

**EXECUTIVE COMMITTEE****March 10, 2020 at 6:15 p.m.**

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

Page **AGENDA****6:15¹ Adjustments to the Agenda****Public Comment****2 6:20 Contract/Agreement Authorization (enclosed)²****a) FFY20 Transportation Planning Initiative Amendment 1****6:30 Adjourn****Next Meeting: April 6, 2020**

Persons with disabilities who require assistance or special arrangements to participate in programs or activities are encouraged to contact Nancy Chartrand at 802-229-0389 or chartrand@cvregion.com at least 3 business days prior to the meeting for which services are requested.

¹ All times are approximate unless otherwise advertised

² Anticipate action item.

STATE OF VERMONT
STANDARD GRANT AMENDMENTAgreement # GR1399
Amendment # 1

Part 2 – Grant Amendment

1. Parties: This is a Grant Amendment for services between the State of Vermont, Agency of Transportation (hereinafter called “State”), and **Central Vermont Regional Planning Commission**, a public body formed pursuant to 24 VSA, Section 4341(a), with principal place of business at **29 Main Street, Suite 4, Montpelier, Vermont 05602** (hereinafter called “Subrecipient”), the Agreement dated **October 10, 2019**, is hereby modified as follows:
2. Award Details: *Grant Agreement Part 1 – Grant Award Detail* is hereby deleted and replaced in its entirety with the revised *Grant Agreement Part 1 – Grant Award Detail* attached and made a part hereof.
3. Attachment B – Payment Provisions: (**Fiscal Year 2020 Budget Details-August 5, 2019**) is hereby deleted and replaced in its entirety with the revised Attachment B – Budget Details dated **February 13, 2020** which are attached hereto and made a part hereof.

Except as modified by this or any existing Amendments, all other provisions of the original Agreement dated **October 10, 2019**, shall remain unchanged and in full force and effect.

WE, THE UNDERSIGNED PARTIES, AGREE TO BE BOUND BY THIS GRANT AGREEMENT.

STATE OF VERMONT
AGENCY OF TRANSPORTATIONBy: _____
Joe Flynn
Secretary of TransportationSUBRECIPIENT:
**CENTRAL VERMONT REGIONAL PLANNING
COMMISSION**By: _____
Title: __________
(Printed Name)

APPROVED AS TO FORM

By: _____
E-SIGNED by Michelle Anderson
on 2020-03-05 13:19:04 GMT
Assistant Attorney General

STATE OF VERMONT GRANT AGREEMENT

Part 1-Grant Award Detail

SECTION I - GENERAL GRANT INFORMATION

¹ Grant #: GR1399		² Original <input type="checkbox"/> Amendment # 1	
³ Grant Title: CVRPC FFY20 Transportation Planning Initiative Work Program			
⁴ Amount Previously Awarded: \$ 223,209.00		⁵ Amount Awarded This Action: \$ 12,377.60	
⁷ Award Start Date: 10/1/19		⁸ Award End Date: 9/30/20	
⁶ Total Award Amount: \$ 235,586.60			
⁹ Subrecipient Award: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>			
¹⁰ Vendor #: 0000043329		¹¹ Grantee Name: Central Vermont Regional Planning Commission	
¹² Grantee Address: 29 Main Street, Suite 4			
¹³ City: Montpelier		¹⁴ State: VT	
¹⁵ Zip Code: 05602			
¹⁶ State Granting Agency: Vermont Agency of Transportation		¹⁷ Business Unit: 08100	
¹⁸ Performance Measures: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		¹⁹ Match/In-Kind: \$ 223,312.4 Description: RPC Cash Match	
²⁰ If this action is an amendment, the following is amended: Amount: <input checked="" type="checkbox"/> Funding Allocation: <input type="checkbox"/> Performance Period: <input type="checkbox"/> Scope of Work: <input type="checkbox"/> Other: <input type="checkbox"/>			

SECTION II - SUBRECIPIENT AWARD INFORMATION

²¹ Grantee DUNS #: 158842195		²² Indirect Rate: 115 % (Approved rate or de minimis 10%)		²³ FFATA: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
²⁴ Grantee Fiscal Year End Month (MM format): 06				²⁵ R&D: <input type="checkbox"/>	
²⁶ DUNS Registered Name (if different than VISION Vendor Name in Box 11):					

