



## Central Vermont Regional Planning Commission

### TRANSPORTATION ADVISORY COMMITTEE

Tuesday September 27, 2022, 6:30 p.m.

*This meeting will be Hybrid*

CVRPC Conference Room, 29 Main Street, Montpelier VT

OR

Join Zoom Meeting via Computer, Tablet or Smartphone:

<https://us02web.zoom.us/j/87216206865?pwd=d3d1T3kwNjIjR29zUlhHekp4THdGZz09>

**Meeting ID:** 872 1620 6865- **Passcode:** 618700

**Dial in via Phone:** +1 929 436 2866

Find your local number: <https://us02web.zoom.us/u/kbEE5gK91g>

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### Agenda

- 6:30 1) Meeting Commencement
  - a) Roll Call
  - b) Adjustments to the Agenda
  - c) Public Comment/Staff Announcement
- 2) Approval of July 2022 TAC Meeting Minutes (*Action, Enclosed*)
- 6:35 3) Nomination of Officers (*Action possible, Enclosed*)
- 6:40 4) Approval of updated work program (*Action, Enclosed, Christian*)
- 6:45 5) Transportation Equity Framework (*Jonathan Slason, Dave Pelletier, VTRANS*)
- 7:35 6) Equity Framework in Practice (*Enclosed, Sam Lash, CVRPC*)
- 8:05 7) VPSP2 update (*Action possible, Christian*)
- 8:15 8) TAC Member Round Table
  - a) Local concerns including project updates and other issues
- 9) Adjourn

**Next Meeting October 25, 2022**

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

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802-229-0389 E Mail: [CVRPC@CVRegion.com](mailto:CVRPC@CVRegion.com)

## Transportation Advisory Committee (TAC)

### Minutes

Tuesday, July 26, 2022

Attendees:					
	Barre City	Michael Hellein	X	Moretown	Joyce Manchester
X	Barre Town	Stephanie Magnan			Dara Torre, Alt
		Sebastian Arduengo, Alt		Northfield	
	Berlin	Robert Wernecke (Chair)			Patrick Demasi, Alt
	Cabot	John Cookson	X	Orange	Lee Cattaneo
	Calais	David Ellenbogen	X	Plainfield	Bob Atchinson
X		Karin McNeill, Alt	X	Roxbury	Gerry D'Amico
X	Duxbury	Alan Quackenbush	X	Waitsfield	Don LaHaye
		Bill Whitehair, Alt.		Warren	Michael Bridgewater, Alt
	E. Montpelier	Frank Pratt		Washington	Peter Carbee
	Fayston	Donald Simonini	X	Waterbury	Steve Lotspeich
	Marshfield	Robin Schunk		Williamstown	Richard Turner
X	Middlesex	Ronald Krauth	X	Woodbury	Chris Koteas
X	Montpelier	Dona Bate		Worcester	Bill Arrand
<b>Staff:</b> Christian Meyer, Keith Cubbon					
<b>Guests:</b> Amanda Holland					

Chair Steve Lotspeich called the meeting to order at 6:33 pm.

#### Roll Call

- Roll was called and a quorum was present

#### Adjustments to the Agenda

- No additions

#### Public Comments

- None

#### Staffing announcements

- Christian Meyer announced that everyone at CVRPC was excited for Ashley Andrews who has left the RPC to work with VTRANS on the Grants in Aid Program. Christian also introduced Keith Cubbons who has recently joined the CVRPC team. He is currently

getting up to speed in hazard mitigation but will have at least one foot in transportation planning.

### Review of Draft May Meeting Minutes

- Don LaHaye ***moved** to accept the June TAC meeting minutes as amended.* The motion was seconded by Dona Bate. By unanimous consent, the motion carried.

### Green Mountain Power energy programs

- Tiana Smith and Zach Casey from GMP reviewed existing programs available within the GMP service area to transition from carbon intensive energy to electric energy including programs that will benefit municipalities.
- Ronald Krauth asked if GMP would have a hand in setting up roadside EV chargers. Tiana noted that GMP is working to ensure the right technologies are being installed at the right locations for communities and noted two programs that the State and towns would benefit from. (1) FHWA will provide funding for EV chargers through the NEVI Formula Program, and (2) the State will provide funding through the ACCD and the General Fund to focus on installing chargers at work places, multifamily dwellings, and community centers.
- Chris Koteas asked how his town could benefit from similar programs if they were out of the GMP service area. Tiana said that GMP collaborates with the other Distribution Utilities and would be happy to discuss their programs with anyone.

### FFY 2022 TPI budget adjustments

- Staff reviewed the budget adjustments for the committee.
- Chris Koteas ***moved** to endorse the budget adjustments to the FFY22 CVRPC TPI work program as proposed,* the motion was seconded by Bob Atchinson. By unanimous consent, the motion carried.

### FFY 2023 TPI Work Program

- Staff reviewed the new work tasks included in the program and how the budget compares to the past year's budget.
  - Dona Bate asked if some of the increases are expected to continue into the future or if these allocations are short term and may disappear in future years. Amanda Holland stated she was uncertain and that she would try to track down more information.
  - Steve Lotspeich asked if there were specific projects that might be included under Task 7. Staff reviewed the language in the work plan and the legislative language, but ultimately the specifics of how this task will better integrate bike and pedestrian planning into transportation planning is still evolving.

- Dona Bate asked how the work of the inter-municipal recreation economy collaborative (hosted by CVRPC) could fit with the bike and pedestrian integration work? Staff thought there was an opportunity to work together but that there were limits on how transportation funding could be used on recreation planning.

- Lee Cattaneo ***moved to adopt the proposed FFY23 CPRPC TPI work plan as presented.*** Dona Bate Seconded the motion. By unanimous consent, the motion carried.

#### **TAC Member Round Table**

- Karin McNeill asked how other towns are dealing with municipal roadside mowing to reduce invasive plant species. Steve Lotspeich shared that Waterbury has a local volunteer program that tries to weed out the invasives. Karin McNeill noted that Calais had conducted a study but that the recommendations seemed overly cumbersome for town crews. Are there opportunities to share techniques that are proving successful in one town with other municipalities and are there other available of trainings? Amanda Holland noted that VT Locals Roads offers a course. Dona Bate noted that Montpelier has reduced the amount of mowing it is doing.
- Bob Atchinson offered to discuss Plainfield's experience getting its electric vehicle charger with any other towns interested.

#### **Adjourn**

Don LaHaye ***moved to adjourn.*** Bob Atchinson seconded the motion. By unanimous consent, the motion carried.

The chair adjourned the meeting at 7:57 PM.



## MEMO

Date: September 20, 2022  
 To: Transportation Advisory Committee  
 From: Christian Meyer, Senior Planner  
 Re: Nomination of Officers

☒ **ACTION REQUESTED:** Express interest and nominate a chair and vice chair for the TAC. Voting to occur at the October TAC meeting

### *Background:*

Officers are elected for one-year terms that begin in May of each year, therefore the elected officers will serve for an abbreviated term. The process proposed for this year is to give individuals an opportunity to express interest in taking on the role of chair or vice chair. The serving chair will then open the floor to nominations. Voting on the nominees will occur at the October meeting.

Per the approved Rules of Procedures for the TAC, the responsibilities of the officers are as follows:

*The Chair will be responsible for running meetings, setting agendas in conjunction with staff, reviewing and signing correspondence on behalf of the TAC, and representing the TAC at various meetings as needed. The Vice-Chair will provide support to the Chair as needed.*



## MEMO

Date: September 20, 2022  
 To: Transportation Advisory Committee  
 From: Christian Meyer, Senior Planner  
 Re: Updated FFY23 TPI Work Program

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✉ **ACTION REQUESTED:** Adopt the updated FFY 2023 CVRPC TPI work program and budget.

