputes, claims, protests of award, source evaluation, or other matters of a contractual nature.

Contractor responsibilities vary by contract. Responsibilities are outlined in each contract. CVRPC's Project Manager on a contract is responsible for reviewing and understanding the requirements of the contract.

Procurement

CVRPC's Procurement Policy documents the requirements for procurement actions. As a political subdivision of the State of Vermont, CVRPC follows the same policies and procedures for its procurements using non-Federal funds as it does for procuring property and services under a Federal award. Procurement is conducted in a manner to provide, to the maximum extent practical, open and free competition and as required by the Uniform Guidance. Procurement actions are documented using CVRPC's applicable Procurement Summary form.

Procurement of both contractor services and subrecipient services are considered procurement actions. Contracts normally will be competitively bid unless the procurement qualifies for Procurement by Micro-

Purchase or unless Procurement by Non-Competitive Proposal is approved in writing by the Executive Director. Subawards will be made based on CVRPC's solicitation of a scope of work and cost proposal from potential subrecipients.

Notice and Distribution

Subrecipients – Determinations are made on a case by case basis at the proposal stage. A subrecipient sole source procurement form shall be completed for each entity if competitive procurement among multiple subrecipients is not used. If CVRPC intends to use competitive procurement for subrecipient services, a determination of subrecipient or contractor will still be made at proposal stage based on a statement of work.

CVRPC will notify each potential subrecipient by email or other means that CVRPC is making a funding application and is requesting a scope of work and cost estimate from the subrecipient. Each subrecipient must confirm in writing that it received the request.

To be eligible to apply for a subaward, a subrecipient must:

- meet deadlines for applications and scopes of services/cost proposals, including those established by CVRPC, and
- submit grant acceptance letters and/or signed funding contracts as appropriate within 30 days of receipt from CVRPC.

Contractors – For purposes of this policy, Requests for Proposals (RFP) includes Requests for Bids, Qualifications, Information, and other types of instruments used to procure contractor services. CVRPC typically will use Requests for Proposals, Requests for Bids, and Requests for Qualifications in its work. Vermont Agency of Administration Bulletin 3.5 may be used as guidance for deciding if an alternate type of procurement instrument would be appropriate to use. RFPs shall be distributed to an adequate number of qualified sources at least 10 days prior to the date set for receipt of proposals. Procurements of \$5,000 or more must be listed on the State of Vermont Business Registry and Bid System (<http://www.vermontbidsystem.com/>) in addition to other distribution methods. Lessor procurements also may be listed on the State of Vermont Business Registry and Bid System.

Evaluation of Proposals

Subrecipients - CVRPC will evaluate a subrecipient's scope of work and cost based on the following factors, at minimum:

- eligibility to receive funds as a subrecipient,
- unique qualifications of subrecipient to meet the defined public purpose need,
- cost and price analysis,
- responsiveness of scope of work in meeting the funding agency's program objectives,
- capacity to adhere to program requirements, and
- Excluded Parties Listing (debarred entity's).

Contractors – CVRPC will evaluate contractor proposals based on price and other factors identified within the RFP. These typically include factors relevant to a determination of responsibility (such as financial, human, and organizational capability), as well as other technical factors (such as the degree to which the proposer is expected, based on information submitted and available, to achieve the performance objectives, to provide the quality expected, and on the relative qualifications of the proposer's personnel). Factors that should be considered when selecting a contractor are, at minimum:

- contractor integrity,
- compliance with public policy,
- record of past performance,
- financial and technical resources,
- responsiveness of bid, and
- Excluded Parties Listing (debarred contractors).

Award and Compensation

Subrecipient – CVRPC may make a sub-award to a responsible subrecipient whose scope of service and cost proposal is deemed advantageous and whose rate is reasonable. Any agreement with a subrecipient must be in writing.

Contractor - Upon conclusion of a competitive proposal process, CVRPC may award a contract to a responsible contractor whose proposal is deemed most advantageous and whose rate is reasonable and consistent with that paid for similar services in the market place. Any agreement with a contractor must be in writing, except for micro-purchases. The Executive Director determines whether contracts are required for micro-purchases. Factors considered in determining whether a micro-purchase contract is required include, but are not limited to:

- type of service (ex. copies versus professional services),
- previous experience with the contractor, and
- procurement requirements in the Resource Conservation and Recovery Act (42 U.S.C. 6962) and Executive Order 13101 of September 14, 1998, Greening the Government through Waste Prevention, Recycling, and Federal Acquisition.

Contractor rates should not exceed the maximum limit established by the granting agency. The Executive Director must approve any contractor rates exceeding granting agency limits prior to any contract award. An analysis is completed and documented which shows justification for the agreed upon rate.

The Executive Director (awards of \$25,000 or less) or Executive Committee (awards greater than \$25,000) makes awards to CVRPC's contractors or subrecipients per government requirements on an as needed basis. Funding awards are communicated to contractors and subrecipients electronically.

CVRPC maintains records sufficient to detail the history of procurement using its Procurement Summary form. The form identifies information to be retained as part of the procurement process.

Obligations

CVRPC uses standard contracting forms to provide subrecipients and contractors with required federal information at the time of the award. If any of the data elements change during the award period, CVRPC includes the changes in subsequent award modifications.

4.0 Management and Monitoring

CVRPC will monitor its activities under Federal and State awards to assure compliance with applicable Federal and State requirements and performance expectations are being achieved. CVRPC will submit performance reports at intervals required by the funding agency.

Subrecipients - The Uniform Guidance 2 CFR 200.330 - 200.332 are the federal regulations that define the requirements for recipients of federal funds with respect to subrecipient monitoring and management. As a recipient of federal funds, CVRPC is responsible for the programmatic and financial monitoring of its subrecipients. Such monitoring responsibilities are shared among various staff and should be followed in accordance with the guidelines provided below.

Contractor - CVRPC will monitor all contractor activities to include documenting performance, adherence to timeline or deadlines, time and effort reports, and review and verification of invoices. Any deficiencies in performance will be addressed directly with the contractor. CVRPC will monitor its activities under Federal and State awards to assure compliance with applicable Federal and State requirements and performance expectations are being achieved. CVRPC will submit performance reports at intervals required by the funding agency.

Financial Oversight

Subrecipient - When CVRPC delegates performance of activities under a grant to a subrecipient, it is responsible for all aspects of the program including proper accounting and financial recordkeeping by the subrecipient. Required financial recordkeeping includes the accounting of receipts and expenditures, cash management, the maintaining of adequate financial records, and the refunding of expenditures disallowed by audits.

CVRPC will monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes and is in compliance with Federal regulations. This includes but it not limited to the following:

- Reviewing financial and performance reports required by the award.
- Ensuring the subrecipient takes appropriate action on any deficiencies detected.
- Monitor and consider any effect the subrecipient activity may have on CVRPC's books.

Contractor - CVRPC's assigned project manager will review contractor invoices to insure costs are eligible and appropriate under the contract.

Budgeting and Budget Review

Subrecipient - Each subrecipient shall prepare and submit to CVRPC a budget that adequately reflects its subaward. CVRPC shall approve and maintain each subaward project budget.

Unexpended Funds

Subrecipient - If a subrecipient informs CVRPC that it will be unable to expend all allocated funds from a grant program before the end of the award period, CVRPC will inform all other eligible subrecipients of that grant program of the amount of funding that is available. All other eligible subrecipients of that grant program will be invited to submit requests for the specified remaining funds.

Staff will review all requests submitted to ensure that the proposed use of the funds is allowable within the grant program requirements. CVRPC will divide available funds evenly among the subrecipients that request the funds for allowable expenses. If a subrecipient requests less than an equal share of the funds available, that amount will be granted, and the balance divided evenly among the other requests. If the total amount requested by all subrecipients is less than the available funds, CVRPC may choose to use the unallocated funds itself to address the program's scope of work if the proposed use of the funds is allowable within the grant program requirements.

Contractor - If unexpended funds remain at the conclusion of a contract, those funds revert to CVRPC for use on the project, or, as applicable, for return to the federal agency.

Audit Requirements

Subrecipient - CVRPC must ensure that subrecipients meet applicable audit requirements. CVRPC incorporates requirements for the subrecipient to send CVRPC a federal expenditures report and the subrecipient's independent audit and management letter in its agreements with subrecipients. CVRPC may determine that its own single audit may be expanded to include the scope of federal funds expended at the subrecipient level; or the subrecipient may be eligible to have a program specific audit.

Contractor - CVRPC includes contract provisions to ensure contractor records are available for audit if needed.

Reporting Irregularities

CVRPC and its subrecipients are responsible for promptly notifying the granting Federal and/or State agency of any illegal acts, irregularities and/or proposed and actual improper actions related to fund administration.

Monitoring

Subrecipient - CVRPC will monitor all subrecipient activities to include documenting performance, adherence to timeline or deadlines, time and effort reports, and review and verification of invoices. Any deficiencies in performance will be addressed directly with the subrecipient. CVRPC will monitor subrecipient activities under Federal and State awards to assure compliance with applicable Federal and

State requirements and performance expectations are being achieved.

CVRPC is required during a contract program period to monitor a subrecipient's use of funds. CVRPC will evaluate the subrecipient's risk of non-compliance with Federal statutes, regulations and terms and conditions of the subaward for purposes of determining the appropriate monitoring.

Subrecipients will be evaluated as higher risk or lower risk to determine the need for closer monitoring. Risk will be determined based on analysis of subrecipient responses to CVRPC's Risk Assessment Form.

Methods of monitoring may vary. Factors considered in determining the nature, timing, and extent of monitoring are as follows:

- A subrecipient's prior experience with the same or similar subawards.
- Results of previous audits, monitoring, status of quarterly financial reports, communications regarding financial matters.
- Whether the subrecipient has new personnel or a new or a substantially changed financial system.
- The extent and results of Federal awarding agency monitoring.

Generally, new subrecipients require closer monitoring. For existing subrecipients, closer monitoring may be warranted based on results noted during monitoring and subrecipient audits, a history of non-compliance as either a recipient or subrecipient, the factors listed above, or other factors related to the implementation of grant funding and fiscal practices.

Contractor - CVRPC will monitor all contractor activities to include documenting performance, adherence to timeline or deadlines, time and effort reports, and review and verification of invoices. Any deficiencies in performance will be addressed directly with the contractor.

Non-Compliance

Subrecipients are required to comply with applicable Federal and State laws, rules and regulations, and applicable policies and procedures adopted by Federal funding agencies and CVRPC in effect during the contracting period. Failure to comply with such obligations may result in remedial consequences and corrective actions up to and including the reduction or termination of funding to the subrecipient. If remedial actions include reduction or termination of funding, those actions may only be made by the Executive Director, in consultation with the Executive Committee.

Record Retention and Access

CVRPC's Records Retention Policy outlines a schedule for retention of documents. CVRPC will retain financial records, supporting documents, statistical records, and all other records pertinent to a Federal award for a period of three years from date of submission of the final expenditure report. There are exceptions listed under Subpart D, 200.333, of the uniform guidance.

The Federal awarding agency, Inspector General, the Comptroller General of the United States, or any other authorized representatives will have the right of access to any documents or other records to make audits, or examinations.

Closeout

The Federal awarding agency will close-out the award when it determines that all administrative actions and work have been completed. CVRPC will close out its subawards when it determines that all administrative actions and work have been completed.

5.0 Financial Reporting

Allowable Costs

All expenses are reviewed by the appropriate party(s) (Project Manager and Executive Director) prior to payment to ensure that costs to be allocated to the grant are allowable and that there is appropriate documentation to support the expense. Key areas that are considered are as follows:

- Necessary and reasonable for the performance of the award (and be allocated to that use)
- Conform to limitations or exclusions regarding type or cost
- Consistent with the policies and procedures CVRPC would apply to financed work (whether financed by private, municipal, state or federal sources)
- Treated consistently with other comparable costs - for example, a cost may not be treated as a direct cost if a cost incurred for the same purpose in similar circumstances was allocated as an indirect cost
- Costs are adequately documented

Monthly Review of Actual vs. Budget Expenses

Expenses related to CVRPC's grant agreements are monitored on a monthly basis. At the end of each month after all transactions have been entered into the accounting system, a budget versus actual report is run for each grant agreement. These reports are reviewed for reasonableness and for indications that actual expenses may not be in line with approved budgeted amounts. Monitoring these variances on a monthly basis helps ensure that substantial expenses which have not been approved are not incurred. This monitoring also ensures that if necessary, budget modification requests can be made in a timely manner.

Requesting Grant Reimbursement

CVRPC's practice is to only draw funds after allowable expenses have been incurred unless otherwise documented in contracts and agreements. This practice ensures compliance with the federal administrative requirements.

When an awarding entity makes payment to CVRPC in advance of incurring expenses, CVRPC will minimize the time elapsing between the transfer of funds from the awarding agency and disbursement for expenses incurred.

1
2 The appropriate party (Executive Director, Finance Office, Project Manager) reviews the balance of each
3 of the grants, contracts, and cooperative agreements, at a minimum, on a monthly basis to determine
4 the total amount expended by CVRPC on the grant, contract or cooperative agreement related items.
5 The CVRPC subsequently requests reimbursement for the amount through invoices or other means as
6 required by the grantor. All amounts requested are documented in CVRPC's financial system. The
7 financial system is maintained so that, at any given time, CVRPC knows the amount of funds requested
8 and received for each of its grants and has the necessary accounting support for the draw.
9

10 **Monthly, Quarterly, Semi-Annual and Year End Grant Reporting**

11 As outlined in the specific grant, contract or cooperative agreement, CVRPC reports grant, contract or
12 cooperative agreement related activities as required by the funder. The Federal Financial Report (FFR)
13 Federal Cash Transaction Report for the quarter is due 30 days after the end of the period. The FFR is
14 filed together with the accounting data that supports the transactions.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Five Year Strategic Goals – FY19 Activities

03/31/19 Progress Report

Priority	Activity	Lead	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Goal 1: Enhance Financial Security														
H	Monthly financial reports	Nicole	X	X	6/30 ✓	7/31 & 8/31 ✓	9/30 ✓	X	X	12/31 ✓	X	X	X	X
H	Complete audit	Nicole				X		✓						
H	Submit Audit & Indirect Proposal	Nicole						X	✓ Submitted					
H	Identify strategies to reduce admin hours	All					✓ Digital timesheet entry ✓ Indirect cost training							
L	Contribute to reserve fund	Bonnie & Nicole												X
L	Update Personnel Policy Manual	Nancy with Bonnie	Attorney review in progress					✓ Review completed		✓ Staff review				X
H	Adopt Admin/Financial Procedures	Nancy with Nicole						Delayed						X
H	Add grants management procedures	Nancy With All								✓ Draft to Exec	Policy Adoption			X
L	Develop 2 CFR staff training plan	Nancy with Nicole						Plan delayed						

Priority	Activity	Lead	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
L	Implement 2 CFR staff training plan	Nancy with Nicole			Expense Reimbursement		Budget & Indirect				Grant Mngmt	X		X
Goal 2: Create Operational Excellence														
L	Develop 3-year staff development guide	All			X							X		Delay to FY20
M	Conduct team building activities	Nancy With All	✓ Celebrate a success		✓ Share project idea	✓ Granite Museum & hike		✓ Holiday lunch	✓ Office Cleaning			X		
H	Finish Rules of Procedure for all committees	As assigned	Exec Com & CWAC adopted		Reg Plan Com drafted			X		Non Com	Town Plan Rev Com drafted		Reg Plan Com	X
H	Designate Committee Chairs	As Assigned			✓									
H	Host Chair training	TBD				X								Delay to FY20
H	Hold new Commissioner orientation meetings	Bonnie												
M	Survey Commissioners on meeting effectiveness	Bonnie With Nancy		X				✓		✓Present to Board	✓Change d mtg start time			
H	Update Commission bylaws	Bonnie	Committee Volunteers recruited				Workgroup initiated review			Exec Com First Review	Exec Com Approval Anticipated	Board Review Anticipated	Board Adoption Anticipated	X
M	Clean office	All							✓					
H	Plan structural space improvements	Nancy									Architect Contacted	Staff Input		X