SECTION III - FUNDING ALLOCATION

STATE FUNDS

Fund Type	²⁷ Awarded Previously	²⁸ Award This Action	²⁹ Cumulative Award	³⁰ Special & Other Fund Descriptions
General Fund	\$	\$	\$	
Special Fund	\$	\$	\$	
Global Commitment (non-subrecipient funds)	\$	\$	\$	
Other State Funds	\$ 25,992.00	\$ 2,475.40	\$ 28,467.40	State Transportation Funds

FEDERAL FUNDS

(includes subrecipient Global Commitment funds)

Required Federal Award Information

³¹ CFDA #	³² Program Title	³³ Awarded Previously	³⁴ Award This Action	³⁵ Cumulative Award	³⁶ FAIN	³⁷ Federal Award Date	³⁸ Total Federal Award
20.205	Highway Planning and Research	\$ 197,217.00	\$ 9,902.20	\$ 207,119.20			\$
³⁹ Federal Awarding Agency:		⁴⁰ Federal Award Project Descr:					
		\$	\$	\$			\$
Federal Awarding Agency:		Federal Award Project Descr:					
		\$	\$	\$			\$
Federal Awarding Agency:		Federal Award Project Descr:					
		\$	\$	\$			\$
Federal Awarding Agency:		Federal Award Project Descr:					
		\$	\$	\$			\$
Federal Awarding Agency:		Federal Award Project Descr:					
		\$	\$	\$			\$
Federal Awarding Agency:		Federal Award Project Descr:					
Total Awarded - All Funds		\$ 223,209.00	\$ 12,377.60	\$ 235,586.60			

SECTION IV - CONTACT INFORMATION

STATE GRANTING AGENCY

NAME: Katharine Otto
TITLE: Planning Coordinator
PHONE: 802-917-3451
EMAIL: katharine.otto@vermont.gov

GRANTEE

NAME: Bonnie Waninger
TITLE: Executive Director
PHONE: 802-229-0389
EMAIL: waninger@cvregion.com

ATTACHMENT B PAYMENT PROVISIONS

The State agrees to compensate the Subrecipient for services performed up to the maximum amounts stated below provided such services are within the scope of the grant and are authorized as provided for under the terms and conditions of this grant.

- A. **Project Costs and Phase(s).** The parties agree that the Subrecipient will perform all tasks and duties incidental to accomplishing the following Project development phases, where an amount of funding is indicated, in conformance with the schedule or amended schedule agreed upon by the parties; and that the State will pay the state and federal share of all properly documented invoices from the Subrecipient for work incidental to the development of the Project up to the total available State/federal funds to the Subrecipient:

Phase	EA	Sub/Job	Federal \$	State \$	Local \$	Totals
STP SPR PL-1(56)	0001056	706	\$186,499.20	\$23,312.40	\$23,312.40	\$233,124.00
STP SPR PL-1(56)	0001056	904	\$20,620.00	\$5,155.00	\$0.00	\$25,775.00
Totals:			\$207,119.20	\$28,467.40	\$23,312.40	\$258,899.00

- B. Meals will be reimbursed at actual cost up to the maximum State rates. Mileage will be reimbursed at State rates. Please be aware that the mid-day meal is not eligible for reimbursement unless an overnight stay is required. Current State rates can be found here:
<http://humanresources.vermont.gov/compensation/expense-reimbursement>

The STATE shall pay for all approved services, expenses and materials accomplished or used during the period of this Agreement, and only that effort will be included on invoices under this Agreement. Invoices for costs incurred will be in the same format as Attachments A and B.

The above payments shall be made promptly in accordance with applicable STATE and Federal regulations. The STATE shall seek to make payments within thirty (30) days of receipt of an invoice from the Subrecipient.

All payments by the STATE under this Agreement will be made in reliance upon the accuracy of all prior representations by the Subrecipient, including but not limited to bills, invoices, progress reports and other proofs of work.