### *About the TPI Work Program?*

The CVRPC TAC adopted the TPI Work Program at its July 26 meeting. Subsequently, VTrans requested very minor alterations to the program and budget tables. These are internal changes with no impact on the overall budget. This is not considered an amendment to the FFY23 TPI Work Program. The Executive Committee has already reviewed and approved these minor modification at its September 6 meeting. Submission is required now for the VTrans/CVRPC grant agreement to be in place October 1.

### *Modifications to the Work Program Narrative (Exhibit 1)*

The most substantial changes to the narrative, Exhibit 1, included:

- Adding Task 3.24 to continue the rail supportive land use project that was included in the FFY22 Work Program and was expected to be covered under complementary tasks in the FFY23 program.
- Removing Task 5.9, as this bicycle and pedestrian planning work will be included under Task 7.

Beyond these changes to the content of the program, other textual modifications were meant to help VTrans in their review of the document. All changes have been identified in red.

### *Modifications to the Budget Tables (Exhibits 2, 3, & 4)*

For several years, a financial rounding practice has regularly caused a \$0.01 discrepancy to arise between RPC TPI excel budget tables and the VTrans budget calculations. This is a problem that is occurring in other regions as well. Staff modified the VTrans template to remedy the issue. In doing so, total budget values by line item have been modified by several cents to several dollars. Those items influenced by the indirect rate saw the greatest alteration. Staff hours assigned by task are unchanged. All changes have been identified in red.

		<b>Original</b>	<b>Updated</b>	<b>% Change</b>
1	Administration	\$30,461.70	\$30,462.40	0%
2	Public Participation & Coordination	\$25,881.02	\$25,881.70	0%
3	Planning	\$106,067.74	\$106,062.74	0%
4	Data Collection & Management	\$72,061.72	\$72,064.96	0%
5	Project Development Planning	\$13,966.34	\$13,966.70	0%
6	Municipal Roads General Permit (MRGP) Support	\$1,165.47	\$1,165.50	0%
<b>Sub-Total (Tasks 1-6) (Hours)</b>		<b>\$249,604.00</b>	<b>\$249,604.00</b>	<b>0%</b>
7	Strategic Initiative	\$42,285.00	\$42,285.00	0%
	Other Planning Activities	\$0.00	\$0.00	0%
<b>Total</b>		<b>\$291,889.00</b>	<b>\$291,889.00</b>	<b>0%</b>

## **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

### **FFY 2023 Transportation Planning Initiative**

Federal Fiscal Year: October 1, 2022 to September 30, 2023

Approved by: TAC \_\_\_\_\_; Executive Committee \_\_\_\_\_

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#### **EXHIBIT 1: WORK PROGRAM**

##### **Purpose and Summary**

This document describes the Central Vermont Regional Planning Commission (CVRPC) Transportation Planning Initiative (TPI), Federal Fiscal Year 2023 Work Program. The transportation program is continually adapted to meet the needs of our 23 municipalities, the region at large, and the work tasks developed cooperatively with the Vermont Agency of Transportation. This work program is a summary of work tasks with more specific work scope and schedule guidance being provided by VTrans and/or our member communities. Implicit in this agreement is that CVRPC staff will hold themselves to a professional standard and seek training opportunities in all relevant transportation and planning related topics. The regional transportation planning program is intended to achieve the following goals:

1. Enhance cooperative decision-making among state, regional, and local partners about the transportation system.
2. Better connect federal, regional, and statewide transportation planning.
3. Provide technical assistance to municipalities and expand their ability to implement transportation planning best practices.
4. Deliver results that advance VTrans strategic and long range transportation plans.

Under the CVRPC TPI Work Program, regional staff create the Transportation Element of the Regional Plan, facilitate the prioritization of VTrans projects, engage municipalities in the VTrans planning processes, provide transportation planning services to municipalities, transmit local input into state planning processes, and study transportation problems.

The current Work Program continues the above activities. In addition, activities have been added to strengthen the transportation/land use linkage, assist municipalities to plan for a resilient transportation system, and plan for Clean Water initiatives.

This work program is presented under eight tasks, each corresponding to the VTrans FFY 2023 TPI guidance materials and direction from VTrans. The narrative for each task includes a description of the proposed goals, objectives, and activities to be undertaken the resulting products.



## TASK 1. PROGRAM ADMINISTRATION

### Objective:

The purpose of this task, is to effectively execute the management and administrative functions related to conducting the regional transportation planning process and includes development of work programs, work related to the consultant selection process, and maintain financial records and develop reports in conformance to all applicable federal and state laws, regulations and guidance. *(Unless otherwise noted, all activities below fall under TPI Guidance Task 1.0.)*

Included are the following activities:

1. Hire, train, and supervise staff, and hire, supervise, and evaluate consultants as necessary to undertake the work program.
2. Prepare and update policies and procedures to maintain compliance with state and federal laws, procedures, and requirements.
3. Work cooperatively with VTrans in an evaluation of the overall program to define strengths and deficiencies in meeting the objectives as defined in the VTrans/CVRPC agreement for services.
4. Participate in a commission-wide audit, in conjunction with other CVRPC programs and in conformance with federal standards.
5. Develop work plans and budgets and participate in the mid-year review process.
6. Conduct financial and progress reporting to meet federal and VTrans requirements, such as preparation of monthly billings, monthly progress reports, and weekly status reports regarding work accomplishments and financial status.
7. Develop an indirect cost proposal.
8. Purchase supplies, equipment (traffic counter), and software directly related to TPI activities and necessary to complete the work program; repair and maintain equipment as necessary.
9. Complete training to enhance knowledge and skills specific to transportation planning best practices.
10. Complete annual TPI and VAPDA performance reporting *(TPI Guidance Task 1.1.1.)*, including:
  - a. tracking performance indicators during the year and submit to VTrans;
  - b. compiling a list of planning projects completed during the year and submit to VTrans
11. Attend monthly TPI meetings and organize and host one meeting, annually. *(TPI Guidance Task 1.1.2.)*

**Personnel:** Executive Director, Senior Planners, Planners, Assistant Planners, Planning Technicians

**Products:** Administrative activities will be ongoing throughout the agreement period. Specific products will include procurement documentation, monthly invoices, progress reports, an annual audit report, indirect cost proposal, related proposals, subcontracts, work

programs, budgets, updated policies, and the CVRPC FY23 Annual Report and VAPDA SFY2023 Annual Report that includes transportation performance measures.

## **TASK 2. PUBLIC PARTICIPATION AND COORDINATION**

### Objective:

To ensure that the public, business owners, and other stakeholders have the opportunity to participate in the regional transportation planning process both individually and through their locally elected officials. Additionally, this task shall support a regional approach to transportation planning, promoting cooperation, coordination and the exchange of information across modes, providers and jurisdictional boundaries, consistent with FHWA's planning requirements. *(Unless otherwise noted, all activities below fall under TPI Guidance Task 2.0.)*

Included are the following activities:

1. Coordinate transportation planning activities with adjacent regional commissions, public transit providers, economic development agencies, human service providers and advocates, housing organizations, VTrans, and other organizations.
2. Publish and advertise informational materials regarding activities of the Regional Transportation Planning Program and related VTrans planning efforts. Media can include newsletters, website and social media content, and other materials to enhance understanding of the planning process, evaluation of needs, and development of transportation solutions.
3. Meet regularly with VTrans staff to discuss the development, implementation and progress of programs and activities of interest to the region's member municipalities.
4. Monitor the development of legislation affecting local and regional transportation; communicate information as appropriate.
5. Coordinate and facilitate the Central Vermont Transportation Advisory Committee (TAC) and coordinate its activities with local officials, groups, and other regional TACs and its involvement in statewide modal and policy plans.
6. Engage the public in the identification of transportation problems and solutions.
7. Serve on various transportation-related task forces and study committees.
8. Attend meetings of local boards and commissions on transportation related topics including safety improvements, capital planning, infrastructure planning, etc.
9. Engage the public in the Regional Plan update as it pertains to various modes of transportation, goals for transportation planning, and future transportation needs.
10. Participate in emergency management training and activities to support a resilient transportation system.
11. Monitor current transportation projects by reviewing the five year VTrans Capital Program and Project Development Plan, and the STIP.