Priority	Activity	Lead	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
H	Identify opportunities for office relocation	Nancy									Initiated Work			X
Goal 3: Enhance Services														
M	Review Municipal Plans for priorities	Eric & Clare			✓ Orange & Cabot MPG applications		✓ Bylaw Updates	✓ Town Plan & LHMP Updates	✓ EAB Preparedness	✓ Plan Updates				
L	Survey municipal needs	Eric & Clare												Delayed to FY20
M	Solicit Commissioner input for FY20 Work Plan	Bonnie								X			Anticipated	
H	Train staff on project management	Dan			Finance reports used for budget management		Budget & indirect rate training			2 Videos & Discussion	P&L Statement Training			X
H	Complete Plan Central VT	Clare											Draft	Review Delay to FY20
Goal 4: Position CVRPC as Leader and Partner														
H	Publish News Briefs weekly	Nancy	✓	✓	✓	✓	✓	✓	✓	✓	✓			
H	Publish newsletter quarterly	Nancy With All		✓				✓		X		Anticipated	X	
H	Develop press releases at milestones	All	X	✓	X	X	X	X	X	X	X	X	X	X
M	Develop project briefing sheets	All			X			✓ Class 4 Rd Eroson			✓ Inclusive Planning			X
L	Update Facebook page weekly	Nancy With All	✓	✓	✓	✓	✓	✓	✓	✓	✓			

Priority	Activity	Lead	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
H	Publish online data library	Eric	✕											Delayed to FY20
M	Host bi-monthly trainings	All	✕		✓ Class IV Road Demo BMPs	✓ Button Up	✓ Em Ash Borer Inv/Plan		✓ Community Engagement		✓ ZA Roundtable & ✓ EAB Inventory	Rd/EM D Roundtable	PC Round-table	
M	Participate in 3 partner activities	All		✓ THRIVE workgrp	✓ Hunger Council Food Access Map					✓ CVMC CHNA & ✓ Housing CAN				X
M	Serve as RPC lead for statewide effort	Sr Planners & Prog Mngr												✕ Delay to FY20
H	Comment on two plans, etc.	Sr Planners & Prgm Mngr	✓ Identify plans & studies for comment		✓ State Emergency Management Plan	✓ River Basin Plans						Act 250 Changes		X

CENTRAL VERMONT REGIONAL PLANNING COMMISSION**Five Year Strategic Goals****Year 5: FY20 Activities and Measures**

04/01/19

MISSION

The mission of CVRPC is to assist member municipalities in providing effective local government and to work cooperatively with them to address regional issues.

FY20 Priorities

- Ensure alignment of policies and procedures
- Enhance internal and external communications
- Implement Board recommendations on Commission meeting changes
- Complete a draft of *Plan Central Vermont* for Board review

**GOAL 1: Enhance Financial Security**

CVRPC retains the financial resources and policies to support its mission and work priorities, and to continue to operate in fiscally challenging times.

Strategies:

- I. Manage organizational budget and project funds in a sustainable and transparent manner
- II. Increase reserve fund to \$200,000 by 2025 (~2.75 months operating reserves or average \$20,000 per average)
- III. Refresh and expand policies to strengthen organizational oversight and comply with 2 CFR Part 200 requirements

FY20 Activities and Measures

- I. *Financial reports are provided monthly in a timely manner*
 - a) Executive Committee receives financial statements and budget to actuals, cash flow, and financial summary reports in meeting packet (Nicole)
 - b) Project financial reports and training assist staff to complete 95% of projects within budget (Staff, Nicole)
 - c) CVRPC maintains unqualified audit reports (Nicole)
- II. *Complete audit annually by October 31 (Nicole)*
 - a) Complete audit field work by September 15
 - b) Submit Audit annually by December 31
 - c) Submit Indirect Rate Proposal annually by January 31
- III. *Implement plan to reduce administrative costs (All)*

- 1 a) Work with staff to develop additional strategies and actions to reduce administrative
- 2 hours by November 30
- 3 b) Implement strategies and actions, such as system modifications and training.
- 4 c) Administrative costs are reduced to the extend practical by 2022
- 5 IV. *Contribute to reserve fund as funds permit* (Bonnie/Nicole)
- 6 a) Prepay 50% (\$10,000) of FY20 reserve contribution in FY19 and contribute 50%
- 7 (\$10,000) in FY20.
- 8 b) Reserve fund balance reaches 2025 goal
- 9 V. *Create/update the following policies/procedures:*
- 10 a) Update Personnel Policy Manual by 12/31/19 (Bonnie)
- 11 b) Update Administrative and Financial Procedures by 06/30/20 (Nancy with Nicole)
- 12 VI. *Train staff on requirements of 2 CFR Part 200 by 06/30/20* (Bonnie)
- 13 a) Staff acquires and maintains the knowledge and skills required to manage grant-funded
- 14 projects within state and federal requirements
- 15 b) Staff contributes to building effective and efficient policies and procedures
- 16 c) CVRPC maintains unqualified audit reports
- 17

18 **GOAL 2: Create Operational Excellence**

19 CVRPC continually builds a workplace and workplace philosophy in which problem-solving,
20 teamwork, and leadership results in the ongoing improvement of the organization.

21 Strategies:

- 22 I. Build a knowledgeable, professional, and interdisciplinary staff
- 23 II. Strengthen Commissioner understanding of, and participation in, Commission activities and
- 24 services
- 25 III. Enhance the office environment to support operations and delivery of services
- 26
- 27

28 FY20 Activities and Measures:

- 29 I. *Train staff to enhance knowledge and skills* (All)
- 30 a) Provide at least three individual professional development opportunities for all staff
- 31 annually, one of which is outside their current project discipline
- 32 II. *Enhance team morale* (Nancy supported by all)
- 33 a) Provide on-going visibility for staff accomplishments through CVRPC's communication
- 34 portals, office celebrations, etc.
- 35 b) Complete quarterly team building activities, including social events, community tours,
- 36 learning opportunities, etc.
- 37 III. *Enhance Committee effectiveness*
- 38 a) Develop consistent Rules of Procedure for all committees by 12/31/19
- 39 – Town Plan Review – draft 02/23/19 (Clare); anticipate adoption 04/09/19
- 40 – Regional Plan – draft 09/17/18 (Clare)
- 41 – Executive – adopted 07/10/18
- 42 – Nominating – no action (Bonnie)
- 43 – TAC – adopted 04/11/17

- 1 – Brownfields – adopted 10/11/16; need updating (Clare)
- 2 – Project Review – adopted 09/12/17
- 3 – Clean Water Advisory – adopted 07/10/18
- 4 b) Train chairs on the roles and responsibilities of the chair by 03/31/20 (TBD)
- 5 c) Notice Commissioners of committee meetings with links to agendas (Nancy)
- 6 d) Report Committee activities and actions to Commissioners monthly (All)
- 7 IV. *Enhance Commissioner engagement*
- 8 a) Hold orientation meeting with new Commissioners within two months of appointment
- 9 (Bonnie)
- 10 b) Implement Commissioner-recommended meeting changes (Bonnie)
- 11 i. Finish Commissioner Handbook by 06/30/20
- 12 ii. Increase delivery timeliness of Commission meeting materials by 06/30/20
- 13 (goal: emailed 5 days prior to meeting)
- 14 iii. Host at least one Commission meeting at an alternate venue
- 15 iv. Incorporate topics/organization presentations requested by Commissioners
- 16 at least quarterly
- 17 v. Use varied speaker formats beyond a single speaker
- 18 vi. Add quarterly open discussions for Commissioners to share municipal news,
- 19 needs, challenges, and successes
- 20 V. *Enhance the office working and meeting environment*
- 21 a) Clean and organize office to project a professional work environment by 01/15/20
- 22 (Nancy/All)
- 23 b) Implement furniture replacement plan as funds allow (Nancy)
- 24 c) Notify landlord of lease renewal decision by 09/23/19 (Nancy/Executive Committee)

GOAL 3: Enhance Services

CVRPC focuses on the needs of member municipalities, and continually works to increase their desire and ability to work cooperatively to address regional issues.

Strategies:

- I. Align organizational thinking to anticipate municipal and regional needs
- II. Increase municipal plan implementation activities by building CVRPC project delivery and management understanding
- III. Pursue funding opportunities more strategically to implement CVRPC priorities

FY20 Activities and Measures:

- I. *Identify municipal planning and implementation priorities for FY21 by 03/31/20*
 - a) Review municipal plans for implementation priorities by 01/31/20 (Zach)
 - b) Complete a municipal survey by 02/28/20 (Clare/Nancy)
 - c) Use Commissioner open discussion at Commission meetings as input into FY21 work plan (Bonnie)
- II. *Build CVRPC project delivery and management skills (Nancy)*

- a) Continue enhancing staff knowledge and skills in project delivery and management through online trainings and team learning
 - b) Develop office project tracking tool to coordinate staff efforts
 - c) Projects and deliverables are produced on time, within budget, and with sufficient quality.
- III. *Complete Plan Central Vermont* [(Clare with Dan (transportation))]
- a) Final Draft available for Board review by 05/20/20

GOAL 4: Position CVRPC as Leader and Partner

CVRPC assists others to achieve their goals, and in doing so, achieves its own goals.

Strategies:

- I. Increase visibility at local, regional, state, federal levels for CVRPC activities
- II. Increase work with State/Federal Legislators
- III. Enhance CVRPC relationship with other regional organizations

FY20 Activities and Measures:

- I. *Enhance communications with municipalities, partners, and Commissioners* (Nancy/All)
 - a) Publish News Briefs weekly (grant announcements, meeting notices, etc.)
 - b) Publish a newsletter quarterly (articles about projects and programs)
 - c) Develop press releases related to project progress (recognize regular and special milestones)
 - d) Develop 1-2-page project briefing sheets and update at project completion; post to website and distribute in Board packet
 - e) Update Facebook page weekly (using News Briefs or other information)
- II. *Position CVRPC as a regional and state leader*
 - a) Publish the online data library by 06/30/20 (Zach)
 - b) Host bi-monthly regional trainings for municipalities (All)
 - c) Participate in at least three activities of regional partners, such as CVEDC, Capstone, Downstreet, Solid Waste, Friends of the Winooski River, Friends of the Mad River, Winooski Natural Resource Conservation District, etc.; provide partner updates on CVRPC activities (All)
 - d) Serve as RPC lead for at least one statewide or multi-region project or shared task (Senior Planners/Program Manager)
- III. *Engage Commissioners in statewide policy development*
 - a) Identify State plans, policies, and rules and Summer Study Committees of interest anticipated for public comment in FY20 by 07/31/19 (All)
 - b) Assist Board to comment on at least two plan, policy or rule documents annually (Senior Planners/Program Manager)

5-Year Strategic Goals – FY20 Activities

Priority	Activity	Lead	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Goal 1: Enhance Financial Security														
H	Monthly financial reports	Nicole	X	X	X	X	X	X	X	X	X	X	X	X
H	Complete audit	Nicole				X								
H	Submit Audit/Indirect Proposal	Nicole			Fieldwork			Audit	Indirect					
M	Implement plan to reduce administrative cost	All												X
H	Contribute to reserve fund	Bonnie & Nicole												X
H	Update Personnel Policy	Bonnie						X						
M	Update Admin/Financial Procedures	Nancy with Nicole												X
M	Implement 2 CFR staff training	Bonnie			X			X			X			X
Goal 2: Create Operational Excellence														
M	Conduct team building activities	Nancy With All	X			X			X			X		
H	Finish Committee Rules of Procedure	As assigned			Reg Plan			Nom Com						
L	Host Chair training	TBD									X			
H	Hold new Commissioner orientation meetings	Bonnie										X		

Priority	Activity	Lead	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
H	Implement Commission meeting changes	Bonnie												Handbook
M	Clean office	All							X					
H	Lease Renewal Decision	Nancy			X									X
Goal 3: Enhance Services														
L	Review Municipal Plans for priorities	Zach & Jonathan							X					
L	Survey municipal needs	Clare with Nancy								X				
H	Train staff on project management	Nancy												X
H	Complete Plan Central VT	Clare											Draft	
Goal 4: Position CVRPC as Leader and Partner														
H	Publish News Briefs weekly/Update Facebook	Nancy	X	X	X	X	X	X	X	X	X	X	X	X
H	Publish newsletter quarterly	Nancy With All		X			X			X			X	
H	Develop press releases at milestones	All	Better Roads	High Meadows	EAB		CWBG Projects	Northfield Stormwater	LHMPs	Energy Planning		Forest Integrity	Cabot Trails	Plainfield HC Design
M	Develop project briefing sheets	All	Better Roads	High Meadows	EAB		CWBG Projects	Northfield Stormwater	LHMPs	Energy Planning		Forest Integrity	Cabot Trails	Plainfield HC Design
M	Publish online data library	Zach												X
M	Host bi-monthly trainings	All	X		X		X		X		X		X	

Priority	Activity	Lead	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
M	Participate in 3 partner activities	All												X
L	Serve as RPC lead for statewide effort	Senior Staff												X
M	Comment on two plans, etc.	Senior Staff	ID											X

1



MEMO

Date: March 25, 2019
To: Executive Committee
From: Bonnie Waninger, Executive Director
Re: First Draft FY20 Budget

No action is required.

This first draft of the FY20 budget is for discussion purposes. The final budget will be presented for adoption in June.

SUMMARY

The first draft budget does not balance, which is usual. This draft provides information about how “tight” FY20 is expected to be. It represents;

- anticipated revenues and expenses for existing grants based on current project progress and schedules.
- conservatively estimated revenues and expenses for annual grants for which future applications will be made.
- confirmed administrative costs (ex. office rent, copier lease)
- optimal expenses for items that can be adjusted, such as professional development, event sponsorships, personnel compensation, office furniture, and electronics replacement.

Revenues are projected to be higher in FY20 than in FY19. However, the number of projects has been substantially reduced. Revenues are skewed due to a \$515,000 stormwater construction project.

Expense increases were driven primarily by the large stormwater construction project (contractor pass through funds) and payroll/wage increases that represent full staffing in FY20. CVRPC’s payroll from FY18 to FY20 decreased by ~\$13,500 owing to both new hires being Assistant Planners.

Currently, CVRPC has four grant applications outstanding: two stormwater projects, brownfields, and transportation resilience. If all are awarded, they would close the funding gap. CVRPC will also partner with several municipalities on grant applications for Better Roads and Municipal Planning Grant projects. Based on timing of grant award notices and new applications, the second draft of the FY20 budget will focus on reducing adjustable expenses. The second draft will be available for the May meeting.