The value of third-party in-kind contributions are acceptable as the cost sharing or matching requirements for federal funding when claimed in accordance with 49 CFR 18.24 (a)(2) and written procedures approved by the STATE.

See the attached line item budget and budget narrative, Attachment B.

The SUBRECIPIENT shall provide for the continuing the comprehensive, cooperative and continuing transportation planning process in accordance with this Work Plan and the attached budget. The completion of the Work Plan is subject to the availability of funds, as referenced in section 3 and 5 of this Agreement.

Written reports delivered under the terms of this Agreement shall be printed using both sides of the page whenever practical.

A financial close out report must be submitted within 45 days of the end date of the grant.

All completed forms should be submitted to:

Vermont Agency of Transportation
Policy, Planning, & Intermodal Development Division
Program Coordinator
219 North Main St.; Suite 401
Barre, VT 05641



February 23, 2020

Zoe Neaderland, Planning Coordinator
Vermont Agency of Transportation
One National Life Drive
Montpelier, VT 05633-5001

Re: CVRPC TPI FFY20 Budget Adjustment

Dear Zoe,

CVRPC requests an amendment to its FFY20 Transportation Planning Initiative (TPI) agreement. CVRPC proposes to adjust its budget to:

- update staff billing rates to reflect current rates.
- bring task allocations in line with current spending trends,
- reflect the Executive Director's new role as Chair of the Green Mountain Transit Board of Commissioners (Task 3 increase),
- hire a consultant to assist with municipal roadside ash tree inventories,
- adjust for the departure of Transportation Program Manager Dan Currier and the subsequent reallocation of TPI tasks among other staff, and
- add new funds to task 6B per our conversation with VTrans staff.

Funds in Task 4 for bridge and culvert inventories were reduced to accommodate the Task 3 increase and consultant services. Exhibits 2-3-4 reflect the adjusted budget. Items in red text on Exhibit 4 show specific areas where staff hours or expenses have been adjusted.

Initial adjustments were approved by the Transportation Advisory Committee (TAC) on January 28, 2020 and by CVRPC's Executive Committee on February 3, 2020. Updates to reflect technical corrections to billing rates and task allocations will be endorsed by the TAC on February 25 and by the Executive Committee on March 2, 2020.

Summary of budget amounts by task:

Task	Task Description	Approved Amount	Amended	Difference	% Change
Task 1	Administration	\$18,988	\$21,787	\$2,799	14.74%
Task 2	Public Participation & Coordination	\$38,945	\$45,854	\$6,909	17.74%
Task 3	Long Range Planning	\$65,691	\$94,660	\$28,969	44.10%
Task 4	Short Range Planning	\$93,816	\$55,729	(\$38,087)	-40.60%
Task 5	Project Development	\$15,591	\$15,094	(\$497)	-3.19%
Task 6A	Other Planning - VT Culverts	\$3,398	\$3,398	\$0	0.00%
Task 6B	Other Planning - Watershed Planning	\$10,000	\$22,377	\$12,377	123.77%
	TOTAL	\$246,429	\$258,899	\$12,470	

Funding Level - \$258,899

The following budget changes from the FFY20 include:

- Task 1 – Program Administration: Reallocation of hours to staff to reflect position vacancy and addition of funding to update traffic counting software
- Task 2 – Public Participation and Coordination: Reallocation of hours among staff to reflect actual trends and position vacancy.
- Task 3 – Long Range Planning: Reallocation of hours among staff. Additional hours for the Executive Director's service as Chair of the GMT Board of Commissioners.
- Task 4 – Short Range Planning: Reallocation of hours among staff. Removed Planning Technician hours for bridge and culvert inventories in summer 2020. Added consultant funds for ash tree inventories.
- Task 5 – Project Development Planning: Change reflects position vacancy.
- Task 6A – Other Planning Activities (VT Culverts): Reallocation of hours to staff to reflect position vacancy.
- Task 6B – Other Planning Activities (Watershed Planning): Addition of \$12,377 to the task from FY19 carry over, which is to be used to continue working on existing Transportation Resiliency Planning Tool (TRPT) watershed project.