## Exhibit 1 – FFY 2023 TPI Work Program – Central Vermont Regional Planning Commission

12. Obtain in-house reference materials, such as periodicals, manuals and textbooks, on transportation planning, engineering, and related topics, for use by staff, local officials and the public.
13. Training staff, Transportation Advisory Committee (TAC) and RPC members
14. Solicit public input on the State Transportation Improvement Program (STIP) Hearing Support *(TPI Guidance Task 2.1.1.)*, including:
  - a. assisting VTrans with sharing the public meeting notice with their TAC and affected municipalities.
  - b. participation in the public meeting
15. Participate and coordinate Travel Demand Management initiatives to meet the needs of Central Vermont, including participating, coordination and outreach as part of the Park Your Carbon Challenge. *(TPI Guidance Task 2.1.2.)*
16. Coordinate, facilitate, and provide technical support for quarterly road foreman roundtables including communicating with Vermont Local Roads for opportunities for participation. *(TPI Guidance Task 2.1.3.)*
17. Assist VTrans in their analysis of equity in the existing transportation programs and development of the Transportation Equity Framework Legislative Report; attend trainings; implement relevant Regional tasks. *(TPI Guidance Task 2.1.4.)*
18. Coordinate the region's participation in the VTrans Aviation Program, including participation in State Aviation Council meetings and exploration of a State Airport Committee for the Edward F. Knapp Airport. *(TPI Guidance Task 2.2.2.)*

Personnel: Executive Director, Office Manager, Senior Planners, Planners, Assistant Planner, Planning Technician

Products: Public participation and outreach activities will be ongoing throughout the agreement period. Specific products will include meeting announcements and minutes, written recommendations and correspondence as appropriate, the newsletter, reporting on the Park Your Carbon Challenge planning efforts, and a network of local community groups and neighborhood representatives needed to leverage public outreach efforts.

### **TASK 3. PLANNING**

#### Objective:

Under this task, the Region will integrate multi-modal transportation needs identified by existing and future land use patterns, socioeconomic characteristics and trends, environmental challenges and other driving factors into regional and local plans and solutions and propose solutions to meet those needs that respect Federal and State regulations and Vermont statutes. This will include considering planning activities through the lens of 24 V.S.A. § 4302, which stipulates that state agencies are responsible for supporting and reinforcing Vermont's historic settlement pattern of compact village and urban centers

separated by rural countryside, under this task transportation planning activities should be considered through this lens. Furthermore, under this task CVRPC shall integrate the goals identified in the 2040 Vermont Long Range Transportation Plan. *(Unless otherwise noted, all activities below fall under TPI Guidance Task 3.0.)*

Included are the following activities:

1. Maintain, distribute, and verify through local officials and business/community leaders future land use, demographic, and transportation network characteristics.
2. Participate in Corridor Management Planning efforts to integrate local and regional perspectives.
3. Coordinate inter-regional efforts, such as clean water planning for inter-regional roads.
4. Provide technical support to assist municipalities with municipal plan updates, zoning ordinances, subdivision regulations, highway ordinances, and other transportation-related documents or ordinances.
5. Develop and implement analytical methods to identify gaps in the connectivity of the transportation system.
6. Preparing and supporting the preparation of regional, subarea, corridor, and local transportation plans such as assessment of transportation problems, feasibility studies, and alternatives analyses.
7. Coordinating and providing technical support for intermodal, multimodal and freight transportation planning activities; including bike/pedestrian systems planning.
8. Assessing and forecasting future travel demand based on land use, demographic projections and other driving factors; assessing and recommending strategies to manage demand as well as identifying gaps in transportation system connectivity based on analysis.
9. Identifying wildlife corridors, roadway barriers and crossings, and other environmental transportation connections.
10. Supporting development of Municipal Transportation Capital Improvement Plans.
11. Planning, coordination, and outreach associated with designated Scenic Byways
12. Review of traffic impact studies of proposed development projects with potential impacts to the federal aid system and relative to the regional transportation plan.
13. Providing planning, technical assistance, and general grant support.
14. Work with municipalities to improve bicycle and walking conditions through planning, zoning and the use of 'complete streets' concepts. *(TPI Guidance Task 3.2.3.)*
15. Update the Regional Transportation Plan for Central Vermont Region. *(TPI Guidance Task 3.1.1.)*
16. Participate in working groups, steering committees, and/or advisory committees of VTrans-managed planning projects, such as acting as a technical advisor. *(TPI Guidance Task 3.1.2.)*
17. Advance the goals of statewide environmental policy and planning into transportation planning

work and develop list of work completed to advance these projects through 2023. *(TPI Guidance Task 3.1.3.)*

18. Prepare comments on the annual state EV charging plan. *(TPI Guidance Task 3.1.4.)*
19. Support the planning, provision and performance of the local public transit system by assisting or participating in relevant studies, analyses, or planning initiatives, by supporting outreach, serving on transit governance boards, and by providing feedback to VTrans. *(TPI Guidance Task 3.1.5.)*
20. Support the enhancement of Human Services Transportation Coordination, including hosting and transitioning the Regional Elders and Persons with Disabilities Advisory Committee into a Regional Mobility Committee, serving on the Public Transit Advisory Committee (PTAC) and public transit boards (serve as Chair of the Green Mountain Transit Board), continuing to provide technical support to regional public transit providers, advisory groups, and groups working to identify and fill transportation gaps for the public and underserved populations (Green Mountain Transit, Rural Community Transportation, Mad River TAC, THRIVE Transportation Collaborative Action Network), and participating in activities as necessary; continue to serve on Boards and committees to act as a liaison between providers and local needs. *(TPI Guidance Task 3.1.6.)*
21. Provide technical assistance for resilience planning and implementation including integrating, and assisting municipalities to integrate, the results of the statewide analysis and Transportation Resilience Planning Tool (TRPT) into regional and local plans and planning efforts. *(TPI Guidance Task 3.2.1.)*
22. Participated and support VTrans with the development of the US-2 from Montpelier to Waterbury corridor plan. *(TPI Guidance Task 3.2.2.)*
23. Support municipalities pursue demonstration projects on an as needed basis. *(TPI Guidance Task 3.2.5.)*
24. *Continue working with communities to identify and market parcels that could be adapted for rail supportive uses under the pilot intermodal rail access planning. (TPI Guidance Task 3.2.4.)*
25. Support municipal work in the Safe Routes to School program as needed. *(TPI Guidance Task 3.2.6.)*
26. Participate and support municipalities with road safety audits on an as needed basis. *(TPI Guidance Task 3.2.7.)*
27. Procure consulting engineering services to conduct a feasibility study and assess traffic calming opportunities on Berlin Street in Barre City.

**Personnel:** Executive Director, Senior Planners, Planners, Assistant Planners, Planning Technicians

**Products:** Four quarterly E&D/Mobility Committee meetings held in accordance with Vermont Open Meeting Law; E&D/Mobility Committee work plan; attend E&D Summit; Updates to the Regional Transportation Plan.