Central Vermont Regional Planning Commission

FY20 Budget

Adopted by the Executive Committee ___/___/19

Juliana Potter, Chair

Line		06/30/18	03/04/19	1st Draft 04/01/19	Difference FY19-FY20	Percent Change	Notes
		FY18 Actuals	FY19 Budget	FY20 Budget			
1	REVENUES	1,414,846	1,204,528	1,361,612	157,084	13.0%	
2							
3	Community Development	318,537	52,163	10,692	(41,471)	-79.5%	Brownfields & local energy planning end
4	Fee for Service	25,311	6,900	5,900	(1,000)	-14.5%	Reduced WBRD based on actuals
5	Interest	0	10	10	0	0.0%	
6	Municipal Contracts	22,250	51,708	36,201	(15,507)	-30.0%	Better Roads contract end
7	Natural Resources	233,584	368,282	626,214	257,932	70.0%	Stormwater master plans end
8	Other Income	13,961	2,125	0	(2,125)	-100.0%	
9	Public Safety	104,276	46,672	99,515	52,843	113.2%	Reflects project mix
10	Regional Planning Funds (ACCD)	322,220	289,339	261,543	(27,796)	-9.6%	No carry over; estimated 5% reduction
11	Town Dues	71,537	73,488	78,041	4,553	6.2%	Increased dues
12	Transportation	303,172	313,841	243,497	(70,344)	-22.4%	End of several special projects
13							
14		FY18 Actuals	FY19 Budget	FY20 Budget	Difference FY19-FY20	Percent Change	Notes
15							
16							
17	EXPENSES	1,316,477	1,178,652	1,396,913	218,261	18.5%	
18							
19	Advertising	1,278	5,375	2,295	(3,080)	-57.3%	Reflects project mix
20	Contractor Services	516,170	392,353	584,640	192,287	49.0%	End of several special projects
21	Copy/Print	8,814	4,684	4,584	(100)	-2.1%	
22	Depreciation	0	7,000	7,000	0	0.0%	
23	Dues/Memberships	10,052	11,104	11,104	0	0.0%	
24	Equipment / Furniture	11,728	0	0	0	#DIV/0!	
25	Equipment Repair/Srvc	0	400	400	0	0.0%	
26	Fringe Benefits	139,546	141,056	148,669	7,613	5.4%	
27	Insurance	1,482	1,550	1,550	0	0.0%	
28	Interest	0	10	10	0	0.0%	
29	Line of Credit	0	0	0	0	#DIV/0!	
30	Meeting/Programs	6,984	9,782	7,760	(2,022)	-20.7%	Reflects project mix
31	Office Rent/Util/Repair	42,649	44,332	44,663	331	0.7%	
32	Office Renovations	0	0	0	0	#DIV/0!	
33	Other Expense	554	1,695	1,943	248	14.6%	
34	Payroll/Wages	465,758	421,544	452,239	30,695	7.3%	Increased for full staffing
35	Postage	2,207	3,103	2,010	(1,093)	-35.2%	Based on new meter lease
36	Professional Services	68,260	83,955	84,751	796	0.9%	
37	Software / Licenses	2,922	7,205	7,205	0	0.0%	
38	Subscriptions / Publications	19	644	644	(1)	-0.1%	
39	Supplies - Office	11,157	12,996	12,050	(946)	-7.3%	
40	Supplies - Billable	6,172	3,978	1,908	(2,070)	-52.0%	Reflects project mix
41	Telephone / Internet	6,682	6,370	6,465	95	1.5%	
42	Travel	14,043	19,516	15,023	(4,493)	-23.0%	Reflects project mix
43							
44	BAL END	98,369	25,876	(35,301)	(61,177)		
45							
46	RESERVES	25,000	0	0	0	0.0%	
47	General	25,000	10,000	0		0.0%	
48	Equipment	0	0	0		0.0%	
49	Office Renovation	0	0	0		0.0%	

Central Vermont Regional Planning Commission

FY20 Budget

As of 04/01/19

Total Revenues			\$1,361,612
Line			
1	Community Development		\$10,692
2	Brownfields - EPA	\$0	Grant award notification in May
3	Brownfields - Property Owners	\$0	
4	NRPC Local Energy Planning Yr 3	\$10,692	Middlesex, Moretown, Waitsfield
5			
6			
7	Fee for Service		\$5,900
8	Wrightville Beach Recreation District Bookkeeping	\$4,000	Reviewed annually in November; 3-year agreement
9	Cross Vermont Trail Association Admin Services	\$1,200	
10	GIS Mapping	\$700	
11			
12	Interest		\$10
13			
14	Municipal Contracts		\$36,201
15	FY18 Better Roads Orange	\$9,820	Road erosion inventory & capital plan
16	FY18 Better Roads Williamstown	\$5,261	Road erosion inventory & capital plan
17	Williamstown LHMP	\$1,447	Local Hazard Mitigation Plan
18	Moretown LHMP	\$762	Local Hazard Mitigation Plan
19	Cabot Trails FY19 MPG	\$18,911	Trail Master Plan
20			
21			
22	Natural Resources		\$626,214
23	604b FY20	\$2,000	Outreach for surface water reclassification
24	604b FY19	\$418	Upload projects into ANR Watershed Database
25	FY20 Clean Water Act	\$21,928	
26	FY19 Clean Water Act	\$4,201	
27	Clean Water Block Grant	\$0	
28	Northfield Water Street Stormwater ERP FY17	\$516,932	515,000 contractor pass through
29	FPR Forest Integrity	\$11,254	
30	WCA Public Private Partnership	\$2,565	
31	Plainfield Health Center ERP	\$21,610	Stormwater project design
32	LCBP Berlin Stormwater Final Design	\$45,306	
33			
34	Other Income		\$0
35	Miscellaneous	\$0	
36			
37	Public Safety		\$99,515
38	VEM Emergency Mgmt Planning Grant (EMPG) FFY 18	\$41,998	
39	EMPG FFY19	\$37,500	
40	Local Emergency Planning Committee (LEPC) FY19	\$5,698	Bookkeeping & administrative services; Tier II support
41	LEPC #5 FY20	\$0	
42	Montpelier & Calais LHMPs	\$12,819	Agreement anticipated for May/June 2019
43	VEM State Emergency Operation Center MOA	\$1,500	Estimate
44			
45	Regional Planning Funds (ACCD)		\$261,543
46	FY18 Carry Forward	\$0	
47	FY19 Allocation	\$261,543	

Central Vermont Regional Planning Commission

FY20 Budget

As of 04/01/19

Total Revenues			\$1,361,612
Line			
48			
49	Town Dues		\$78,041
50			
51	Transportation		\$243,497
52	VTrans Transportation Planning Initiative (TPI) FFY18	\$142,608	
53	TPI FFY19	\$78,294	
54	DEC Class IV Road Demonstration	\$12,257	11,000 town pass through for construction
55	Municipal Grants In Aid FY20	\$10,338	Support MRGP BMP implementation
56			

Notes: Gray shading denotes risk areas, such as annual contracts that will not be confirmed until the fiscal year has begun, grant award not under contract, and prospective contracts with a reasonable expectation of award.

Central Vermont Regional Planning Commission

FY20 Budget

As of 04/01/19

Total Expenses

\$1,396,913

Line

1	Advertising		\$2,295
2	Administrative	0	
3	ACCD	880	Regional Plan & 9 Municipal Plan approval hearings
4	Community Development	0	
5	Municipal	0	
6	Natural Resources	0	
7	Public Safety	720	
8	Transportation	695	
9			
10	Contractor Services		\$584,640
11	Admin	0	
12	ACCD	6,000	VISTA member
13	Brownfields	0	Site assessments and corrective action planning
14	LEPC	0	
15	Clean Water Block Grant	0	Pass through to XXX for project construction
16	FY17 ERP Northfield Water Street Stormwater	515,000	Stormwater structure installation
17	Plainfield Health Center ERP	17,640	
18	LCBP Berlin Stormwater Final Design	35,000	
19	FFY20 Transportation Planning Initiative (TPI)	0	
20	FFY19 Transportation Planning Initiative (TPI)	0	
21	DEC Calais Class IV Roads	11,000	Pass through to Towns for project construction
22			
23	Copy / Print		\$4,584
24	Lease	2,784	
25	Color Copies	1,800	Estimate based on Fy18
26			
27			
28	Depreciation		\$7,000
29			
30	Dues / Memberships / Sponsorships		\$11,104
31	VAPDA	5,500	Annual Dues
32	VT League of Cities & Towns	854	Access to unemployment insurance & other services
33	Nat'l Assoc. of Development Organizations	2,000	
34	Business Resource Services	250	Health insurance association
35	Assoc. of State Floodplain Managers	440	Certified Floodplain Managers
36	VT Planners Assoc.	360	6 staff
37	Event Sponsorships	1,700	Welcome Legislator Reception 200; VT Downtown/Hist Pres Conf 1000; Envirothon 250

Central Vermont Regional Planning Commission

FY20 Budget

As of 04/01/19

Total Expenses

\$1,396,913

Line

38			
39	Equipment / Furniture (>\$5,000)		\$0
40	Capital: Non-Billable	0	
41	Capital: Billable	0	
42	Office Furniture	0	
43	Office Equipment	0	
44			
45	Equipment Repair & Service		\$400
46	Telephone System	100	
47	Repair & Service	300	Traffic counter repair
48			
49	Fringe Benefits		\$148,669
50	FICA	33,737	Medicaid & Social Security taxes
51	Health Ins.	79,353	
52	Dental Ins.	6,695	
53	Vision Ins.	0	Not provided
54	Retirement	20,047	5% of gross wages after 1 year employment
55	Disability Ins.	920	
56	Life Ins.	4,972	
57	Unemployment Ins.	1,400	
58	Workers Comp Ins.	1,546	Revised based on Compliance Audit
59			
60	Insurance		\$1,550
61	General Liability (Property/Vehicle/Fire)	1,550	Policy includes Public Officials Liability; increased for additional insureds for automotive liability
62			
63	Interest		\$10
64			
65	Line of Credit		\$0
66	Debt Repayment	0	Debt not anticipated
67	Interest	0	
68			
69	Meeting / Programs		\$7,760
70	Admin	500	
71	ACCD	4,000	480 workshops/forums; 825 Commission mtgs
72	Energy Planning	0	
73	Brownfields	0	
74	Municipal	0	
75	Natural Resources	160	
76	Public Safety	1,100	LEPC 700
77	Transportation	2,000	TAC & project mtgs

**Central Vermont Regional Planning Commission
FY20 Budget**

As of 04/01/19

Total Expenses**\$1,396,913**

Line

78			
79	Office Rent / Utilities / Repairs		\$44,663
80	Rent	42,383	Lease through 09/30/2020; Notice by 09/29/2019
81	Office Cleaning	2,080	80 bi-weekly
82	Repairs & Other Maintenance	200	
83			
84	Office Renovations		\$0
85			
86	Other Expense		\$1,943
87	Miscellaneous	140	Gifts, non-billable fees, etc.
88	Fees	1,803	420 Payroll direct deposit; 1035 Line of Credit; 100 misc; 248 DCRA
89	Bad Debt	0	
90			
91	Payroll/Wages		\$452,239
92	Gross Pay	441,006	7.5 FTE plus Planning Techs; includes raises, bonuses, & payment in lieu of health insurance benefit
93	Comp Time	10,982	Year end estimate
94	Overtime	251	Non-exempt employee
95			
96	Postage		\$2,010
97	Postage Machine	210	
98	Machine Postage	1,500	Includes add postage fees
99	Billable Postage	300	Regional Plan
100			
101	Professional Services		\$84,751
102	Audit	7,500	Single Audit not required
103	Accounting	56,576	Estimated 16 hours per week
104	Benefits Administration	1,000	Section 125 Cafeteria Plan
105	Employee Assistance Program	0	
106	IT/Computer	5,530	
107	Legal	5,000	Personnel policy and bylaw update reviews
108	Training	0	
109	Videography	2,285	175/mo for Commission meetings plus two workshop tapings
110	Other	6,860	Scanning service 6600; Shredding services 260

Central Vermont Regional Planning Commission

FY20 Budget

As of 04/01/19

Total Expenses

\$1,396,913

Line

111			
112	Software / Licences / IT Subscriptions		\$7,205
113	ESRI GIS License	3,300	1500 concurrent; 500 Spatial Analyst; 1300 basic
114	Intuit Quickbooks Pro	720	1-yr QB payroll module; additional user seat 250
115	Microsoft Exchange 365	562	Remote access (email)
116	Log Me In	840	Remote access
117	Community Remarks	0	Community outreach map for Regional Plan
118	Network Solutions	75	CVRPC website
119	Tablet Data Plan	600	Field services GPS data accuracy
120	Symatec	56	Antivirus license for 14 computers
121	Ormsby's Computer Systems	1,052	Server Backup License 153; Cloud Storage License 899
122			
123			
124	Subscriptions		\$644
125	Times Argus	190	e-subscription
126	Valley Reporter	22	e-subscription
127	Constant Contact	240	e-listserve for newsletter & weekly updates
128	Front Porch Forum	0	Allows postings to 23 forums in the region
129	Survey Monkey	192	Shared with BCRC
130			
131	Supplies - Office		\$12,050
132	General Office	4,500	
133	Equipment	5,050	1200 office laptop; 1250 AP desktop; 800 projector; 2@900 each tablet
134	GIS	1,500	
135	Office Furniture	1,000	TP standing desk
136			
137	Supplies - Billable		\$1,908
138	ACCD	150	
139	Municipal	0	
140	Community Development	0	
141	Public Safety	160	
142	Natural Resources	0	
143	Transportation	1,598	Field supplies
144			
145	Telephone / Internet		\$6,465
146	Telephone Lease/Service	4,820	
147	Internet Service	1,645	

Central Vermont Regional Planning Commission
FY20 Budget
As of 04/01/19

Total Expenses**\$1,396,913**

Line

148			
149	Travel		\$15,023
150	Administrative	5,000	VAPDA & other mtgs
151	ACCD	4,000	Local, regional, and state meetings
152	Community Development	244	Local energy planning
153	Municipal	592	Municipal contract meetings & field work
154	Natural Resources	339	Meetings
155	Public Safety	664	Site visits, meetings, CFM continuing ed requirement
156	Transportation	4,184	TPI 2000
157			

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee
DRAFT MINUTES
March 4, 2019

Present:

<input checked="" type="checkbox"/> Julie Potter	<input type="checkbox"/> Laura Hill-Eubanks	<input checked="" type="checkbox"/> Michael Gray
<input checked="" type="checkbox"/> Dara Torre	<input type="checkbox"/> Steve Lotspeich	<input checked="" type="checkbox"/> Janet Shatney
<input type="checkbox"/> Byron Atwood		

Staff: Bonnie Waninger, Nancy Chartrand

CALL TO ORDER

Chair J. Potter called the meeting to order at 4:02 pm. Quorum was present to conduct business.

ADJUSTMENTS TO THE AGENDA

B. Waninger advised the Financial Report was not ready for review and requested it be removed from the agenda.

PUBLIC COMMENTS

None.

FINANCIAL REPORT

See above.

CONTRACT/AGREEMENT AUTHORIZATION

B. Waninger provided information regarding the Vermont Department of Public Safety – State Emergency Operations Center Support Memorandum of Agreement Amendment 2. It is being extended for an additional two months (to end 03/31/19). A new agreement is in progress for April. It will be a three-year agreement.

J. Shatney moved to authorize the Executive Director to sign the MOA; M. Gray seconded. Motion carried.

FY19 BUDGET ADJUSTMENT

B. Waninger outlined adjustments to the budget to update revenues and expenses and add new contracts/grants. The year end position has improved, allowing additional contribution to reserves.

J. Shatney moved to adopt the budget adjustment; D. Torre seconded. Motion carried.

1 POLICIES & PROCEDURES

2 Records Retention Policy – Waninger noted the update addresses digital records and Tier II reports.

4 *M. Gray moved to adopt the update to the Records Retention Policy; J. Shatney seconded. Motion*
5 *carried.*

7 Grant Management Policy - Waninger highlighted changes to the policy recommended by staff. The
8 Committee recommended edits. A revised version of the policy will be presented in April.

10 CVRPC BYLAWS

11 J. Potter requested feedback on the draft changes. She highlighted questions for discussion:

13 *Should non-municipal members be included on the Board?* It was determined that participation
14 through committees, working groups, etc. may continue to be the best approach. The Committee
15 requested staff recruit non-commissioners to appropriate committees.

17 *Is additional financial oversight needed?* Example: two signatories on checks. It was agreed that this
18 issue is more appropriate for CVRPC's Financial and Administrative Procedures if it is needed.

20 *Should the Nominating Committee duties be revised to include Committee member recruitment? If*
21 *so, should the Nominating Committee membership be increased from three to five members?* It was
22 agreed augmenting the Committee's duties would be beneficial to the Commission, and maintaining
23 3 members was appropriate.

25 J. Potter requested members provide her with any additional questions/comments. A final draft will be
26 reviewed at the April meeting with the intent to recommend it for review and approval by the Board.

28 CONSENT ITEMS

29 *J. Shatney moved to approve the February 4, 2019 minutes; M. Gray seconded. Motion carried.*

31 For the Executive Director report, Waninger noted that ACCD had accepted CVRPC's FY18 audit with a
32 compliment on CVRPC's efforts to increase its reserve fund. She also provided details on potential Clean
33 Water implementation legislation that may affect RPCs. Waninger will provide a written Legislative
34 update for the Board.