I hope you will contact me if you have any questions. I can be reached at 229-0389 or Waninger@cvregion.com.

Sincerely,



Bonnie Waninger
Executive Director

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
FFY 2020 Transportation Planning Initiative
February 2020

Exhibit 2: Budget Detail by Task Category

Task	Task Description	Agreement Amount
Task 1	Program Administration	\$21,787
Task 2	Public Participation and Coordination	\$45,854
Task 3	Long Range Transportation Planning	\$94,660
Task 4	Short Range Transportation Planning	\$55,729
Task 5	Project Development Planning	\$15,094
Task 6A	VOBCIT Technical Support	\$3,398
Task 6B	Watershed Planning activities	\$22,377
Total		\$258,899

Exhibit 3: Budget Detail by Expense Category

RPC Staff Position	Rate SFY20	Total Hours	Total Cost
Executive Director	\$59.12	681	\$40,261
Program Manager	\$40.10	532	\$21,333
GIS Senior Planner I	\$42.55	341	\$14,493
GIS Planner I	\$35.06	736	\$25,804
Land Use Senior Planner III	\$37.08	46	\$1,706
Office Manager	\$31.74	69	\$2,190
Emerg Mngmt Asst Plan I	\$28.75	110	\$3,163
Land Use Asst Planner II	\$25.08	156	\$3,919
Planning Technician I	\$14.00	103	\$1,442
Planning Technician II	\$13.99	0	\$0
Total		2,774	\$114,310

Indirect Costs	115.00%		
RPC Staff Position	of Hourly Rate	Total Hours	Total Cost
Executive Director	\$67.99	681	\$46,300
Program Manager	\$46.12	532	\$24,533
GIS Senior Planner I	\$48.93	341	\$16,667
GIS Planner I	\$40.32	736	\$29,675
Land Use Senior Planner III	\$42.64	46	\$1,962
Office Manager	\$36.50	69	\$2,519
Emerg Mngmt Asst Plan I	\$33.06	110	\$3,637
Land Use Asst Planner II	\$28.84	156	\$4,507
Planning Technician I	\$16.10	103	\$1,658
Planning Technician II	\$16.09	0	\$0
Total		2,774	\$131,457

Direct Costs	Total Cost
Contractual	\$3,000
Travel	\$3,550
Supplies	\$2,075
Equipment	\$0
Meetings	\$3,407
Data & References	\$0
Postage	\$800
Copy/Print	\$0
Advertising	\$300
Total	\$13,132

Fund Allocation		CVRPC Share ¹	VTrans Share ²
Task	Task Description		
Task 1	Program Administration	\$2,179	\$19,608
Task 2	Public Participation and Coordination	\$4,585	\$41,269
Task 3	Long Range Transportation Planning	\$9,466	\$85,194
Task 4	Short Range Transportation Planning	\$5,573	\$50,156
Task 5	Project Development Planning	\$1,509	\$13,585
Task 6A	VOBCIT Technical Support	0	\$3,398
Task 6B	Watershed Planning activities	0	\$22,377
Subtotal by Share		\$23,312	\$235,587
Agreement Total			\$258,899

Notes:

¹ CVRPC share comes from annual appropriations from the Vermont Agency of Commerce and Community Development (Municipal & Regional Planning Fund) and CVRPC's member municipalities.

² VTrans share comes from federal transportation funds provided by the U.S. Department of Transportation Federal Highway Administration and state transportation funds appropriated by the Vermont Legislature.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
FFY 2020 Transportation Planning Initiative
February 2020

Exhibit 4: Time-Task-Cost Summary

A. Personnel (Hours)

Task #	Task Description	Bonnie Director	Dan Transpo Program Mgr	Pam GIS Sr Planner I	Ashley GIS Planner I	Clare Land Use Sr Planner II	Nancy Office Manager	Grace Emerg Mngmt Planner II	Zach Land Use Asst Plan II	Ashlynn Planning Tech I	Planning Tech II	Total Hours
1	Administration	30	30	7	35	0	10	0	24	0	0	136
2	Public Participation & Coordination	70	200	15	160	5	20	60	15	0	0	545
3	Long Range Transportation Planning	521	120	20	166	25	0	15	12	6	0	885
4	Short Range Transportation Planning	30	100	100	320	5	10	15	40	95	0	715
5	Project Development Planning	30	60	20	10	10	10	20	15	0	0	175
6A	VOBCIT Technical Support	0	20	143	45	1	19	50	156	103	0	281
6B	Watershed Planning activities	681	532	341	736	46	69	110	156	103	0	2,774
Total												