## **TASK 4. Data Collection and Management**

### Objective:

Data collection and management tasks support balanced planning efforts by grounding decision making in observations made directly in the field. These efforts involve documenting and uniformly reporting transportation facility location, condition, performance, and usage, to provide a comprehensive perspective on statewide, regional, and local transportation infrastructure needs and opportunities to VTrans, RPCs and municipalities. *(Unless otherwise noted, all activities below fall under TPI Guidance Task 4.0.)*

Included are the following activities:

1. Monitor and maintain data for regional transportation facilities. Work shall include, but may not be limited to, conducting vehicular, turning movement, bike, pedestrian, transit ridership, and park and ride usage counts. Conducting ditch and road erosion assessments. Conduct tree inventories. Or by supporting the development of a capital improvement plan. Data may be gathered by using recommended equipment and state standards or by the purchase of relevant data sets where appropriate. *(TPI Guidance Tasks 4.1.1., 4.1.2, 4.1.3)*
2. Assist municipalities with town highway road, culvert, bridge, sidewalk, bicycle facilities and roadway sign inventories and assessments.
3. Develop and maintain statistics, GIS data and analyses used to support transportation planning and project development (journey to work data, Longitudinal Employer-Household Dynamics, existing land use, land use regulations, floodplains, river corridors, farmland, critical wildlife habitat and hazardous materials, etc.)
4. Develop and implement analytical methods to identify gaps in the connectivity of the transportation system.
5. Support the annual collection of non-motorized count data to develop a consistent data source and build a “snapshot” of biking and walking activity statewide. *(TPI Guidance Task 4.1.2.)*
6. Utilize count data to inform adjustment factors for temporal and seasonal variation in bike/pedestrian activity in Vermont.
7. Compile data on park and ride usage to track capacity. Counts shall be complete three times annually. *(TPI Guidance Task 4.1.3.)*
8. Annually collect for VTrans submit to FHWA, highway improvement data on the Town Highway Major Collector (TH MC) system *(TPI Guidance Task 4.1.4.)*
9. Improve the accuracy of Town Highway road surface type information. *(TPI Guidance Task 4.1.5.)*
10. Aid reporting by VTrans on municipal compliance with the Complete Streets Law. *(TPI Guidance Task 4.1.6.)*
11. Aid municipalities in maintaining bridge and culvert inventories based on the recommended prioritization criteria above *(TPI Guidance Task 4.1.7.)*. Work shall include:

- a. Inputting municipal bridge or culvert data collected by the RPC into VTCulverts.
  - b. Host one training with municipal representatives utilizing the VTCulverts Training Module.
12. Complete field inventory of public transit bus stops. *(TPI Guidance Task 4.1.8.)*
  13. Participate in the review of Federal Urban Area Boundary Adjustments. *(TPI Guidance Task 4.1.9.)*

**Personnel:** Executive Director, Senior Planners, Planners, Assistant Planners, Planning Technicians

**Products:** Traffic, bike, parking, and pedestrian counts; Comments on Federal Urban Area Boundary Adjustments, field inventory of bus stops, input municipal bridge and culvert data into VTCulvert online platform, submit complete streets compliance forms, provide town highway improvement data,

## TASK 5. Project Development Plan

### Objective:

Evaluate recommendations for capital projects identified through the planning processes in greater detail. Project development activities provide continuity between planning and implementation and provide a framework for on-going public participation as specific design alternatives, costs and impacts are explored. Establishing regional priorities for transportation projects is also a critical step because it ensures that regional goals are incorporated into project funding decisions and the implementation schedule. *(Unless otherwise noted, all activities below fall under TPI Guidance Task 5.0.)*

Included are the following activities:

1. Identify of regional priorities.
2. Conduct or participate in feasibility and project definition studies.
3. Identify local issues that relate to scoping analyses.
4. Facilitate and participate in the public decision-making process for project development.
5. Assist and review communities' Municipal Assistance projects that can be funded and developed outside the statewide prioritization system (such as Transportation Alternatives, Bike/Ped and other locally managed projects).
6. Prioritize VTrans projects and evaluate conformance with the Regional Plan; implement the Vermont Project Selection Prioritization Process (VPSP2), including the development of regional priorities, as directed by VTrans and adapt CVRPC's regional process as needed. Provide input into the VPSP2 as needed. *(TPI Guidance Task 5.1.1.)*
7. Complete New Project Summaries to provide VTrans with regional perspective before a project begins the initial stages of design. *(TPI Guidance Task 5.1.2.)*

8. Assist VTrans in tailoring public outreach plans to the local context by helping to develop stakeholder lists, identifying outreach methods that may be unique to a certain locale, in helping to engage key players in the community, and in bringing a regional perspective to how the project will affect a community. Provide continued coordination for better public awareness during project construction. *(TPI Guidance Task 5.1.3.)*
9. ~~Support the Bicycle and Pedestrian Planning Integration Pilot by participating in bicycle and pedestrian planning work by assessing existing relevant work and resources at the regional and municipal level, by submitting a summary report to VTrans for statewide compilation, and attending project steering committee meetings.~~

**Personnel:** Executive Director, Senior Planners, Planners

**Products:** Regional project prioritization list and map; scoping and feasibility studies as applicable; New Project Summaries input; Project assistance as applicable.

### **TASK 6. Municipal Roads General Permit Reporting**

**Objective:**

As stipulated in Act 64 of 2015, the Vermont Clean Water Act, the Agency of Natural Resources (ANR) Department of Environmental Conservation (DEC) issued the Municipal Roads General Permit (MRGP) in January 2018. As part of the MRGP, municipalities are required to provide two components: a comprehensive Road Erosion Inventory (REI) of hydrologically-connected road segments and an associated Implementation Table Portal. The purpose of this task is to assist municipalities with tasks that support compliance with the MRGP.

Included are the following activities:

1. Assist municipalities with compliance with the MRGP by providing outreach, education and administrative assistance; data collection and management assistance and grant preparation. *(TPI Guidance Task 6.2.1.)*

**Personnel:** Executive Director, Senior Planners, Planners

**Products:** Program reporting; ongoing collaboration with DEC on MRGP requirements

### **TASK 7. Strategic Initiatives – Bicycle and Pedestrian Integration Pilot**

**Objective:**

Support implementation of H.736 Section 25 Bicycle and Pedestrian Planning Integration Pilot Program. *(All activities below fall under TPI Guidance Task 7.1.1.)*

Included are the following activities:

1. Participate in bicycle and pedestrian planning work by assessing existing relevant work and



resources at regional and municipal level, submitting a summary report to VTrans for statewide compilation, and by attending project steering committee meetings.

2. Compile and submit GIS data; Gather unmapped infrastructure locations as needed.
3. Conduct additional tasks to be determined.

**Personnel:** Executive Director, Senior Planners, Planners

**Products:** Summary report on regional bike planning; participation in the project steering committee.

<b>TASK 8. Other Planning Activities</b>
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**No tasks are currently included under this item.**

## Exhibit 2: Budget Detail by Task Category

Task	Task Description	Total Cost
Task 1	Administration	\$30,462.40
Task 2	Public Participation & Coordination	\$25,881.70
Task 3	Planning	\$106,062.74
Task 4	Data Collection & Management	\$72,064.96
Task 5	Project Development Planning	\$13,966.70
Task 6	Municipal Roads General Permit (MRGP) Support	\$1,165.50
Sub-Total (Tasks 1-6)		\$249,604.00
Task 7	Strategic Initiative	\$42,285.00
Task 8	Other Planning Activities	\$0.00
Total		\$291,889.00

## Exhibit 3: Budget Detail by Expense Category

TABLE 1. RPC Staff Position	Rate SFY22	Total Hours	Total Cost
Exec Director	\$63.51	242	\$15,369.42
Transportation Sr Planner I	\$44.15	885	\$39,072.75
Natural Resources Sr Planner II	\$38.40	65	\$2,496.00
Land Use Sr Planner III	\$48.59	0	\$0.00
Land Use Sr Planner IV	\$39.42	75	\$2,956.50
Transportation Planner I	\$41.34	270	\$11,161.80
Energy/Climate Planner II	\$30.53	61	\$1,862.33
Emerg Mngmt Planner III	\$39.81	142	\$5,653.02
Land Use Asst Plan I	\$36.65	20	\$733.00
Office Manager	\$36.99	55	\$2,034.45
Planning Technician I	\$21.53	485	\$10,442.05
Planning Technician II	\$21.53	485	\$10,442.05
Total		2,785	\$102,223.37