36 COMMISSION MEETING AGENDA

37 *J. Shatney moved to approve the March 12, 2019 Board agenda; D. Torre seconded. Motion carried.*

39 SPECIAL MEETING SCHEDULING

40 The Committee approved hosting a special meeting on March 12.

1

2 **EXECUTIVE SESSION**

3 *M. Gray moved to enter Executive Session at 6:10 pm to discuss a personnel evaluation; D. Torre*
4 *seconded. Motion carried.*

5

6 *J. Shatney moved to exit Executive Session at 6:37 pm; M. Gray seconded. Motion carried.*

7

8 *M. Gray moved to allot a 5% increase to the Executive Director for FY2020; D. Torre seconded. Motion*
9 *carried.*

10

11 **ADJOURN**

12 *D. Torre moved to adjourn at 6:39 pm; J. Shatney seconded. Motion carried.*

13 Respectfully submitted,

14

15 Nancy Chartrand

16 Office Manager

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Executive Committee
DRAFT MINUTES
March 12, 2019 (Special Meeting)

Present:

<input checked="" type="checkbox"/> Julie Potter	<input checked="" type="checkbox"/> Laura Hill-Eubanks	<input checked="" type="checkbox"/> Michael Gray
<input checked="" type="checkbox"/> Dara Torre	<input checked="" type="checkbox"/> Steve Lotspeich	<input type="checkbox"/> Janet Shatney
<input checked="" type="checkbox"/> Byron Atwood		

Staff: Bonnie Waninger, Nancy Chartrand

CALL TO ORDER

Chair J. Potter called the meeting to order at 6:47 pm. Quorum was present to conduct business.

ADJUSTMENTS TO THE AGENDA

None.

PUBLIC COMMENTS

None.

CONTRACT/AGREEMENT AUTHORIZATION

B. Waninger provided information regarding the Vermont Department of Environmental Conservation Plainfield Health Center Stormwater Mitigation and Design grant award.

L. Hill-Eubanks moved to authorize the Executive Director to sign the grant award; M. Gray seconded. Motion carried.

B. Waninger advised that bids had been received and reviewed for Audit Services (FY19-FY21) by Julie Potter, Nicole Sancibrian, Nancy Chartrand, and herself. She advised this review resulted in the recommendation of awarding the contract to Batchelder Associates PC. Brief discussion ensued regarding length of tenure, objectivity of firm, and performance.

B. Atwood moved to approve a three-year contract with Batchelder Associates based on the presented recommendation; S. Lotspeich seconded. Motion carried.

ADJOURN

M. Gray moved to adjourn at 6:58 pm; L. Hill-Eubanks seconded. Motion carried.

Respectfully submitted,
Nancy Chartrand
Office Manager

Executive Director's Report

March 25, 2019

National Association of Development Organization's Policy Conference

As a knowledge-based organization, CVRPC provides professional development opportunities for its staff to ensure staff excel in providing services to municipalities and enhance the breadth and depth of their knowledge and skills. Professional development helps employees stay interested and boosts morale.

This month, I participated in the National Association of Development Organization's Washington Policy Conference. This conference offers opportunities to learn about new federal policy priorities and initiatives, and the latest research and trends that will influence the future. Where did I spend my time?

Learning

- Substance Use Disorder Impacts on Labor Force Participation. *In five years, 30% of active and non-active labor force participants (individuals age 18-64) are expected to have substance use disorder (SUD).* Consider what this statistic means for municipalities and their employees as our workforce shrinks. SUD now is classified as health condition based on changes it creates in the brain. Research by Ohio State University documented SUD rates climbing in middle income individuals, especially white males. The increased use correlates with loss of manufacturing jobs and changes in federal policy for prescribing drugs such as oxycodone. Success addressing SUD takes multiple attempts and at least five years of continuous support.
- Supporting Rural Broadband. The Federal agency panel delivered the message that funding opportunities exist if partnerships are built with service providers. Session attendees delivered a message that service coverage maps are not accurate, making many areas ineligible for available funding. The take home message included techniques we can use to document speed, connectivity, and underserved areas.

Advocating

- Met with Senator Sanders staff to discuss the upcoming transportation bill and share local and regional stories related to transit funding and housing needs and initiatives. Thanked the Senator for his support of statewide expansion of the Northern Borders Regional Commission.
- Discussed transit challenges with NADO staff, who recommended highlighting the need for funding flexibility in the plenary session with federal agency staff.

Networking

- Connected with Appalachian Regional Commission (ARC) staff on transit and transportation challenges. The ARC area also is facing rural transportation challenges and is implementing new planning and programs to address it.
- Discussed organizational successes and challenges with other RPC Directors attending the conference.
- Shared CVRPC's inclusive planning efforts for transportation at the East Region Caucus meeting as a solution for how to increase project benefits for diverse communities.



BOARD OF COMMISSIONERS

April 9, 2019 at 6:30 pm

Please Note
Change of Time!

Central VT Chamber of Commerce Conference Room, 963 Paine Turnpike North, Berlin

<u>Page</u>	<u>Time</u>	<u>AGENDA</u>
	7:00¹	Adjustments to the Agenda Public Comments
	7:05	Essentials of Land Use Planning: A primer on regulating development in Vermont <i>Clare Rock, Senior Planner</i> This presentation will provide a brief history and discuss the roles and responsibilities of land use planning in Vermont to set the stage for the Act 250 discussion.
	7:35	Act 250 Updates (enclosed) ² The Legislature is not expected to adopt changes to Act 250 this year. The current bill may be divided into smaller bills to assist the Legislature with developing consensus regarding individual components. Staff will present major issues under discussion in the Legislature. The Commission will focus on one or more issues with a goal of providing CVRPC input into Legislative discussions.
	8:15	Committee Rules of Procedure (enclosed) ² Review and adopt the Town Plan Review Committee Rules of Procedure.
	8:25	Nominating Committee Report , <i>Byron Atwood, Chair</i> Presentation of initial slate of candidates for Executive Committee.
	8:30	CVRPC Committees , <i>Laura Hill-Eubanks</i> (enclosed) Brief discussion of committee duties in advance of appointments.
	8:40	Meeting Minutes – March 12, 2019 (enclosed) ²
	8:45	Reports (enclosed) Updates and questions on Staff, Executive Director, Committee, and Legislative Reports.
	9:00	Adjournment

Next Meeting: May 14, 2019

¹ Times are approximate unless otherwise advertised.

² Anticipated action item.

3:41 PM

Central Vermont Regional Planning Commission

03/29/19

Profit & Loss

Accrual Basis

July 2018 through February 2019

	Jul '18 - Feb 19
Ordinary Income/Expense	
Income	
ACCD	197,604.37
ACCD Match	0.00
Community Development	
Brownfields	0.00
Brownfields Grant	
Brownsfield Local Source	3,086.00
Brownfields Grant - Other	38,239.72
Total Brownfields Grant	41,325.72
Local Energy Planning	1,520.00
NRPC Energy Grant	0.00
Total Community Development	42,845.72
Fee for Services	
GIS Project	614.00
WBRD Admn	5,000.00
Total Fee for Services	5,614.00
Municipal Contracts	
Better Back Roads	6,384.02
Local Hazard Mitigation Plans	10,480.56
Total Municipal Contracts	16,864.58
Natural Resources	
604B	2,995.43
ERP Northfield	9,041.64
Forest Integrity	2,062.08
Mad-Kingsbury Stormwater M. Pla	74,387.22
SWCRPC Clean Water Block Grant	15,564.00
Water Quality	35,415.41
Total Natural Resources	139,465.78
Other Income	
Interest Income	271.34
Miscellaneous Income	1.07
Other Income - Other	321.58
Total Other Income	593.99
Public Safety	
CCRPC_HMGP_FY16	0.00
EMPG	26,196.68
HMGP MEGA	237.17
HMGP Mega Admin	0.00
LEPC SERC	3,589.67
VEM Emergency Operation MOU	1,099.77
Total Public Safety	31,123.29
Salaries To Be Allocated	-121.40
Town Dues	
Town Dues	73,488.42
Total Town Dues	73,488.42

3:41 PM

03/29/19

Accrual Basis

Profit & Loss
July 2018 through February 2019

	Jul '18 - Feb 19
Transportation	
CTAA Grant	18,268.18
DEC Class IV Road Demonstration	46,487.83
Grants in Aid	9,689.99
TPI	152,615.36
VTrans Better Back Road	2,093.87
Total Transportation	229,155.23
Total Income	736,633.98
Gross Profit	736,633.98
Expense	
Advertising	829.06
Cleaning	1,040.00
Consultants	169,738.72
Copy	
Copier extra copies	959.11
Copier Lease Payments	-1,134.82
Total Copy	-175.71
Dues/Pubs/Sponsorships	
Government Relations	2,590.92
Dues/Pubs/Sponsorships - Other	5,117.08
Total Dues/Pubs/Sponsorships	7,708.00
Liability Insurance	1,494.00
Meetings/Programs	7,713.11
Office Rent/Occupancy	
Rent/Utility Deposits	27,924.49
Total Office Rent/Occupancy	27,924.49
Other Expenses	
Fees	
Annual Fees - Line of Credit	535.00
Bank Fees	300.00
DRRA Fees	20.70
Payroll Direct Deposit Fees	212.00
Fees - Other	54.00
Total Fees	1,121.70
Gifts	51.12
Total Other Expenses	1,172.82
Postage	1,819.67
Professional Services	
Accounting	34,323.75
Audit	6,600.00
IT/Computer	1,161.25
Legal	4,607.50
Videography	1,981.00
Total Professional Services	48,673.50
Reportable Health Care	0.00
Software/Licenses/IT	6,011.77
Subscriptions/Publications	282.98
Supplies - Billable	1,895.60

3:41 PM

Central Vermont Regional Planning Commission

03/29/19

Profit & Loss

Accrual Basis

July 2018 through February 2019

	Jul '18 - Feb 19
Supplies - Office	
GIS Supplies	1,217.55
Office Supplies	2,298.73
Supplies - Office - Other	25.67
Total Supplies - Office	3,541.95
Telephone	3,779.28
Travel	7,667.74
Wages and Fringe Benefits	
Fringe Benefits	
CVRPC FICA	18,363.56
Health Insurance	56,827.06
Life Disability Insurance	2,358.16
Pension Plan	10,839.10
Unemployment Comp	375.00
Workmen's comp	832.00
Fringe Benefits - Other	0.00
Total Fringe Benefits	89,594.88
Personnel	244,132.56
Total Wages and Fringe Benefits	333,727.44
7000 - Transportation Direct	0.00
Total Expense	624,844.42
Net Ordinary Income	111,789.56
Other Income/Expense	
Other Income	
High Meadows Match	0.00
Total Other Income	0.00
Other Expense	
Indirect Costs	0.00
Total Other Expense	0.00
Net Other Income	0.00
Net Income	111,789.56

Balance Sheet

As of February 28, 2019

	Feb 28, 19
ASSETS	
Current Assets	
Checking/Savings	
Checking	117,427.92
Community National Bank	4,979.30
Northfield Savings - Reserve	61,555.00
Total Checking/Savings	183,962.22
Accounts Receivable	
Accounts Receivable	176,956.39
Total Accounts Receivable	176,956.39
Total Current Assets	360,918.61
Fixed Assets	
Equipment	50,203.31
Equipment - Accum. Depreciation	-31,581.00
Total Fixed Assets	18,622.31
Other Assets	
Deposits	4,415.00
Prepaid Expenses	3,392.00
Total Other Assets	7,807.00
TOTAL ASSETS	387,347.92
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
*Accounts Payable	25,471.76
Total Accounts Payable	25,471.76
Credit Cards	
Peoples United Bank Visa	-198.62
Total Credit Cards	-198.62
Other Current Liabilities	
Accrued Compensatory Time	4,667.77
Accrued Vacation	17,225.43
Deferred Income	
ACCD	10,513.45
Product Based Projects	
ERP - Mad Kingsbury Stormwater	6,618.34
ERP - Northfield Water St.	23,891.70
Total Product Based Projects	30,510.04
Total Deferred Income	41,023.49
Direct Deposit Liabilities	-11,111.77
FED/FICA withholding	532.64
Medical Care Payroll deductions	1,118.40
Pension Liability	2,344.74
State withholding	274.92
Total Other Current Liabilities	56,075.62
Total Current Liabilities	81,348.76
Total Liabilities	81,348.76
Equity	
Invested in Fixed Assets	18,622.34

04/01/19**Executive Committee****Page 66**

3:42 PM

Central Vermont Regional Planning Commission

03/29/19

Balance Sheet

Accrual Basis

As of February 28, 2019

	Feb 28, 19
Unrestricted Net Position	
Designated for High Meadows	16,799.52
Unrestricted Net Position - Other	160,793.79
	<hr/>
Total Unrestricted Net Position	177,593.31
3900 - Retained Earnings	-2,006.05
Net Income	111,789.56
	<hr/>
Total Equity	305,999.16
	<hr/>
TOTAL LIABILITIES & EQUITY	387,347.92

Central Vermont Regional Planning Commission
A/R Aging Summary
As of February 28, 2019

04/01/19

Executive Committee

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	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Calais						
Calais Better Back Roads FY18	0.00	0.00	0.00	0.00	85.42	85.42
Total Calais	0.00	0.00	0.00	0.00	85.42	85.42
Clean Water Act CCRPC						
Clean Water						
Implementation 19	13,549.18	0.00	0.00	0.00	0.00	13,549.18
Oversight	1,425.43	0.00	0.00	0.00	0.00	1,425.43
Tactical Basin Planning 19	2,301.93	0.00	0.00	0.00	0.00	2,301.93
Total Clean Water	17,276.54	0.00	0.00	0.00	0.00	17,276.54
Total Clean Water Act CCRPC	17,276.54	0.00	0.00	0.00	0.00	17,276.54
CTAA						
Inclusive Coordinated Transportation Part	2,901.13	0.00	0.00	0.00	2,830.66	5,731.79
Total CTAA	2,901.13	0.00	0.00	0.00	2,830.66	5,731.79
DEMHS DPS MOU	2,707.85	0.00	0.00	0.00	1,621.46	4,329.31
East Montpelier						
East Montpelier Better Back Roads	0.00	0.00	0.00	0.00	3,373.71	3,373.71
Total East Montpelier	0.00	0.00	0.00	0.00	3,373.71	3,373.71
EMPGFY18						
EMPG FY18 Response	3,092.56	0.00	0.00	0.00	0.00	3,092.56
EMPG FY18 Tech Asst & Education	6,759.80	0.00	0.00	0.00	0.00	6,759.80
LEMP	682.03	0.00	0.00	0.00	0.00	682.03
Special Projects - EAB	1,105.67	0.00	0.00	0.00	0.00	1,105.67
Special Projects - LHMP	2,310.85	0.00	0.00	0.00	0.00	2,310.85
Total EMPGFY18	13,950.91	0.00	0.00	0.00	0.00	13,950.91
Fayston						
Fayston Better Back Roads	368.52	0.00	0.00	0.00	3,533.18	3,901.70
Total Fayston	368.52	0.00	0.00	0.00	3,533.18	3,901.70
Forest Parks and Recreation						
Forest Integrity	2,062.08	0.00	0.00	0.00	10,177.67	12,239.75
Total Forest Parks and Recreation	2,062.08	0.00	0.00	0.00	10,177.67	12,239.75
HMGF MEGA	8.30	0.00	0.00	0.00	845.00	853.30
HMPG Admin	0.00	0.00	0.00	0.00	78.45	78.45
LEPC SERC	791.33	0.00	1,288.10	0.00	1,510.24	3,589.67
Montpelier						
Moretown	0.00	520.97	0.00	0.00	0.00	520.97
Moretown LHMP						
Moretown	1,758.46	0.00	425.90	0.00	0.00	2,184.36
Total Moretown	1,758.46	0.00	425.90	0.00	0.00	2,184.36
Northfield						
Northfield Better Back Roads FY18	37.51	0.00	1,713.44	0.00	4,017.57	5,768.52
Total Northfield	37.51	0.00	1,713.44	0.00	4,017.57	5,768.52
Northwest Regional Comm'n						
Municipal Grantsin Aid FY18	2,416.06	0.00	3,284.26	0.00	2,608.59	8,308.91
Municipal Grant in Aid FY17	0.00	0.00	0.00	0.00	1,702.66	1,702.66
Total Northwest Regional Comm'n	2,416.06	0.00	3,284.26	0.00	4,311.25	10,011.57