B. Direct Costs (\$¹)

Task #	Task Description	Contractual	Travel	Supplies	Equipment	Meetings	Data/Ref	Postage	Copy/Print	Advertising	Total
1	Administration		\$3,550	\$2,075		\$3,407	\$0	\$800		\$300	\$10,132
2	Public Participation & Coordination										\$0
3	Long Range Transportation Planning										\$0
4	Short Range Transportation Planning	\$3,000									\$3,000
5	Project Development Planning										\$0
6A	VOBCIT Technical Support		\$0		\$0	\$0		\$800	\$0	\$300	\$1,100
6B	Watershed Planning activities										\$0
Total		\$3,000	\$3,550	\$2,075	\$0	\$3,407	\$0	\$800	\$0	\$300	\$13,132

C. Cost Proposal Summary (\$)

Task #	Hourly Rate	Task Description	Exec Director	Transpo Program Mgr	GIS Sr Planner I	GIS Planner I	Land Use Sr Planner III	Office Manager	Emerg Mngmt Planner II	Land Use Asst Plan II	Planning Tech I	Planning Tech II	Total Personnel	Indirect	Direct	Total Costs
1		Administration	\$59.12	\$1,774	\$298	\$35.06	\$37.08	\$31.74	\$28.75	\$602	\$0	\$13.99	\$5,421	\$6,234	\$10,132	\$21,787
2		Public Participation & Coordination	\$4,138	\$8,020	\$638	\$5,610	\$185	\$635	\$1,725	\$376	\$0	\$0	\$21,328	\$24,527	\$0	\$45,854
3		Long Range Transportation Planning	\$30,802	\$4,812	\$851	\$5,820	\$927	\$0	\$431	\$301	\$84	\$0	\$44,028	\$50,632	\$0	\$94,660
4		Short Range Transportation Planning	\$1,774	\$2,406	\$851	\$1,219	\$185	\$317	\$431	\$1,003	\$1,330	\$0	\$24,525	\$28,204	\$3,000	\$55,729
5		Project Development Planning	\$1,774	\$2,406	\$851	\$1,219	\$185	\$317	\$431	\$1,003	\$1,330	\$0	\$24,525	\$28,204	\$0	\$55,729
6A		VOBCIT Technical Support	\$0	\$802	\$1,500	\$1,578	\$37	\$0	\$0	\$1,261	\$28	\$0	\$1,581	\$1,818	\$0	\$3,398
6B		Watershed Planning activities	\$0	\$0	\$6,100	\$1,578	\$37	\$603	\$0	\$1,261	\$28	\$0	\$10,408	\$11,969	\$0	\$22,377
Total			\$40,261	\$21,333	\$14,493	\$25,804	\$1,706	\$2,190	\$3,163	\$3,919	\$1,442	\$0	\$114,310	\$131,457	\$13,132	\$258,899

115.00% Indirect Rate	Indirect per employee	\$46,300	\$24,533	\$16,667	\$29,975	\$1,962	\$2,519	\$3,637	\$4,507	\$1,658	Total Employee Indirect	\$0	\$131,457
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Notes

¹ Contractual: Audit services, engineering services as needed for problem evaluation, professional editor

Travel: Mileage, transportation, parking, lodging, per diem

Supplies: Office and traffic counting supplies, mapping supplies used for transportation planning

Equipment: Counting and inventory equipment, computers used for transportation planning

Meetings: Meeting room space, other associated costs, conference / workshop fees

Data / Ref: Reference materials

Postage: Large packages, special mailings

Copies / Printing: Reproduction costs, including photocopies (\$0.05 b&w, \$1.0 color) and outside print/copy services

Advertising: Advertising, legal notices