<b>TABLE 2. Indirect Costs</b>		<b>105.00%</b>	
<b>RPC Staff Position</b>	<b>of Hourly Rate</b>	<b>Total Hours</b>	<b>Total Cost</b>
Exec Director	\$66.69	242	\$16,138.98
Transportation Sr Planner I	\$46.36	885	\$41,028.60
Natural Resources Sr Planner II	\$40.32	65	\$2,620.80
Land Use Sr Planner III	\$51.02	0	\$0.00
Land Use Sr Planner IV	\$41.39	75	\$3,104.25
Transportation Planner I	\$43.41	270	\$11,720.70
Energy/Climate Planner II	\$32.06	61	\$1,955.66
Emerg Mngmt Planner III	\$41.80	142	\$5,935.60
Land Use Asst Plan I	\$38.48	20	\$769.60
Office Manager	\$38.84	55	\$2,136.20
Planning Technician I	\$22.61	485	\$10,965.85
Planning Technician II	\$22.61	485	\$10,965.85
<b>Total</b>		<b>2785</b>	<b>\$107,342.09</b>

<b>TABLE 3. Direct Costs</b>	<b>Total Cost</b>
Contract	\$75,223.54
Travel	\$3,000.00
Supplies	\$300.00
Data/Ref	\$0.00
Postage	\$800.00
Phone	\$0.00
Copy/Print	\$0.00
Meetings	\$3,000.00
Equipment	\$0.00
<b>Total</b>	<b>\$82,323.54</b>

<b>Fund Allocation</b>			
<b>Task</b>	<b>Task Description</b>	<b>CVRPC Share<sup>1</sup></b>	<b>VTrans Share<sup>2</sup></b>
Task 1	Administration	\$3,046.24	\$27,416.16
Task 2	Public Participation & Coordination	\$2,588.17	\$23,293.53
Task 3	Planning	\$10,606.27	\$95,456.47
Task 4	Data Collection & Management	\$7,206.50	\$64,858.46
Task 5	Project Development Planning	\$1,396.67	\$12,570.03
Task 6	Municipal Roads General Permit (MRGP) Support	\$116.55	\$1,048.95
<b>Sub-Total (Tasks 1-6)</b>		\$24,960.40	\$224,643.60
Task 7	Strategic Initiative	\$0.00	\$42,285.00
Task 8	Other Planning Activities	\$0.00	\$0.00
<b>Subtotal by Share</b>		<b>\$24,960.40</b>	<b>\$266,928.60</b>
<b>Agreement Total</b>			<b>\$291,889.00</b>

**Notes:**

- <sup>1</sup> CVRPC share comes from annual appropriations from the Vermont Agency of Commerce and Community Development (Municipal & Regional Planning Fund) and CVRPC's member municipalities.
- <sup>2</sup> 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 2023 Transportation Planning Initiative  
August 2022

Exhibit 4: Time-Task-Cost Summary

A. Personnel (Hours)

		Bonnie	Christian	Brian	Vacant	Clare	Vacant	Sam	Keith	Blaine	Nancy	Vacant	Vacant	
Task #	Task Description	Exec Director	Transportation Sr Planner I	Natural Resources Sr Planner II	Land Use Sr Planner III	Land Use Sr Planner IV	Transportation Planner I	Energy/Climate Planner II	Emerg Mngmt Planner III	Land Use Asst Plan I	Office Manager	Planning Technician I	Planning Technician II	Total Hours
1	Administration	25	185	0	0	0	30	0	0	0	5	5	5	255
2	Public Participation & Coordination	10	190	0	0	10	45	6	6	0	25	0	0	292
3	Planning	175	115	20	0	50	75	40	40	10	25	140	140	830
4	Data Collection & Management	10	220	40	0	0	100	10	96	10	0	340	340	1,166
5	Project Development Planning	10	100	5	0	15	20	5	0	0	0	0	0	155
6	Municipal Roads General Permit (MRGP) Support	2	10	0	0	0	0	0	0	0	0	0	0	12
	Sub-Total (Tasks 1-6) (Hours)													2,710
7	Strategic Initiative	10	65	0	0	0	0	0	0	0	0	0	0	75
8	Other Planning Activities	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	242	885	65	0	75	270	61	142	20	55	485	485	2,785

B. Direct Costs (\$)¹

Task #	Task Description	Contract	Travel	Supplies	Data/Ref	Postage	Phone	Copy/Print	Meetings	Equipment	Total
1	Administration		\$3,000.00	\$300.00	\$0.00	\$800.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$7,100.00
2	Public Participation & Coordination										\$0.00
3	Planning	\$40,123.69									\$40,123.69
4	Data Collection & Management										\$0.00
5	Project Development Planning										\$0.00
6	Municipal Roads General Permit (MRGP) Support										\$0.00
	Sub-Total (Tasks 1-6) Expenses										\$47,223.69
7	Strategic Initiative	\$35,099.85									\$35,099.85
8	Other Planning Activities										\$0.00
	Total	\$75,223.54	\$3,000.00	\$300.00	\$0.00	\$800.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$82,323.54

C. Cost Proposal Summary (\$)

Task #	Task Description	Exec Director	Transportation Sr Planner I	Natural Resources Sr Planner II	Land Use Sr Planner III	Land Use Sr Planner IV	Transportation Planner I	Energy/Climate Planner II	Emerg Mngmt Planner III	Land Use Asst Plan I	Office Manager	Planning Technician I	Planning Technician II	Total Personnel	Indirect	Direct	Total Costs
	Hourly Rate	\$63.51	\$44.15	\$38.40	\$48.59	\$39.42	\$41.34	\$30.53	\$39.81	\$36.65	\$36.99	\$21.53	\$21.53				
1	Administration	\$1,587.75	\$8,167.75	\$0.00	\$0.00	\$0.00	\$1,240.20	\$0.00	\$0.00	\$0.00	\$184.95	\$107.65	\$107.65	\$11,395.95	\$11,966.45	\$7,100.00	\$30,462.40
2	Public Participation & Coordination	\$635.10	\$8,388.50	\$0.00	\$0.00	\$394.20	\$1,860.30	\$183.18	\$238.86	\$0.00	\$924.75	\$0.00	\$0.00	\$12,624.89	\$13,256.81	\$0.00	\$25,881.70
3	Planning	\$11,114.25	\$5,077.25	\$768.00	\$0.00	\$1,971.00	\$3,100.50	\$1,221.20	\$1,592.40	\$366.50	\$924.75	\$3,014.20	\$3,014.20	\$32,164.25	\$33,774.80	\$40,123.69	\$106,062.74
4	Data Collection & Management	\$635.10	\$9,713.00	\$1,536.00	\$0.00	\$0.00	\$4,134.00	\$305.30	\$3,821.76	\$366.50	\$0.00	\$7,320.20	\$7,320.20	\$35,152.06	\$36,912.90	\$0.00	\$72,064.96
5	Project Development Planning	\$635.10	\$4,415.00	\$192.00	\$0.00	\$591.30	\$826.80	\$152.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,812.85	\$7,153.85	\$0.00	\$13,966.70
6	Municipal Roads General Permit (MRGP) Support	\$127.02	\$441.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$568.52	\$596.98	\$0.00	\$1,165.50
	Sub-Total (Tasks 1-6) (Costs)																\$249,604.00
7	Strategic Initiative	\$635.10	\$2,869.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,504.85	\$3,680.30	\$35,099.85	\$42,285.00
8	Other Planning Activities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total	\$15,369.42	\$39,072.75	\$2,496.00	\$0.00	\$2,956.50	\$11,161.80	\$1,862.33	\$5,653.02	\$733.00	\$2,034.45	\$10,442.05	\$10,442.05	\$102,223.37	\$107,342.09	\$82,323.54	\$291,889.00

105.00% Indirect Rate	al Employee Indirect													
Indirect per employee	\$16,138.98	\$41,028.60	\$2,620.80	\$0.00	\$3,104.25	\$11,720.70	\$1,955.66	\$5,935.60	\$769.60	\$2,136.20	\$10,965.85	\$10,965.85	\$107,342.09	

Notes

¹ Contract : Audit; design and planning services as needed (problem evaluation); design / layout for transportation program materials

Travel: Mileage, non-mileage transportation, rooms, meals, conference / workshop fees

Supplies: Office, mapping and traffic counting supplies used specifically for the transportation program

Data / Ref: Reference materials, portion of cost of new data

Postage: for materials specific to the transportation program

Phone: for calls or data plans specific to transportation program activities

Copies / Printing: Reproduction costs, including photocopies

Meetings: Meeting room space, legal notices, other associated costs

Equipment: Any eligible equipment purchased during the implementation of the grant agreement e.g. traffic counters and computer equipment.