Central Vermont Regional Planning Commission
A/R Aging Summary

As of February 28, 2019

04/01/19

Executive Committee

Page 68

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Orange						
Orange Better Back Roads FY18	0.00	0.00	0.00	0.00	31.33	31.33
Orange - Other	0.00	0.00	-1,176.40	0.00	0.00	-1,176.40
Total Orange	0.00	0.00	-1,176.40	0.00	31.33	-1,145.07
Southern Windsor Regional Comm'n						
Berlin Storm Office Stormwater	681.86	0.00	940.95	0.00	1,487.93	3,110.74
Poulet CW Block Grant	291.45	0.00	12,066.83	0.00	807.41	13,165.69
Total Southern Windsor Regional Comm'n	973.31	0.00	13,007.78	0.00	2,295.34	16,276.43
VTrans						
Better Back Roads						
Montpelier	0.00	0.00	575.98	0.00	4,950.16	5,526.14
Warren FY17	89.68	0.00	0.00	0.00	0.00	89.68
Total Better Back Roads	89.68	0.00	575.98	0.00	4,950.16	5,615.82
TPI						
TPI Admin	3,212.98	0.00	0.00	0.00	0.00	3,212.98
TPI Project Develop	6,594.35	0.00	0.00	0.00	0.00	6,594.35
TPI Coordination	8,831.37	0.00	0.00	0.00	0.00	8,831.37
TPI Long Range	16,726.82	0.00	0.00	0.00	0.00	16,726.82
TPI Other	150.13	0.00	0.00	0.00	0.00	150.13
TPI SRP	20,479.09	0.00	0.00	0.00	0.00	20,479.09
Total TPI	55,994.74	0.00	0.00	0.00	0.00	55,994.74
Total VTrans	56,084.42	0.00	575.98	0.00	4,950.16	61,610.56
Williamstown						
Local HMP	639.29	0.00	0.00	0.00	0.00	639.29
Williamstown Better Back Roads FY18	0.00	0.00	0.00	0.00	39.17	39.17
Total Williamstown	639.29	0.00	0.00	0.00	39.17	678.46
Woodbury						
Local HMP	762.00	0.00	6,850.00	0.00	0.00	7,612.00
Woodbury Better Back Roads	22.42	0.00	0.00	0.00	4,984.00	5,006.42
Total Woodbury	784.42	0.00	6,850.00	0.00	4,984.00	12,618.42
Worcester						
Worcester Better Back Roads FY 18	0.00	0.00	0.00	0.00	3,021.62	3,021.62
Total Worcester	0.00	0.00	0.00	0.00	3,021.62	3,021.62
TOTAL	102,760.13	520.97	25,969.06	0.00	47,706.23	176,966.39



MEMO

Date: March 29, 2019
To: Executive Committee
From: Bonnie Waninger, Executive Director
Re: Contract/Agreement Approvals

GRANT AND SERVICE AGREEMENTS RECEIVED

(Contracts and agreements valued at more than \$25,000)

Vermont Department of Public Safety – State Emergency Operations Center Support Memorandum of Agreement (MOA)

☒ **ACTION REQUESTED:** Authorize the Executive Director to sign the Memorandum of Agreement.

Scope of Work: This is a NEW MOA to replace the amended one the Committee approved in early March. The scope of work has been modified to clarify activities RPCs will perform:

- Response activities, such as:
 - acting as a Local Liaison (LL) to collect damage reports, disseminate emergency information to local officials, and maintaining communication with local officials.
 - assisting to staff the State Emergency Operations Center and other state facilities when activated by the State.
- Recovery activities, such as:
 - coordinate with municipalities after disasters to connect them with assistance.
 - participate in Joint Preliminary Damage Assessments with FEMA and municipal officials.
 - assisting the State to organize Applicant Briefings and to inform municipalities about the briefings.
 - Identifying locations for Disaster Recovery Centers.
 - Providing information to municipalities on how homeowners may apply for Individual Assistance.
 - Providing assistance to Long Term Recovery Committees

Funding: This is an hourly time and materials contract. It is based on services provided when activated by the State. Average annual value is \$2,000-8,000.

Funding Source: VT Department of Public Safety (state)

Performance Period: Upon signature by DPS – 12/31/22

CVRPC Staff: Jonathan DeLaBreuer (primary for Local Liaison role), and Bonnie Waninger, Dan Currier, and Pam DeAndrea (SEOC role), other staff as needed for Liaison role.

APPLICATION APPROVAL

Agency of Human Services – AmeriCorps*VISTA Program Site Application 2019-2020

☒ **ACTION REQUESTED:** Authorize the Chair to sign the application and other program documents as requested by AHS.

The Executive Director is also required to sign certain documents; authorization from the Executive Committee is not required for the Executive Director's signature.

Scope of Work: Serve as host site for one AmeriCorps VISTA member from ~August 2019 to July 2020. The VISTA member will work in five program areas to alleviate poverty:

- Energy: Increase the number of volunteers working to implement energy programs by planning and facilitating quarterly roundtables of local energy committees and identifying and developing tools and templates that support local work and regional energy implementation.
- Transportation: Recruit volunteers to a Bus Buddy program and team with CVRPC senior staff to develop an orientation and training program for the volunteers and Bus Buddy participants. Support other CVRPC transportation initiatives that foster transit ridership, carpooling, walking, and bicycling.
- Housing: Increase actions municipalities take to encourage development of affordable housing through development of a Central Vermont Housing Guide, assessing current municipal activities, creating an action resource guide, and updating CVRPC's municipal water and wastewater inventory.
- Childcare: Increase actions municipalities take to encourage development of quality, affordable childcare services by building an "idea guide" based on current and potential municipal plans actions, teaming with CVRPC staff and partners to develop a childcare access analysis, and presenting the analysis and guide at a planning and zoning roundtable and in other venues.
- Wireless and Broadband: Using methods, equipment, and data available from the Vermont Department of Public Service, conduct a driving assessment of mobile wireless service for interested municipalities and facilitate the assessment's integration into planning efforts. Review broadband data available for the region and use crowd sourcing tools to verify its accuracy.

Funding:

Contract Amount: \$6,000

Funding Source: ACCD (State allocation)

Performance Period: ~08/01/19 – 07/31/20

CVRPC Staff: Bonnie Waninger, Nancy Chartrand, Nicole Sancibrian (Contracted Accountant)

Note: Proposals are due on March 7. The contractor name will be provided at or before the Executive Committee meeting on March 12.



**STATE OF VERMONT
DEPARTMENT OF PUBLIC SAFETY**

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (hereafter "Agreement") between Central Vermont County Regional Planning Commission (hereafter "CVRPC") and the State of Vermont (hereafter "the State") through the Department of Public Safety (DPS) and Vermont Emergency Management (VEM) stipulates that:

WHEREAS, the State has responsibility and authority to undertake certain emergency functions as defined by statute, and

WHEREAS, the State seeks to enlist the assistance of CVRPC in carrying out the State's duties; and

WHEREAS, regional planning commissions fulfill a role for disaster response and recovery at a regional level unlike that of any other entity known to exist in the State of Vermont; and

WHEREAS, for the purpose of carrying out its duties and functions of State law, a regional planning commission is considered a political subdivision of the State of Vermont under 24 V.S.A § 4341 - Creation of Regional Planning Commissions; and

WHEREAS, CVRPC has agreed, subject to the terms and conditions set forth herein, to provide such assistance;

NOW, THEREFORE, the parties hereby agree as follows:

1. CVRPC assistance as defined by this Agreement will be activated and deactivated solely by VEM, dependent on incident impacts.
2. CVRPC will provide assistance to all municipalities within their jurisdiction and the State of Vermont in response to and to recover from disasters in Vermont in the following ways:
 - A. Response
 - i. Perform duties pursuant to the Local Liaison Procedure on behalf of the State of Vermont in order to expedite communications and

requests between the State Emergency Operations Center (SEOC), if activated, or VEM, if the SEOC is not activated, and local jurisdictions during times of disaster. Activities may include, but are not limited to:

- Soliciting and consolidating Local Liaison damage reports from affected areas and providing such reports to VEM in the following manner:
 - a. SEOC Activated- Provide to the SEOC Situational Awareness Section
 - b. SEOC Not Activated- Provide to the VEM Planning Section Chief (or his/her designee)
 - Disseminating pertinent emergency information to local officials in the impacted area; and
 - Maintaining communication with local officials.
- ii. Assist in staffing the SEOC and other state facilities during activations. Staffing of the SEOC may be in the Planning, Situational Awareness, Mission and Resource Support, and Center Support sections. CVRPC personnel are required to meet the minimum training and experience requirements of assigned SEOC positions pursuant to the SEOC training curriculum.
 - iii. CVRPC agrees to prioritize work performed in the execution of duties in 2.A.i and 2.A.ii upon activation by VEM to ensure response in an expeditious manner.
 - iv. It is understood by VEM that if municipalities within the CVRPC jurisdiction are impacted by disaster, the duties defined in 2.A.i will become the priority and the ability to fulfill the duties defined in 2.A.ii may be diminished.

B. Recovery

- i. Upon approval and guidance from VEM, CVRPC will coordinate with municipalities in their area during the aftermath of the disaster to connect them with any available assistance resources for recovery.
- ii. Activities may include, but are not limited to:
 - If requested or with prior approval by VEM, participating in Joint Preliminary Damage Assessments (PDAs) with the Federal Emergency Management Agency (FEMA) and municipal officials. Depending on the disaster, this may be for Public Assistance and/or Individual Assistance. This will include touring damaged areas with significant infrastructure and/or home damage in order for FEMA officials to make determinations of the level of damage sustained in Vermont and support a declaration request.
 - Assisting the State in organizing Applicant Briefings upon request or with prior approval from the Public Assistance program;
 - Ensuring towns, non-profits, and municipal entities impacted

- by the disaster are informed of Applicant Briefings;
 - Identifying potential locations for Disaster Recovery Centers;
 - Providing information to municipalities on how homeowners may apply for Individual Assistance; and
 - Providing assistance to Long Term Recovery Committees, as well as other forms of disaster assistance.
3. CVRPC agrees to submit invoices for the performance of the work detailed in this agreement on a monthly basis. Statements of work detailing tasks and actions performed pursuant to this Agreement must accompany all requests for reimbursement. All activities must be at the request of or receive prior approval from VEM. Requests for RPC assistance from other state or federal agencies that would be reimbursed under this MOA should be submitted through VEM.
- A. VEM agrees to reimburse CVRPC for actual VEM-approved and properly documented expenses for labor, fringe benefits, indirect and direct expenses and travel pursuant to the tasks performed in accordance with this Agreement. When meals are not provided, CVRPC will be reimbursed in accordance with the RPC's travel reimbursement policy. Lodging, if stationed more than 40 miles from the CVRPC office, may be billed at government rates. Mileage reimbursement will be the current state rate at time of invoice. CVRPC will provide their travel reimbursement policy to DPS upon execution of this Agreement.
 - B. RPC invoices for emergency response and recovery activities must include the following:
 - i. Name of employee(s)
 - ii. Dates worked
 - iii. Number of hours claimed per day
 - iv. Hourly rate
 - v. Indirect rate (as shown in Attachment 1)
 - vi. Total hourly cost
 - vii. Tasks/Activities
 - C. Hourly rates for these activities shall be in line with those listed in the Attachment 1 of this Agreement, subject to annual adjustments. Invoices must be submitted to DPS within 30 days of the activation and monthly thereafter. Please refer to Attachment 2 for a sample invoice template.
- CVRPC agrees to update Attachment 1 of this agreement with personnel and associated rates of pay annually no later than July 31. Modifications to Attachment 1 are subject to review and approval by DPS.
4. This Agreement will become effective upon signature of all parties and end December 31, 2022. Modifications to this document will be completed through written agreement with the consent of both parties. This Agreement may be cancelled by either party by providing written notice at least 90 days in advance.

ACKNOWLEDGED AND AGREED:

CENTRAL VERMONT COUNTY REGIONAL PLANNING COMMISSION

By: _____
Bonnie Waninger, Executive Director

DATE: 04/01/19

VERMONT DEPARTMENT OF PUBLIC SAFETY

By: _____
Thomas D. Anderson, Commissioner

DATE:

Christopher Herrick, Deputy Commissioner

DATE:

**Attachment 1
CVRPC Rates of Pay**

CVRPC Negotiated Indirect Cost Rate: 123.77%

CVRPC Staff Member	Hourly Rate
Andrews, Ashley	\$33.49
Chartrand, Nancy	\$36.00
Currier, Daniel	\$38.43
DeAndrea, Pamela	\$40.04
DeLaBruere, Jonathan	\$23.77
Maia, Zachary	\$17.97
Rock, Clare	\$35.14
Waninger, Bonnie	\$55.38

Note: Changes to personnel and hourly rates must be submitted to DPS annually by July 31. If changes of personnel occur in the interim, the RPC must submit change to DPS in writing using Attachment 1.

**Attachment 2
RPC Invoice Template**

RPCs are encouraged to use this chart when billing for approved work under this Agreement.

Name of employee	Date worked	Number of hours	Hourly rate	Indirect rate	Total hourly rate	Tasks/activities



AmeriCorps*VISTA Program Site Application 2019-2020

For SerVermont Program Use Only:

Date Received: _____

Date Responded To: _____

APPLICANT ORGANIZATION			VISTA HOST SITE SUPERVISOR (If not Organization Director)		
Name Central Vermont Regional Planning Commission			Name		
Address 29 Main Street, Suite 4			Address		
City Montpelier	State VT	Zip Code + 4 05602-2952	City	State	Zip Code + 4
Telephone 802-229-0389			Telephone		
Facsimile 802-223-1977			Facsimile		
Email waninger@cvregion.com			Email		
Website http://centralvtplanning.org			Title		
Name of Organization Director Bonnie Waninger			Is the Organization delinquent on any Federal Debt? ___X___ No _____ Yes (If yes, attach an explanation)		
Title Executive Director			Total Number of VISTA Members Requested <u> 1 </u>		
Organization's Employer Identification Number (EIN) 03-0225677					
Type of Organization ___X___ Non-profit, with 501c(3) status _____ Non-profit, without 501c(3) status _____ State Agency ____ County or Municipal Agency _____ School _____ Other (_____)					
The Corporation for National and Community Service (CNCS) expects that organizations will contribute financially for the VISTA Members requested. CNCS provides a living allowance, relocation, health coverage, and an education award or end-of-service stipend. The site fee covers monthly training and ongoing technical assistance. The site fee is \$6,000 for first-year sites and increases by \$1,000 each year.					

CURRENT ORGANIZATIONAL FUNDING LEVEL

Source of Funds	Total Dollar Amount	Dollar Amount To Be Allocated to A*VISTA Member Administrative Fee (may not be federal dollars)
Federal	\$388,222	NOT ALLOWABLE
State	\$751,480	\$6,000
Local Government	\$77,656	
Other (Specify)	\$11,484	
TOTAL	\$1,228,842	

Does the organization currently have any VISTA, AmeriCorps, Senior Corp, or other national service member provided through the Corporation for National and Community Service? If yes, please state the number currently at the site and the program name. _____

No ___X___ Yes:

____ VISTA Member(s) _____
 ____ AmeriCorps*State / National Members: _____
 ____ Senior Corps Member(s): _____
 ____ Other: _____

Answer the following (the box will expand as you type)

Describe the **MISSION** of your organization.

The mission of the Central Vermont Regional Planning Commission is to assist member municipalities in providing effective local government and to work cooperatively with them to address regional issues.

Describe the **POVERTY ALLEVIATION ACTIVITIES** of your organization.

Our Regional Plan sets policies and actions that support poverty alleviation. We work with municipalities and local and regional organizations on policies and activities that increase food access, support weatherization of homes, provide affordable housing opportunities, increase social connectedness, support health access, increase access to public transit, support walkable communities, and develop and maintain facilities using principles that decrease overall cost.