## MEMO

Date: September 21, 2022

To: Transportation Advisory Committee

From: Sam Lash, Climate and Energy Planner

Re: Putting Equity Frameworks into Practice: Community Implementation

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✉ **ACTION REQUESTED: Practice implementing a health equity framework in the context of transportation related project development.**

This discussion will follow a presentation on the Transportation Equity Framework, one of several equity frameworks and tools recently developed across the state including [the Just Transitions Guiding Principles](#)<sup>1</sup> developed by the Vermont Climate Council and [Health Equity Glossary, Guide, and tools developed](#)<sup>2</sup> by the Vermont Department of Health and partners. Each framework shares a set of equity pillars or principles to be integrated into various planning processes. This discussion aims to practice implementing these pillars within the context of a real example: transportation-related project development. This memo will introduce this grant and some key concepts associated with these equity frameworks and the role transportation plays in health equity. This activity is intended to result in feedback that both guides the integration of these tools into existing planning processes at the municipal and regional scale, and the identification of potential projects for implementation via ongoing health equity work October 2022-May 2023.

### Background: Health Equity Grant

This work is funded through a statewide health equity grant. Lamoille County Planning Commission (LCPC), representing and in partnership with, the Vermont Association of Planning and Development Agencies (VAPDA), received a grant from the Vermont Department of Health to help municipal leaders increase their understanding and capacity to improve and expand community infrastructure for physical activity and healthy food access while advancing health equity. CVRPC and statewide RPCs are sub-grantees of this project and are supporting this work via the development of a

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<sup>1</sup> Just Transition Guiding Principles:

<https://aoa.vermont.gov/sites/aoa/files/Boards/VCC/Guiding%20Principles%20for%20a%20Just%20Transition%20-%20Final%20Draft%20for%20Approval%208.2021.pdf#:~:text=The%20GWSA%20also%20stood%20up%20the%20Vermont%20Climate,for%20government%20and%20business%20action%20on%20climate%20change>.

<sup>2</sup> Health Equity Glossary, Guide, and Tools Developed: <https://www.healthvermont.gov/about-us/our-vision-mission/health-equity>

municipal health equity toolkit and pilot community implementation projects via technical assistance. One of the modules in the toolkit is focused on transportation, others include recreation, medical care access, food access, healthy homes, employment, and the like.

In order to improve rates of physical activity and healthy eating to prevent chronic health conditions across the State, we can focus on improving determinant(s) of health, such as:

- the natural environment, or green space;
- built environment including buildings, sidewalks, bike lanes, and roads;
- recreational settings;
- physical and infrastructure barriers (proximity, transportation options, and/or for those with disabilities)
- sociocultural barriers (lighting, trees, benches, public safety, social norms)

The target population for this funding includes those that experience significant disparities in health outcomes, including higher rates of chronic disease and are disproportionately impacted by COVID-19. These populations include:

- people of color & indigenous peoples,
- refugees and English language learners,
- LGBTQ+,
- people experiencing homelessness,
- people living with disabilities
- people living in rural communities.

### Transportation and Health Equity:

The local transportation system has a direct impact on the health of residents in the context of physical activity, mental health, and safety. Communities that provide for a variety of modes of transportation, including walking, bicycling, and public transit, will see better health outcomes as compared to those that rely more exclusively on automobiles. Inadequate physical activity is directly linked to increased rates of obesity and chronic disease. Long commutes contribute to higher rates of stress and take time away from more productive and beneficial pursuits. Not all communities in Vermont however have equal access to developing multi-modal transportation options. This disproportionately impacts the elderly, physically impaired, communities of color, communities experiencing poverty, and, of course, most rural areas. In addition, many of these same populations are also less likely to own a [reliable] vehicle and therefore face greater challenges when accessing jobs and essential goods and services. The toolkit is being developed to help municipalities address these challenges and more. In the meantime, we want to work with YOU to consider how to integrate equity frameworks into our planning process including project identification and selection.

What could this look like?

- Bikeshares and lending libraries
  - Local Motion (Montpelier, Northfield, and others participate)

- Sidewalk Gap Analysis
  - Criteria for project prioritization and selection (e.g. ensuring food and healthcare access)
- Demonstration Projects (See Local Motion)
  - Neighborhood Traffic Calming
  - Complete Streets (components)
- SafeRoutes to Support Active Transportation in Rural Communities (Additional materials attached. Page 10)
- Equitable repaving process

Linked below and attached are some starter resources on transportation and health equity that provide greater detail and may be referenced in the course of this discussion:

- [The State of Transportation and Health Equity](#)- Smart Growth America (Strategies matrix attached, page 14)
- [Street Infrastructure and Transportation Strategies Advance Health Equity](#) <sup>3</sup>(Page 10)
- [Equity | US Department of Transportation](#) <sup>4</sup>

### Activity:

You just heard a presentation on the [Transportation Equity Framework](#)<sup>5</sup>, a tool to help decision makers plan for and prioritize projects, ensure accurate representation in decision making, and enhance the equitable delivery of services. This and other tools are based on a shared set of equity principles or pillars (from the Transportation Equity Framework, see attached for an expanded version from the Vermont Climate Council Just Transitions Guiding Principles):



But what does this mean? How do we DO this?... We practice! We will talk through some of the questions guiding these efforts (see **Guiding Questions and attached rubric, page 6**) in the context of brainstorming how potential projects in your towns might address the parameters of the health

<sup>3</sup>[Street Infrastructure and Transportation Strategies Advance Health Equity:](#)

<https://www.cdc.gov/nccdphp/dnpao/health-equity/health-equity-guide/pdf/health-equity-guide/Health-Equity-Guide-sect-4-2.pdf>

<sup>4</sup>[Equity | US Department of Transportation:](#) <https://www.transportation.gov/priorities/equity>

<sup>5</sup>Transportation Equity Framework: <https://vtrans.vermont.gov/equity>



equity grant and move towards a selection process. Reflecting on new insights, we will discuss how we might integrate it into different scales of planning (and what would be needed to do so).

In advance of this activity we encourage you to think about the following questions. You have likely seen a large number of terms used to denote specific target populations for different funding opportunities and programs, having an umbrella concept and process by which we identify those communities in our region and communities will ensure we are able to better serve our entire communities and leverage these opportunities effectively.

- Who are your local equity partners? Who serves residents in need on a day to day basis?

*For example: libraries provide additional services like internet and computer access, may act as heating and cooling centers, often have a range of after school, continuing education, CPR/life courses, etc. think about rural health care centers, schools, interfaith spaces, after school programs, health and housing advocates, ride programs, local community trusts/pantries, etc.*

- Who are you frontline/impacted communities?

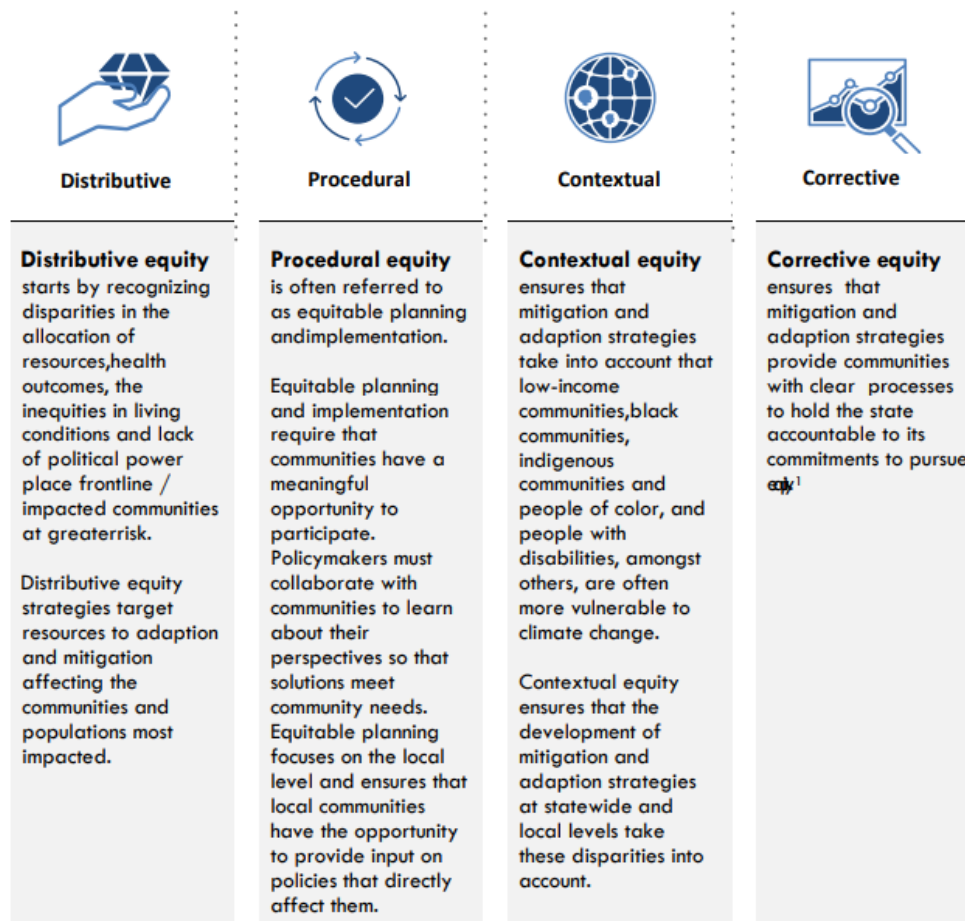
*There is no static definition of “Frontline/impacted communities” - instead it may be useful to think of the term as implying a process which considers who, based on a variety of reasons, may be **disproportionately** affected by a specific policy, project, or event (the disproportionate part here is key to distinguish from other types of stakeholders. The term has been used to describe those who are disproportionately burdened by environmental degradation and climate change, but also those who face systemic lack of access to resources and decision making (are the least likely to have access emergency services, remediation and mitigation support, basic infrastructure, healthcare and community services). At a national level, as a result of historical segregation and systemic bias in access to quality housing and healthy environments, low-income communities of color and indigenous communities are typically included, but the composition of frontline communities varies widely based on topic/project and geographic scale. This may include residents and/or communities based on circumstance- those who live in or near a particular floodplain, ecosystem, type of infrastructure, etc, are currently low-income, houseless, live in remote or rural communities, and/or those that may have one or more intersecting identities including Black, Indigenous, and people of color (BIPOC), refugee and citizenship status, people with disabilities, elderly, LGBTQ+, English language learners, etc. It may be useful to consider that stakeholder dynamics already play a part in planning and implementation processes; using the framing of frontline communities just ensures we do so with more intentionality.*

As a group we will consider:

- What- data, support facilitating community conversations, templates- would help you answer these questions?
- How can these questions be incorporated into decision making/planning processes?

## Background Materials

### Equity Pillars: Vermont Climate Council Just Transitions Guiding Principles



### Guiding Questions and Rubrics:

#### From Transportation Equity Framework

- Who may not be meeting their needs due to current inequities in the transportation system?
- What projects or programs are needed to make our transportation system more equitable?
- Which projects or programs should be funded and in what order?
- How are all Vermonters involved in the decision-making process and how are their voices and concerns heard?
- How can services and the delivery of the Agency's work be carried out in a respectful, equitable, and fair manner that respects our differences and elevates those already underserved and overburdened?

## VI. Scoring Rubric

The Rubric is intended to accompany a narrative response for each of the Assessment Questions in Section V. In reviewing the proposal, please consider the Rubric's prompts and their resonance to the goals and vision of this project. An area is provided for comments. The Rubric allows a score of 1 (low) to 3 (high) for each criterion.

1 (low): The proposal meets the criteria to some degree but provides limited explanation or there are significant opportunities to enhance these criteria in the proposal.

2 (moderate): The proposal meets the criteria. There are additional opportunities to enhance these criteria to better meet the goals of the Guiding Principles.

3 (high): The proposal excels in meeting the criteria.

If a recommendation does not yet address the criteria at all, additional work is required.

**Policy/Proposal Title:**

**Policy/Proposal Summary:**

Frontline/Impacted Communities Score 1 – 3 on impression of meeting criteria		Please select 1 low to high 3		
Frontline/Most Impacted Communities well defined in proposal		1	2	3
Comments:				
Proposal reflects understanding of existing inequities around the issue for frontline/most impacted communities		1	2	3
Comments:				
<b>Total</b>				
Analyzing Burdens and Benefits Score 1 – 3 on impression of meeting criteria		Please select 1 low to high 3		
Proposal clearly identifies how benefits are shared for frontline/most impacted communities		1	2	3
Comments:				
Proposal clearly identifies who/what carries the burdens from the recommendation, if any		1	2	3
Comments:				
Proposal includes solutions to shield frontline/most impacted communities from experiencing burdens from the recommendation, if applicable		1	2	3
Comments:				

Proposal outlines the long-term/intergenerational impacts (positive or negative) of recommendations on impacted communities	1	2	3
Comments:			
Proposal outlines how it will create a future that is more equitable than the unjust status quo	1	2	3
Comments:			
<b>Total</b>			
<b>Ensuring Equitable &amp; Just Engagement</b> Score 1 – 3 on impression of meeting criteria			
Please select 1 low to high 3			
Proposal reflects inclusion of frontline/impacted communities in design and implementation of recommendation	1	2	3
Comments:			
Vermonters can hear their voices in the recommendation	1	2	3
Comments:			
Recommendation written in plain language and easy to understand	1	2	3
Comments:			
<b>Total</b>			
<b>Funding &amp; Data</b> Score 1 – 3 on impression of meeting criteria			
Please select 1 low to high 3			
Funding mechanism for recommendation is clearly defined	1	2	3
Comments:			
Funding mechanism makes recommendation affordable and accessible to frontline/most impacted communities, if applicable	1	2	3
Comments:			
Proposal identifies data and indicators to determine success	1	2	3
Comments:			
Proposal includes process for consultation with frontline/most impacted communities in assessment activities	1	2	3
Comments:			
Proposal includes plan for collection and review of data with frontline/most impacted communities	1	2	3
Comments:			
<b>Total</b>			

<b>Implementation &amp; Outcomes</b> Score 1 – 3 on impression of meeting criteria		<b>Please select 1 low to high 3</b>		
Proposal identifies new jobs/business/employment opportunities for the recommendation		1	2	3
Comments:				
Jobs created by recommendation offer fair, high paying positions with good benefits		1	2	3
Comments:				
A wide range of traditionally underserved Vermonters and unions are prioritized in the jobs created by the recommendation		1	2	3
Comments:				
Communities, local/regional governments, organizations and families have the capacity to implement the recommendation.		1	2	3
Comments:				
The recommendation provides a specific, quantifiable commitment to a just transition		1	2	3
Comments:				
The recommendation supports the natural environment and promotes fairness to all living things		1	2	3
Comments:				
<b>Total</b>				

**Total scoring (21 low to 63 high):**

Direct Benefits to Underrepresented/Most Impacted Communities (use blank spaces as needed to add)