Describe the **LOW-INCOME POPULATION SERVED** by THIS VISTA POSITION.

With the requested VISTA position, we are planning to facilitate initiatives that would impact the following populations:

- Individuals who are transit dependent, such as no-vehicle households and people who have temporarily lost their license due to chronic illness, such as opioid dependency
- Individuals who live in food insecure households
- Individuals in need of safe and affordable housing options
- Individuals in need of educational and vocational training opportunities to facilitate employment
- Individuals who pay a disproportionate percentage of their income for energy, housing, or transportation
- Individuals who rely on social services and governmental services that are increasingly being delivered via mobile wireless and broadband technologies
- Individuals who require job skills training that lead to increased employment, particularly vocational education and apprenticeships programs

What would the VISTA member at your organization focus on? Please choose one or more.

✓	Assignment Focus Area	Objective	Programming Area
	Education	School Readiness	Provide school readiness services for economically disadvantaged young children.
		K-12 Success	Provide educational and behavioral services to students in low-achieving elementary, middle, and high schools.
		Post-secondary Success	Provide services to economically disadvantaged students which prepare them for success in post-secondary education institutions.
	Veterans and Military Families	Veterans Served	Provide services to low-income veterans, veterans' family members, family members of active duty military, and military service members.
✓	Economic Opportunity	Financial Literacy	Providing financial services-related assistance to economically disadvantaged people to improve their financial literacy.

		Housing	Providing housing related assistance to economically disadvantage people to improve their housing situation.
		Employment	Providing employment-related assistance to economically disadvantaged people.
✓	Healthy Futures	Obesity and Food (Food Security)	Providing services to individuals in underserved community to gain access to food resources.
		Access to Health Care	Providing services to individuals in underserved community to gain access to preventative and primary health care services.
		Opioid Programs	Providing services to low-income communities that address prevention, intervention, and/or treatment related to the opioid crisis.

In what types of activities will the member engage? (check all that apply)

✓	Task	Examples
	Programs	1] Create curricula. 2] Pilot new programs (nutrition, internships, agricultural, housing, veterans, etc.). 3] Evaluate programs. 4] Develop service opportunities for individuals and families. 5] Design ways to replicate programs.
✓	Resource Development	1] Create plan. 2] Write grants. 3] Procure in-kind donations. 4] Plan fundraising events. 5] Develop strategies to build donor base.
	Community Volunteer Management (includes mentors)	1] Develop plan to recruit and manage volunteers. 2] Develop materials (forms, position descriptions). 3] Recruit, screen, train, manage, and recognize volunteers. 4] Create databases.
✓	Public Relations (PR)	1] Develop PR plan. 2] Develop and disseminate PR tools (social media, brochures, press releases, articles). 3] Make presentations in the community.
✓	Community Relations	1] Develop partnerships in community. 2] Collaborate with partners to improve opportunities for individuals and families.
✓	Operational Systems	1] Create or enhance databases. 2] Develop evaluation processes. 3] Design toolkits for future replication of programs.

Below is a comprehensive list of VISTA performance measures. Please provide an estimated number for performance measures relevant to your VISTA application. Remember these numbers should only take into account outputs and outcomes of the VISTA project, not organization-wide achievements. When reading through the performance measures include “as a result of the VISTA’s service” at the end of each one to help determine your estimates. Additional information is available [here](#).

****You must choose at least one capacity building performance measure. Anti-poverty measures are optional ****

#	Capacity Building Measure	#	Anti-Poverty Performance Measure
5	# of community volunteers recruited		# of students that completed participation in CNCS-supported education programs
	# of community volunteers managed		# of economically disadvantaged individuals receiving financial literacy services
40	Hours of service contributed by community volunteers who were recruited		# of economically disadvantaged individuals with improved financial knowledge
	Hours of service contributed by community volunteers who were managed		# of economically disadvantaged individuals, including homeless individuals, receiving housing services
20	# of staff and community volunteers that received training as a result of capacity building services		# of economically disadvantaged individuals, including homeless individuals, transitioned into healthy, safe, affordable housing
	# of organizations that completed a community assessment identifying goals and recommendations		# of economically disadvantaged individuals receiving job training and other skill development services

	# of new systems and/or business processes or enhancements put in place		# of economically disadvantaged individuals receiving job placement services
	Dollar value of cash resources leveraged		# of individuals receiving support, services, education, and/or referrals to alleviate long-term hunger
	Dollar value of in-kind resources leveraged		# of individuals receiving emergency food from food banks, food pantries, or other non-profit organizations
5	# of organizations that receive capacity building services		# of individuals that reported increased food security for themselves and their children
	# of organizations that reported capacity building services have made the organization more efficient		# of clients participating in health education programs
5	# of organizations that reported capacity-building services have helped make the organization more effective		# of veterans or veterans family members that received CNCS-supported assistance
	# of organizations that have received an increase in requests for their programs or services		
	# of new beneficiaries that received services as a result of capacity building efforts in a) Disaster Services, b) Economic Opportunity, c) Education, d) Environmental Stewardship, e) Healthy Futures and/or f) Veterans and Military Families.		

Please use this space to describe the ways in which you will measure the performance measures selected above and how you plan to collect this data.

Volunteer recruitment and services hours, and organizational capacity building: We will complete a survey of municipal energy committees before and after initiating training programs. We will track the number of volunteers trained through workshop attendance. We will track partner testimonials regarding benefits or challenges to their efforts resulting from the VISTA member's service.

VISTA Recruitment is a shared responsibility between the host site and SerVermont. It is important that you are active in the recruitment process. Please describe your plans for outreach and recruitment.

We will post the position on the Northern New England Chapter of the American Planning Association job board and the Vermont Planners Association listserve. We will circulate the position among our local, regional, and state partners, Board members, and other individuals with whom we work and ask that they circulate it. We will post the position on Front Porch Forum (a Vermont neighborhood listserve), with local colleges and universities, and The Bridge, a local newspaper.

As part of the Agency of Human Services, SerVermont is interested in aligning the service of our VISTA members with larger agency-wide priorities. Please identify ways that your VISTA's assignment will contribute to the [One Agency Strategic Plan](#) and/or [Outcomes of Well-Being for Vermonters](#).

Strategic Plan:

Increasing access to transit services will support access to timely treatment of substance use disorders. Developing the regional housing guide requested by our housing partners will support connecting Central Vermonters who are experiencing homelessness to resources and housing opportunities. Assessments of mobile wireless and broadband access will support linking service providers to their clients.

Outcomes of Well Being:

The VISTA members service in transportation access, housing affordability, energy use reductions, childcare access, and technology access is expected to contribute to achieving the following agency-wide priorities:

- % of population living at or below 185% of the Federal Poverty Level: reducing household expenditures and increasing access to benefit programs is expected to result in increased incomes access to employment opportunities.

- Number of opioid analgesic morphine milligram equivalents (MMEs) dispensed per 100 residents: increased access to public transit service is expected to increase MMEs dispensed.
- Estimated employment rate of Vermonters age 21-64 with all disabilities: increased access to and comfort with riding public transit is expected to increase employment rates. Assessments of mobile wireless and broadband access will support work-at-home opportunities.
- State Ranking on Long-Term Services and Supports for Older Adults, People with Physical Disabilities, and Family Caregivers: Developing energy program guides, supporting regional energy roundtables for municipal energy committees, developing a housing resource guide, and completing a childcare access analysis will assist individuals to easily find and afford service, support consumer choice and control of services, help provide options that allow the individual's preferences to be honored when possible, and increase support for family caregivers.

Sites are typically granted a VISTA for a three-year cycle. What goals do you envision for this VISTA project by the end of the cycle? What are your goals for *this project year*? For returning sites, please describe any changes in goals based on what you experienced this year.

3-year goals:

- Plan and initiate a regional energy implementation program that engages stakeholders and partners
- Increase public transit ridership by transit dependent populations using inclusive planning methods
- Increase knowledge of and access to affordable housing opportunities
- Increase municipal actions that support provision of and access to quality, affordable childcare opportunities
- Increase access to mobile wireless and broadband services to facilitate services such as Vermont Health Department appointment services for elderly persons
-

Goals for this project year:

- Establish a plan for energy program implementation
- Identify and develop tools and templates that support implementation
-
- Increase the number of volunteers working to implement energy programs locally
-

How will your organization and the community work together to ensure the sustainability of what the VISTA member accomplishes even after the site no longer receives a VISTA member?

What is the geographic area covered by the VISTA member?

The Central Vermont Region; which encompasses, all 20 municipalities located in Washington County and Orange, Washington and Williamstown located in Orange County.

Sites are required to provide mileage reimbursement for service related travel, as well as other tools that the member will need to complete the assignment (e.g., desk, telephone, computer, internet, copier, office supplies, training). While sites cannot give cash to members, they can give assistance. Will your site be able to provide other incentives for the member (e.g., gas card; grocery card; rental assistance paid directly to landowner; food)? If so, what incentives are you able to offer?

Describe plans for supervision of the VISTA Member. Supervisors are required to spend at least one hour per week in formal direct supervision with the member.

Federal law requires that sites make reasonable accommodations for persons with a disability.

1) Are there any **factors** the Corporations should be aware of when **assigning an VISTA member with a disability** to this organization, such as availability of transportation and housing, accessibility of facilities, etc.

2) Indicate whether services to be provided are accessible to members of the community who are disabled.

Are the employees at your organization **unionized**? ____ Yes ____ **X** No

If **yes**, you must submit written support from the union members for the VISTA position.

Submission of this Application does not guarantee that the SerVermont VISTA Program or the Corporation for National and Community Service will place VISTA members at your organization, and it does not compel your organization to accept any such resources. In the event that your organization agrees to accept any VISTA members, it must assume full responsibility for supervising the member in the communities served.

Agency Director

Board of Directors/Advisory Council Representative

Signature	Signature
Printed Name Bonnie Waninger	Printed Name Juliana Potter
Title Executive Director	Title Board Chair
Date 03/13/19	Date 04/01/19



April 1, 2019

Robyn Baylor
SerVermont
Vermont Agency of Human Services
208 State Drive
Waterbury, VT 05671-1000

Dear Mr. Baylor:

The Central Vermont Regional Planning Commission (CVRPC) is interested in expanding its capacity for implementing our Regional Plan. This important effort will ensure that populations typically under-represented in political processes are engaged in shaping and carrying out actions that guide development in the Region, and in activities that affect them and their communities. Our previous VISTA members in 2014, 2015, and 2016 enhanced partner communications, developed key web tools, coordinated youth engagement projects, and allowed our organization to obtain meaningful input from diverse perspectives.

Previous work by VISTA members highlighted the need for CVRPC to enter new areas of work, such as fostering renewable energy generation and supporting municipalities in transforming Vermont's energy profile. It also taught us how to work differently in existing areas. We have included more diverse populations in transportation planning. We are working with housing partners on a childcare needs analysis. We expect to work with community health partners on mobile wireless and broadband accessibility initiatives. Our Executive Committee is enthusiastic about focusing a VISTA member on shaping new programs and building tools and templates that increase our capacity for the future.

CVRPC will dedicate a \$6,000 cash match to support the VISTA member in addition to staff supervision and trainings.

Thank you for consideration of our site application.

Sincerely,

Julianna Potter
Chair

3:41 PM

Central Vermont Regional Planning Commission

03/29/19

Profit & Loss

Accrual Basis

July 2018 through February 2019

	Jul '18 - Feb 19
Ordinary Income/Expense	
Income	
ACCD	197,604.37
ACCD Match	0.00
Community Development	
Brownfields	0.00
Brownfields Grant	
Brownsfield Local Source	3,086.00
Brownfields Grant - Other	38,239.72
Total Brownfields Grant	41,325.72
Local Energy Planning	1,520.00
NRPC Energy Grant	0.00
Total Community Development	42,845.72
Fee for Services	
GIS Project	614.00
WBRD Admn	5,000.00
Total Fee for Services	5,614.00
Municipal Contracts	
Better Back Roads	6,384.02
Local Hazard Mitigation Plans	10,480.56
Total Municipal Contracts	16,864.58
Natural Resources	
604B	2,995.43
ERP Northfield	9,041.64
Forest Integrity	2,062.08
Mad-Kingsbury Stormwater M. Pla	74,387.22
SWCRPC Clean Water Block Grant	15,564.00
Water Quality	35,415.41
Total Natural Resources	139,465.78
Other Income	
Interest Income	271.34
Miscellaneous Income	1.07
Other Income - Other	321.58
Total Other Income	593.99
Public Safety	
CCRPC_HMGP_FY16	0.00
EMPG	26,196.68
HMGP MEGA	237.17
HMGP Mega Admin	0.00
LEPC SERC	3,589.67
VEM Emergency Operation MOU	1,099.77
Total Public Safety	31,123.29
Salaries To Be Allocated	-121.40
Town Dues	
Town Dues	73,488.42
Total Town Dues	73,488.42

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03/29/19

Accrual Basis

Profit & Loss
July 2018 through February 2019

	Jul '18 - Feb 19
Transportation	
CTAA Grant	18,268.18
DEC Class IV Road Demonstration	46,487.83
Grants in Aid	9,689.99
TPI	152,615.36
VTrans Better Back Road	2,093.87
Total Transportation	229,155.23
Total Income	736,633.98
Gross Profit	736,633.98
Expense	
Advertising	829.06
Cleaning	1,040.00
Consultants	169,738.72
Copy	
Copier extra copies	959.11
Copier Lease Payments	-1,134.82
Total Copy	-175.71
Dues/Pubs/Sponsorships	
Government Relations	2,590.92
Dues/Pubs/Sponsorships - Other	5,117.08
Total Dues/Pubs/Sponsorships	7,708.00
Liability Insurance	1,494.00
Meetings/Programs	7,713.11
Office Rent/Occupancy	
Rent/Utility Deposits	27,924.49
Total Office Rent/Occupancy	27,924.49
Other Expenses	
Fees	
Annual Fees - Line of Credit	535.00
Bank Fees	300.00
DRRA Fees	20.70
Payroll Direct Deposit Fees	212.00
Fees - Other	54.00
Total Fees	1,121.70
Gifts	51.12
Total Other Expenses	1,172.82
Postage	1,819.67
Professional Services	
Accounting	34,323.75
Audit	6,600.00
IT/Computer	1,161.25
Legal	4,607.50
Videography	1,981.00
Total Professional Services	48,673.50
Reportable Health Care	0.00
Software/Licenses/IT	6,011.77
Subscriptions/Publications	282.98
Supplies - Billable	1,895.60

04/01/19**Executive Committee****Page 87**

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Central Vermont Regional Planning Commission

03/29/19

Profit & Loss

Accrual Basis

July 2018 through February 2019

	Jul '18 - Feb 19
Supplies - Office	
GIS Supplies	1,217.55
Office Supplies	2,298.73
Supplies - Office - Other	25.67
Total Supplies - Office	3,541.95
Telephone	3,779.28
Travel	7,667.74
Wages and Fringe Benefits	
Fringe Benefits	
CVRPC FICA	18,363.56
Health Insurance	56,827.06
Life Disability Insurance	2,358.16
Pension Plan	10,839.10
Unemployment Comp	375.00
Workmen's comp	832.00
Fringe Benefits - Other	0.00
Total Fringe Benefits	89,594.88
Personnel	244,132.56
Total Wages and Fringe Benefits	333,727.44
7000 - Transportation Direct	0.00
Total Expense	624,844.42
Net Ordinary Income	111,789.56
Other Income/Expense	
Other Income	
High Meadows Match	0.00
Total Other Income	0.00
Other Expense	
Indirect Costs	0.00
Total Other Expense	0.00
Net Other Income	0.00
Net Income	111,789.56

Balance Sheet

As of February 28, 2019

	Feb 28, 19
ASSETS	
Current Assets	
Checking/Savings	
Checking	117,427.92
Community National Bank	4,979.30
Northfield Savings - Reserve	61,555.00
Total Checking/Savings	183,962.22
Accounts Receivable	
Accounts Receivable	176,956.39
Total Accounts Receivable	176,956.39
Total Current Assets	360,918.61
Fixed Assets	
Equipment	50,203.31
Equipment - Accum. Depreciation	-31,581.00
Total Fixed Assets	18,622.31
Other Assets	
Deposits	4,415.00
Prepaid Expenses	3,392.00
Total Other Assets	7,807.00
TOTAL ASSETS	387,347.92
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
*Accounts Payable	25,471.76
Total Accounts Payable	25,471.76
Credit Cards	
Peoples United Bank Visa	-198.62
Total Credit Cards	-198.62
Other Current Liabilities	
Accrued Compensatory Time	4,667.77
Accrued Vacation	17,225.43
Deferred Income	
ACCD	10,513.45
Product Based Projects	
ERP - Mad Kingsbury Stormwater	6,618.34
ERP - Northfield Water St.	23,891.70
Total Product Based Projects	30,510.04
Total Deferred Income	41,023.49
Direct Deposit Liabilities	-11,111.77
FED/FICA withholding	532.64
Medical Care Payroll deductions	1,118.40
Pension Liability	2,344.74
State withholding	274.92
Total Other Current Liabilities	56,075.62
Total Current Liabilities	81,348.76
Total Liabilities	81,348.76
Equity	
Invested in Fixed Assets	18,622.34

04/01/19**Executive Committee****Page 89**

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Central Vermont Regional Planning Commission

03/29/19

Balance Sheet

Accrual Basis

As of February 28, 2019

	Feb 28, 19
Unrestricted Net Position	
Designated for High Meadows	16,799.52
Unrestricted Net Position - Other	160,793.79
	<hr/>
Total Unrestricted Net Position	177,593.31
3900 - Retained Earnings	-2,006.05
Net Income	111,789.56
	<hr/>
Total Equity	305,999.16
	<hr/>
TOTAL LIABILITIES & EQUITY	387,347.92

Central Vermont Regional Planning Commission
A/R Aging Summary
As of February 28, 2019

04/01/19

Executive Committee

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	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Calais						
Calais Better Back Roads FY18	0.00	0.00	0.00	0.00	85.42	85.42
Total Calais					85.42	85.42
Clean Water Act CCRPC						
Clean Water						
Implementation 19	13,549.18	0.00	0.00	0.00	0.00	13,549.18
Oversight	1,425.43	0.00	0.00	0.00	0.00	1,425.43
Tactical Basin Planning 19	2,301.93	0.00	0.00	0.00	0.00	2,301.93
Total Clean Water	17,276.54	0.00	0.00	0.00	0.00	17,276.54
Total Clean Water Act CCRPC	17,276.54	0.00	0.00	0.00	0.00	17,276.54
CTAA						
Inclusive Coordinated Transportation Part	2,901.13	0.00	0.00	0.00	2,830.66	5,731.79
Total CTAA	2,901.13	0.00	0.00	0.00	2,830.66	5,731.79
DEMHS DPS MOU	2,707.85	0.00	0.00	0.00	1,621.46	4,329.31
East Montpelier						
East Montpelier Better Back Roads	0.00	0.00	0.00	0.00	3,373.71	3,373.71
Total East Montpelier	0.00	0.00	0.00	0.00	3,373.71	3,373.71
EMPGFY18						
EMPG FY18 Response	3,092.56	0.00	0.00	0.00	0.00	3,092.56
EMPG FY18 Tech Asst & Education	6,759.80	0.00	0.00	0.00	0.00	6,759.80
LEMP	682.03	0.00	0.00	0.00	0.00	682.03
Special Projects - EAB	1,105.67	0.00	0.00	0.00	0.00	1,105.67
Special Projects - LHMP	2,310.85	0.00	0.00	0.00	0.00	2,310.85
Total EMPGFY18	13,950.91	0.00	0.00	0.00	0.00	13,950.91
Fayston						
Fayston Better Back Roads	368.52	0.00	0.00	0.00	3,533.18	3,901.70
Total Fayston	368.52	0.00	0.00	0.00	3,533.18	3,901.70
Forest Parks and Recreation						
Forest Integrity	2,062.08	0.00	0.00	0.00	10,177.67	12,239.75
Total Forest Parks and Recreation	2,062.08	0.00	0.00	0.00	10,177.67	12,239.75
HMGF MEGA	8.30	0.00	0.00	0.00	845.00	853.30
HMPG Admin	0.00	0.00	0.00	0.00	78.45	78.45
LEPC SERC	791.33	0.00	1,288.10	0.00	1,510.24	3,589.67
Montpelier						
Moretown	0.00	520.97	0.00	0.00	0.00	520.97
Moretown LHMP						
Moretown	1,758.46	0.00	425.90	0.00	0.00	2,184.36
Total Moretown	1,758.46	0.00	425.90	0.00	0.00	2,184.36
Northfield						
Northfield Better Back Roads FY18	37.51	0.00	1,713.44	0.00	4,017.57	5,768.52
Total Northfield	37.51	0.00	1,713.44	0.00	4,017.57	5,768.52
Northwest Regional Comm'n						
Municipal Grantsin Aid FY18	2,416.06	0.00	3,284.26	0.00	2,608.59	8,308.91
Municipal Grant in Aid FY17	0.00	0.00	0.00	0.00	1,702.66	1,702.66
Total Northwest Regional Comm'n	2,416.06	0.00	3,284.26	0.00	4,311.25	10,011.57

Central Vermont Regional Planning Commission
A/R Aging Summary

As of February 28, 2019

04/01/19

Executive Committee

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	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Orange						
Orange Better Back Roads FY18	0.00	0.00	0.00	0.00	31.33	31.33
Orange - Other	0.00	0.00	-1,176.40	0.00	0.00	-1,176.40
Total Orange	0.00	0.00	-1,176.40	0.00	31.33	-1,145.07
Southern Windsor Regional Comm'n						
Berlin Storm Office Stormwater	681.86	0.00	940.95	0.00	1,487.93	3,110.74
Poulet CW Block Grant	291.45	0.00	12,066.83	0.00	807.41	13,165.69
Total Southern Windsor Regional Comm'n	973.31	0.00	13,007.78	0.00	2,295.34	16,276.43
VTrans						
Better Back Roads						
Montpelier	0.00	0.00	575.98	0.00	4,950.16	5,526.14
Warren FY17	89.68	0.00	0.00	0.00	0.00	89.68
Total Better Back Roads	89.68	0.00	575.98	0.00	4,950.16	5,615.82
TPI						
TPI Admin	3,212.98	0.00	0.00	0.00	0.00	3,212.98
TPI Project Develop	6,594.35	0.00	0.00	0.00	0.00	6,594.35
TPI Coordination	8,831.37	0.00	0.00	0.00	0.00	8,831.37
TPI Long Range	16,726.82	0.00	0.00	0.00	0.00	16,726.82
TPI Other	150.13	0.00	0.00	0.00	0.00	150.13
TPI SRP	20,479.09	0.00	0.00	0.00	0.00	20,479.09
Total TPI	55,994.74	0.00	0.00	0.00	0.00	55,994.74
Total VTrans	56,084.42	0.00	575.98	0.00	4,950.16	61,610.56
Williamstown						
Local HMP	639.29	0.00	0.00	0.00	0.00	639.29
Williamstown Better Back Roads FY18	0.00	0.00	0.00	0.00	39.17	39.17
Total Williamstown	639.29	0.00	0.00	0.00	39.17	678.46
Woodbury						
Local HMP	762.00	0.00	6,850.00	0.00	0.00	7,612.00
Woodbury Better Back Roads	22.42	0.00	0.00	0.00	4,984.00	5,006.42
Total Woodbury	784.42	0.00	6,850.00	0.00	4,984.00	12,618.42
Worcester						
Worcester Better Back Roads FY 18	0.00	0.00	0.00	0.00	3,021.62	3,021.62
Total Worcester	0.00	0.00	0.00	0.00	3,021.62	3,021.62
TOTAL	102,760.13	520.97	25,969.06	0.00	47,706.23	176,966.39



MEMO

Date: March 29, 2019
To: Executive Committee
From: Bonnie Waninger, Executive Director
Re: Contract/Agreement Approvals

GRANT AND SERVICE AGREEMENTS RECEIVED

(Contracts and agreements valued at more than \$25,000)

Vermont Department of Public Safety – State Emergency Operations Center Support Memorandum of Agreement (MOA)

☒ **ACTION REQUESTED:** Authorize the Executive Director to sign the Memorandum of Agreement.

Scope of Work: This is a NEW MOA to replace the amended one the Committee approved in early March. The scope of work has been modified to clarify activities RPCs will perform:

- Response activities, such as:
 - acting as a Local Liaison (LL) to collect damage reports, disseminate emergency information to local officials, and maintaining communication with local officials.
 - assisting to staff the State Emergency Operations Center and other state facilities when activated by the State.
- Recovery activities, such as:
 - coordinate with municipalities after disasters to connect them with assistance.
 - participate in Joint Preliminary Damage Assessments with FEMA and municipal officials.
 - assisting the State to organize Applicant Briefings and to inform municipalities about the briefings.
 - Identifying locations for Disaster Recovery Centers.
 - Providing information to municipalities on how homeowners may apply for Individual Assistance.
 - Providing assistance to Long Term Recovery Committees

Funding: This is an hourly time and materials contract. It is based on services provided when activated by the State. Average annual value is \$2,000-8,000.

Funding Source: VT Department of Public Safety (state)

Performance Period: Upon signature by DPS – 12/31/22

CVRPC Staff: Jonathan DeLaBreuer (primary for Local Liaison role), and Bonnie Waninger, Dan Currier, and Pam DeAndrea (SEOC role), other staff as needed for Liaison role.

APPLICATION APPROVAL

Agency of Human Services – AmeriCorps*VISTA Program Site Application 2019-2020

☒ **ACTION REQUESTED:** Authorize the Chair to sign the application and other program documents as requested by AHS.

The Executive Director is also required to sign certain documents; authorization from the Executive Committee is not required for the Executive Director's signature.

Scope of Work: Serve as host site for one AmeriCorps VISTA member from ~August 2019 to July 2020. The VISTA member will work in five program areas to alleviate poverty:

- Energy: Increase the number of volunteers working to implement energy programs by planning and facilitating quarterly roundtables of local energy committees and identifying and developing tools and templates that support local work and regional energy implementation.
- Transportation: Recruit volunteers to a Bus Buddy program and team with CVRPC senior staff to develop an orientation and training program for the volunteers and Bus Buddy participants. Support other CVRPC transportation initiatives that foster transit ridership, carpooling, walking, and bicycling.
- Housing: Increase actions municipalities take to encourage development of affordable housing through development of a Central Vermont Housing Guide, assessing current municipal activities, creating an action resource guide, and updating CVRPC's municipal water and wastewater inventory.
- Childcare: Increase actions municipalities take to encourage development of quality, affordable childcare services by building an "idea guide" based on current and potential municipal plans actions, teaming with CVRPC staff and partners to develop a childcare access analysis, and presenting the analysis and guide at a planning and zoning roundtable and in other venues.
- Wireless and Broadband: Using methods, equipment, and data available from the Vermont Department of Public Service, conduct a driving assessment of mobile wireless service for interested municipalities and facilitate the assessment's integration into planning efforts. Review broadband data available for the region and use crowd sourcing tools to verify its accuracy.

Funding:

Contract Amount: \$6,000

Funding Source: ACCD (State allocation)

Performance Period: ~08/01/19 – 07/31/20

CVRPC Staff: Bonnie Waninger, Nancy Chartrand, Nicole Sancibrian (Contracted Accountant)

Note: Proposals are due on March 7. The contractor name will be provided at or before the Executive Committee meeting on March 12.



**STATE OF VERMONT
DEPARTMENT OF PUBLIC SAFETY**

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (hereafter "Agreement") between Central Vermont County Regional Planning Commission (hereafter "CVRPC") and the State of Vermont (hereafter "the State") through the Department of Public Safety (DPS) and Vermont Emergency Management (VEM) stipulates that:

WHEREAS, the State has responsibility and authority to undertake certain emergency functions as defined by statute, and

WHEREAS, the State seeks to enlist the assistance of CVRPC in carrying out the State's duties; and

WHEREAS, regional planning commissions fulfill a role for disaster response and recovery at a regional level unlike that of any other entity known to exist in the State of Vermont; and

WHEREAS, for the purpose of carrying out its duties and functions of State law, a regional planning commission is considered a political subdivision of the State of Vermont under 24 V.S.A § 4341 - Creation of Regional Planning Commissions; and

WHEREAS, CVRPC has agreed, subject to the terms and conditions set forth herein, to provide such assistance;

NOW, THEREFORE, the parties hereby agree as follows:

1. CVRPC assistance as defined by this Agreement will be activated and deactivated solely by VEM, dependent on incident impacts.
2. CVRPC will provide assistance to all municipalities within their jurisdiction and the State of Vermont in response to and to recover from disasters in Vermont in the following ways:
 - A. Response
 - i. Perform duties pursuant to the Local Liaison Procedure on behalf of the State of Vermont in order to expedite communications and

requests between the State Emergency Operations Center (SEOC), if activated, or VEM, if the SEOC is not activated, and local jurisdictions during times of disaster. Activities may include, but are not limited to:

- Soliciting and consolidating Local Liaison damage reports from affected areas and providing such reports to VEM in the following manner:
 - a. SEOC Activated- Provide to the SEOC Situational Awareness Section
 - b. SEOC Not Activated- Provide to the VEM Planning Section Chief (or his/her designee)
 - Disseminating pertinent emergency information to local officials in the impacted area; and
 - Maintaining communication with local officials.
- ii. Assist in staffing the SEOC and other state facilities during activations. Staffing of the SEOC may be in the Planning, Situational Awareness, Mission and Resource Support, and Center Support sections. CVRPC personnel are required to meet the minimum training and experience requirements of assigned SEOC positions pursuant to the SEOC training curriculum.
 - iii. CVRPC agrees to prioritize work performed in the execution of duties in 2.A.i and 2.A.ii upon activation by VEM to ensure response in an expeditious manner.
 - iv. It is understood by VEM that if municipalities within the CVRPC jurisdiction are impacted by disaster, the duties defined in 2.A.i will become the priority and the ability to fulfill the duties defined in 2.A.ii may be diminished.

B. Recovery

- i. Upon approval and guidance from VEM, CVRPC will coordinate with municipalities in their area during the aftermath of the disaster to connect them with any available assistance resources for recovery.
- ii. Activities may include, but are not limited to:
 - If requested or with prior approval by VEM, participating in Joint Preliminary Damage Assessments (PDAs) with the Federal Emergency Management Agency (FEMA) and municipal officials. Depending on the disaster, this may be for Public Assistance and/or Individual Assistance. This will include touring damaged areas with significant infrastructure and/or home damage in order for FEMA officials to make determinations of the level of damage sustained in Vermont and support a declaration request.
 - Assisting the State in organizing Applicant Briefings upon request or with prior approval from the Public Assistance program;
 - Ensuring towns, non-profits, and municipal entities impacted

- by the disaster are informed of Applicant Briefings;
 - Identifying potential locations for Disaster Recovery Centers;
 - Providing information to municipalities on how homeowners may apply for Individual Assistance; and
 - Providing assistance to Long Term Recovery Committees, as well as other forms of disaster assistance.
3. CVRPC agrees to submit invoices for the performance of the work detailed in this agreement on a monthly basis. Statements of work detailing tasks and actions performed pursuant to this Agreement must accompany all requests for reimbursement. All activities must be at the request of or receive prior approval from VEM. Requests for RPC assistance from other state or federal agencies that would be reimbursed under this MOA should be submitted through VEM.
- A. VEM agrees to reimburse CVRPC for actual VEM-approved and properly documented expenses for labor, fringe benefits, indirect and direct expenses and travel pursuant to the tasks performed in accordance with this Agreement. When meals are not provided, CVRPC will be reimbursed in accordance with the RPC's travel reimbursement policy. Lodging, if stationed more than 40 miles from the CVRPC office, may be billed at government rates. Mileage reimbursement will be the current state rate at time of invoice. CVRPC will provide their travel reimbursement policy to DPS upon execution of this Agreement.
 - B. RPC invoices for emergency response and recovery activities must include the following:
 - i. Name of employee(s)
 - ii. Dates worked
 - iii. Number of hours claimed per day
 - iv. Hourly rate
 - v. Indirect rate (as shown in Attachment 1)
 - vi. Total hourly cost
 - vii. Tasks/Activities
 - C. Hourly rates for these activities shall be in line with those listed in the Attachment 1 of this Agreement, subject to annual adjustments. Invoices must be submitted to DPS within 30 days of the activation and monthly thereafter. Please refer to Attachment 2 for a sample invoice template.
- CVRPC agrees to update Attachment 1 of this agreement with personnel and associated rates of pay annually no later than July 31. Modifications to Attachment 1 are subject to review and approval by DPS.
4. This Agreement will become effective upon signature of all parties and end December 31, 2022. Modifications to this document will be completed through written agreement with the consent of both parties. This Agreement may be cancelled by either party by providing written notice at least 90 days in advance.

ACKNOWLEDGED AND AGREED:

CENTRAL VERMONT COUNTY REGIONAL PLANNING COMMISSION

By: _____
Bonnie Waninger, Executive Director

DATE: 04/01/19

VERMONT DEPARTMENT OF PUBLIC SAFETY

By: _____
Thomas D. Anderson, Commissioner

DATE:

Christopher Herrick, Deputy Commissioner

DATE:

**Attachment 1
CVRPC Rates of Pay**

CVRPC Negotiated Indirect Cost Rate: 123.77%

CVRPC Staff Member	Hourly Rate
Andrews, Ashley	\$33.49
Chartrand, Nancy	\$36.00
Currier, Daniel	\$38.43
DeAndrea, Pamela	\$40.04
DeLaBruere, Jonathan	\$23.77
Maia, Zachary	\$17.97
Rock, Clare	\$35.14
Waninger, Bonnie	\$55.38

Note: Changes to personnel and hourly rates must be submitted to DPS annually by July 31. If changes of personnel occur in the interim, the RPC must submit change to DPS in writing using Attachment 1.

**Attachment 2
RPC Invoice Template**

RPCs are encouraged to use this chart when billing for approved work under this Agreement.

Name of employee	Date worked	Number of hours	Hourly rate	Indirect rate	Total hourly rate	Tasks/activities



AmeriCorps*VISTA Program Site Application 2019-2020

For SerVermont Program Use Only:

Date Received: _____

Date Responded To: _____

APPLICANT ORGANIZATION			VISTA HOST SITE SUPERVISOR (If not Organization Director)		
Name Central Vermont Regional Planning Commission			Name		
Address 29 Main Street, Suite 4			Address		
City Montpelier	State VT	Zip Code + 4 05602-2952	City	State	Zip Code + 4
Telephone 802-229-0389			Telephone		
Facsimile 802-223-1977			Facsimile		
Email waninger@cvregion.com			Email		
Website http://centralvtplanning.org			Title		
Name of Organization Director Bonnie Waninger			Is the Organization delinquent on any Federal Debt? ___X___ No _____ Yes (If yes, attach an explanation)		
Title Executive Director			Total Number of VISTA Members Requested <u> 1 </u>		
Organization's Employer Identification Number (EIN) 03-0225677					
Type of Organization ___X___ Non-profit, with 501c(3) status _____ Non-profit, without 501c(3) status _____ State Agency ____ County or Municipal Agency _____ School _____ Other (_____)					
The Corporation for National and Community Service (CNCS) expects that organizations will contribute financially for the VISTA Members requested. CNCS provides a living allowance, relocation, health coverage, and an education award or end-of-service stipend. The site fee covers monthly training and ongoing technical assistance. The site fee is \$6,000 for first-year sites and increases by \$1,000 each year.					

CURRENT ORGANIZATIONAL FUNDING LEVEL

Source of Funds	Total Dollar Amount	Dollar Amount To Be Allocated to A*VISTA Member Administrative Fee (may not be federal dollars)
Federal	\$388,222	NOT ALLOWABLE
State	\$751,480	\$6,000
Local Government	\$77,656	
Other (Specify)	\$11,484	
TOTAL	\$1,228,842	

Does the organization currently have any VISTA, AmeriCorps, Senior Corp, or other national service member provided through the Corporation for National and Community Service? If yes, please state the number currently at the site and the program name. _____

No ___X___ Yes:

____ VISTA Member(s) _____

____ AmeriCorps*State / National Members: _____

____ Senior Corps Member(s): _____

____ Other: _____

Answer the following (the box will expand as you type)

Describe the **MISSION** of your organization.

The mission of the Central Vermont Regional Planning Commission is to assist member municipalities in providing effective local government and to work cooperatively with them to address regional issues.

Describe the **POVERTY ALLEVIATION ACTIVITIES** of your organization.

Our Regional Plan sets policies and actions that support poverty alleviation. We work with municipalities and local and regional organizations on policies and activities that increase food access, support weatherization of homes, provide affordable housing opportunities, increase social connectedness, support health access, increase access to public transit, support walkable communities, and develop and maintain facilities using principles that decrease overall cost.

Describe the **LOW-INCOME POPULATION SERVED** by THIS VISTA POSITION.

With the requested VISTA position, we are planning to facilitate initiatives that would impact the following populations:

- Individuals who are transit dependent, such as no-vehicle households and people who have temporarily lost their license due to chronic illness, such as opioid dependency
- Individuals who live in food insecure households
- Individuals in need of safe and affordable housing options
- Individuals in need of educational and vocational training opportunities to facilitate employment
- Individuals who pay a disproportionate percentage of their income for energy, housing, or transportation
- Individuals who rely on social services and governmental services that are increasingly being delivered via mobile wireless and broadband technologies
- Individuals who require job skills training that lead to increased employment, particularly vocational education and apprenticeships programs

What would the VISTA member at your organization focus on? Please choose one or more.

✓	Assignment Focus Area	Objective	Programming Area
	Education	School Readiness	Provide school readiness services for economically disadvantaged young children.
		K-12 Success	Provide educational and behavioral services to students in low-achieving elementary, middle, and high schools.
		Post-secondary Success	Provide services to economically disadvantaged students which prepare them for success in post-secondary education institutions.
	Veterans and Military Families	Veterans Served	Provide services to low-income veterans, veterans' family members, family members of active duty military, and military service members.
✓	Economic Opportunity	Financial Literacy	Providing financial services-related assistance to economically disadvantaged people to improve their financial literacy.

		Housing	Providing housing related assistance to economically disadvantage people to improve their housing situation.
		Employment	Providing employment-related assistance to economically disadvantaged people.
✓	Healthy Futures	Obesity and Food (Food Security)	Providing services to individuals in underserved community to gain access to food resources.
		Access to Health Care	Providing services to individuals in underserved community to gain access to preventative and primary health care services.
		Opioid Programs	Providing services to low-income communities that address prevention, intervention, and/or treatment related to the opioid crisis.

In what types of activities will the member engage? (check all that apply)

✓	Task	Examples
	Programs	1] Create curricula. 2] Pilot new programs (nutrition, internships, agricultural, housing, veterans, etc.). 3] Evaluate programs. 4] Develop service opportunities for individuals and families. 5] Design ways to replicate programs.
✓	Resource Development	1] Create plan. 2] Write grants. 3] Procure in-kind donations. 4] Plan fundraising events. 5] Develop strategies to build donor base.
	Community Volunteer Management (includes mentors)	1] Develop plan to recruit and manage volunteers. 2] Develop materials (forms, position descriptions). 3] Recruit, screen, train, manage, and recognize volunteers. 4] Create databases.
✓	Public Relations (PR)	1] Develop PR plan. 2] Develop and disseminate PR tools (social media, brochures, press releases, articles). 3] Make presentations in the community.
✓	Community Relations	1] Develop partnerships in community. 2] Collaborate with partners to improve opportunities for individuals and families.
✓	Operational Systems	1] Create or enhance databases. 2] Develop evaluation processes. 3] Design toolkits for future replication of programs.

Below is a comprehensive list of VISTA performance measures. Please provide an estimated number for performance measures relevant to your VISTA application. Remember these numbers should only take into account outputs and outcomes of the VISTA project, not organization-wide achievements. When reading through the performance measures include “as a result of the VISTA’s service” at the end of each one to help determine your estimates. Additional information is available [here](#).

****You must choose at least one capacity building performance measure. Anti-poverty measures are optional ****

#	Capacity Building Measure	#	Anti-Poverty Performance Measure
5	# of community volunteers recruited		# of students that completed participation in CNCS-supported education programs
	# of community volunteers managed		# of economically disadvantaged individuals receiving financial literacy services
40	Hours of service contributed by community volunteers who were recruited		# of economically disadvantaged individuals with improved financial knowledge
	Hours of service contributed by community volunteers who were managed		# of economically disadvantaged individuals, including homeless individuals, receiving housing services
20	# of staff and community volunteers that received training as a result of capacity building services		# of economically disadvantaged individuals, including homeless individuals, transitioned into healthy, safe, affordable housing
	# of organizations that completed a community assessment identifying goals and recommendations		# of economically disadvantaged individuals receiving job training and other skill development services

	# of new systems and/or business processes or enhancements put in place		# of economically disadvantaged individuals receiving job placement services
	Dollar value of cash resources leveraged		# of individuals receiving support, services, education, and/or referrals to alleviate long-term hunger
	Dollar value of in-kind resources leveraged		# of individuals receiving emergency food from food banks, food pantries, or other non-profit organizations
5	# of organizations that receive capacity building services		# of individuals that reported increased food security for themselves and their children
	# of organizations that reported capacity building services have made the organization more efficient		# of clients participating in health education programs
5	# of organizations that reported capacity-building services have helped make the organization more effective		# of veterans or veterans family members that received CNCS-supported assistance
	# of organizations that have received an increase in requests for their programs or services		
	# of new beneficiaries that received services as a result of capacity building efforts in a) Disaster Services, b) Economic Opportunity, c) Education, d) Environmental Stewardship, e) Healthy Futures and/or f) Veterans and Military Families.		

Please use this space to describe the ways in which you will measure the performance measures selected above and how you plan to collect this data.

Volunteer recruitment and services hours, and organizational capacity building: We will complete a survey of municipal energy committees before and after initiating training programs. We will track the number of volunteers trained through workshop attendance. We will track partner testimonials regarding benefits or challenges to their efforts resulting from the VISTA member's service.

VISTA Recruitment is a shared responsibility between the host site and SerVermont. It is important that you are active in the recruitment process. Please describe your plans for outreach and recruitment.

We will post the position on the Northern New England Chapter of the American Planning Association job board and the Vermont Planners Association listserve. We will circulate the position among our local, regional, and state partners, Board members, and other individuals with whom we work and ask that they circulate it. We will post the position on Front Porch Forum (a Vermont neighborhood listserve), with local colleges and universities, and The Bridge, a local newspaper.

As part of the Agency of Human Services, SerVermont is interested in aligning the service of our VISTA members with larger agency-wide priorities. Please identify ways that your VISTA's assignment will contribute to the [One Agency Strategic Plan](#) and/or [Outcomes of Well-Being for Vermonters](#).

Strategic Plan:

Increasing access to transit services will support access to timely treatment of substance use disorders. Developing the regional housing guide requested by our housing partners will support connecting Central Vermonters who are experiencing homelessness to resources and housing opportunities. Assessments of mobile wireless and broadband access will support linking service providers to their clients.

Outcomes of Well Being:

The VISTA members service in transportation access, housing affordability, energy use reductions, childcare access, and technology access is expected to contribute to achieving the following agency-wide priorities:

- % of population living at or below 185% of the Federal Poverty Level: reducing household expenditures and increasing access to benefit programs is expected to result in increased incomes access to employment opportunities.

- Number of opioid analgesic morphine milligram equivalents (MMEs) dispensed per 100 residents: increased access to public transit service is expected to increase MMEs dispensed.
- Estimated employment rate of Vermonters age 21-64 with all disabilities: increased access to and comfort with riding public transit is expected to increase employment rates. Assessments of mobile wireless and broadband access will support work-at-home opportunities.
- State Ranking on Long-Term Services and Supports for Older Adults, People with Physical Disabilities, and Family Caregivers: Developing energy program guides, supporting regional energy roundtables for municipal energy committees, developing a housing resource guide, and completing a childcare access analysis will assist individuals to easily find and afford service, support consumer choice and control of services, help provide options that allow the individual's preferences to be honored when possible, and increase support for family caregivers.

Sites are typically granted a VISTA for a three-year cycle. What goals do you envision for this VISTA project by the end of the cycle? What are your goals for *this project year*? For returning sites, please describe any changes in goals based on what you experienced this year.

3-year goals:

- Plan and initiate a regional energy implementation program that engages stakeholders and partners
- Increase public transit ridership by transit dependent populations using inclusive planning methods
- Increase knowledge of and access to affordable housing opportunities
- Increase municipal actions that support provision of and access to quality, affordable childcare opportunities
- Increase access to mobile wireless and broadband services to facilitate services such as Vermont Health Department appointment services for elderly persons
-

Goals for this project year:

- Establish a plan for energy program implementation
- Identify and develop tools and templates that support implementation
-
- Increase the number of volunteers working to implement energy programs locally
-

How will your organization and the community work together to ensure the sustainability of what the VISTA member accomplishes even after the site no longer receives a VISTA member?

What is the geographic area covered by the VISTA member?

The Central Vermont Region; which encompasses, all 20 municipalities located in Washington County and Orange, Washington and Williamstown located in Orange County.

Sites are required to provide mileage reimbursement for service related travel, as well as other tools that the member will need to complete the assignment (e.g., desk, telephone, computer, internet, copier, office supplies, training). While sites cannot give cash to members, they can give assistance. Will your site be able to provide other incentives for the member (e.g., gas card; grocery card; rental assistance paid directly to landowner; food)? If so, what incentives are you able to offer?

Describe plans for supervision of the VISTA Member. Supervisors are required to spend at least one hour per week in formal direct supervision with the member.

Federal law requires that sites make reasonable accommodations for persons with a disability.

1) Are there any **factors** the Corporations should be aware of when **assigning an VISTA member with a disability** to this organization, such as availability of transportation and housing, accessibility of facilities, etc.

2) Indicate whether services to be provided are accessible to members of the community who are disabled.

Are the employees at your organization **unionized**? ____ Yes ____ **X** No

If **yes**, you must submit written support from the union members for the VISTA position.

Submission of this Application does not guarantee that the SerVermont VISTA Program or the Corporation for National and Community Service will place VISTA members at your organization, and it does not compel your organization to accept any such resources. In the event that your organization agrees to accept any VISTA members, it must assume full responsibility for supervising the member in the communities served.

Agency Director

Board of Directors/Advisory Council Representative

Signature	Signature
Printed Name Bonnie Waninger	Printed Name Juliana Potter
Title Executive Director	Title Board Chair
Date 03/13/19	Date 04/01/19



April 1, 2019

Robyn Baylor
SerVermont
Vermont Agency of Human Services
208 State Drive
Waterbury, VT 05671-1000

Dear Mr. Baylor:

The Central Vermont Regional Planning Commission (CVRPC) is interested in expanding its capacity for implementing our Regional Plan. This important effort will ensure that populations typically under-represented in political processes are engaged in shaping and carrying out actions that guide development in the Region, and in activities that affect them and their communities. Our previous VISTA members in 2014, 2015, and 2016 enhanced partner communications, developed key web tools, coordinated youth engagement projects, and allowed our organization to obtain meaningful input from diverse perspectives.

Previous work by VISTA members highlighted the need for CVRPC to enter new areas of work, such as fostering renewable energy generation and supporting municipalities in transforming Vermont's energy profile. It also taught us how to work differently in existing areas. We have included more diverse populations in transportation planning. We are working with housing partners on a childcare needs analysis. We expect to work with community health partners on mobile wireless and broadband accessibility initiatives. Our Executive Committee is enthusiastic about focusing a VISTA member on shaping new programs and building tools and templates that increase our capacity for the future.

CVRPC will dedicate a \$6,000 cash match to support the VISTA member in addition to staff supervision and trainings.

Thank you for consideration of our site application.

Sincerely,

Julianna Potter
Chair