The recommendation provides direct benefits for the following groups:		
Agricultural Sector	Yes	No
Black/African-American, Brown, Latinx, Asian, Pacific Islander, and Indigenous communities and Native nations	Yes	No
Disabled and chronically ill people	Yes	No
Displaced due to severe weather	Yes	No
Older Vermonters	Yes	No
Formerly incarcerated individuals	Yes	No
Immigrants, regardless of immigration status	Yes	No
LGBTQIAP+ individuals	Yes	No
People living with low or very low incomes	Yes	No
Outdoor laborers	Yes	No
Recent graduates of the foster care system	Yes	No
Unions/Organized Labor	Yes	No
Women	Yes	No
Young People	Yes	No
	Yes	No
	Yes	No
	Yes	No
	Yes	No
	Yes	No
	Yes	No
	Yes	No

**Narrative on Impacted Communities:**

**Recommend:**      **Yes**      **Yes with Changes**      **No**

**Explanation:**



## SAFE AND ACCESSIBLE STREETS FOR ALL USERS

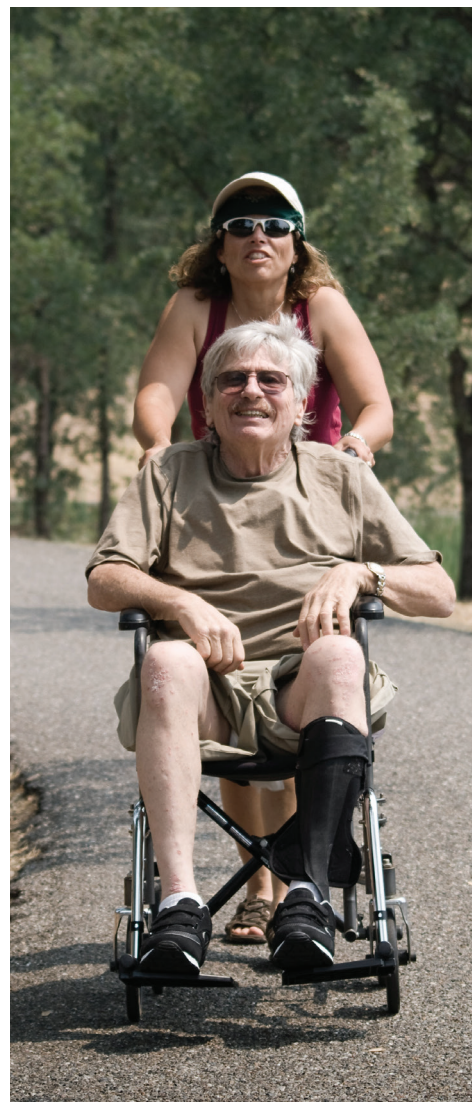
STREET INFRASTRUCTURE AND TRANSPORTATION STRATEGIES MAY INCLUDE COMPLETE STREETS POLICIES, SAFE ROUTES TO SCHOOL POLICIES AND PROGRAMS, AND COMMUNITY DESIGN STANDARDS. THESE STRATEGIES CAN HELP ENSURE THAT STREETS ARE ROUTINELY DESIGNED, MODIFIED, AND UPDATED TO SUPPORT ALL FORMS OF TRANSPORT, INCLUDING ACTIVE TRANSPORT. ACTIVE TRANSPORTATION INCLUDES MODES OF HUMAN POWERED TRANSPORTATION SUCH AS WALKING, BIKING, AND USING A WHEELCHAIR.

### MAKE THE CASE:

#### Why Is This A Health Equity Issue?

The issues below highlight the need for street infrastructure and transportation strategies that advance health equity:

- Inadequate Infrastructure for Active Transportation Exists in Many Low-Income Communities and Communities of Color:** Low-income communities and communities of color have been found to have poorly maintained sidewalk and street infrastructure, higher rates of crime, and increased dangers from traffic.<sup>174,175</sup> These barriers may discourage some residents from engaging in active transportation or make it difficult and unsafe for those that depend on such infrastructure.
- Challenges for Active Transportation Exists in Many Rural Communities:** Rural communities, including rural tribal lands, may experience unique infrastructure inequities. These communities may have less pedestrian and bicycling plans and infrastructure than urban communities,<sup>189</sup> and rural roads are some of the most dangerous for pedestrians.<sup>190</sup> Additionally, the long distances between key institutions/settings may present challenges to active transportation.
- Street Design May Neglect Users with Special Needs:** There are a variety of potential users to consider in street infrastructure and transportation strategies (e.g., the elderly, those with a disability, children). For example, older adults often have difficulty navigating busy, traffic-heavy roads, areas with obstructed or difficult to read signage, and inadequate sidewalks.<sup>177,179,191</sup> Significant barriers may also exist for people with strollers and people with disabilities (e.g., those with hearing and vision impairments, those using wheelchairs).



## Design and Implement with Health Equity in Mind

To maximize health impact and advance health equity, consider these factors and others when designing, implementing, and evaluating street infrastructure and transportation strategies:

KEY FACTORS	BARRIERS OR UNINTENDED CONSEQUENCES	OPPORTUNITIES TO MAXIMIZE IMPACT
<b>COMMUNITY AWARENESS &amp; INVOLVEMENT</b> Encourage community participation and leadership	Community members may face barriers (e.g., language, time constraints, lack of transportation) that prevent them from being engaged in infrastructure and transportation planning processes.	<ul style="list-style-type: none"> <li>Organize events (e.g., walk and roll audits) to increase awareness of and participation in planning processes among underserved communities.</li> <li>Work with partners to address barriers to participation (e.g., provide venues for input at convenient times and locations, hold forums in prevalent languages or with interpreters, provide childcare if needed).</li> <li>Engage representatives from organizations who are trusted by underserved populations to commit to long-term participation in planning processes.</li> </ul>
<b>INCLUSIVE DECISION MAKING &amp; DESIGN</b> Ensure decision processes accommodate people with special needs	People with special needs, such as the elderly and people with disabilities, may be overlooked in the design and implementation of street infrastructure and transportation strategies.	<ul style="list-style-type: none"> <li>Work with transportation planners to engage people with special needs in planning and implementation processes.</li> <li>Encourage transportation planners to include guidelines and strategies developed specifically for people with special needs.</li> <li>Use inclusive language when discussing such strategies (e.g., “walk, bike, and roll” has been used to include those in wheelchairs).</li> </ul>
<b>RESOURCE LIMITATIONS</b> Find ways to address funding limitations for street improvements in underserved communities	Funding may not be available for street improvements, particularly in underserved communities. Additionally, residents of these communities may lack the time and resources to apply for funding that addresses infrastructure.	<ul style="list-style-type: none"> <li>Leverage existing funds to make necessary improvements and enhancements (e.g., incorporate street improvements into routine road maintenance procedures).</li> <li>Provide technical support and training to underserved communities to enhance their capacity to apply for infrastructure funding.</li> <li>When evaluating proposals for funding, use criteria that prioritize communities in greatest need.</li> </ul>
<b>DISPLACEMENT</b> Account for the potential displacement effects of street improvement strategies	When a community becomes a popular place to walk, bike, or use other modes of active transportation safely, local businesses may benefit. A possible result is that property values may increase and current residents may be displaced if they are no longer able to afford living there.	<ul style="list-style-type: none"> <li>Conduct an assessment (e.g., health impact assessment) to examine the possibility of displacement with all street improvement policies.</li> <li>Utilize supportive mechanisms and community benefits agreements (e.g., affordable housing protections, local hiring ordinances) to ensure current residents are not displaced and can benefit from infrastructure improvements.</li> </ul>

(Also see [Neighborhood Development that Connects Community Resources to Transit](#) on page 96)



## Build the Team: Partnership for Success

Successful efforts to implement street infrastructure and active transportation strategies depend on strong partnerships that bring a diverse set of partners to the table early, consistently, and authentically. These partners may include the following:

- Area Agencies on Aging
- Community development, revitalization, and redevelopment agencies and organizations
- Community members (of diverse abilities, ages, cultures, gender, income levels, race/ethnicity, and sexual orientation)
- Environmental and climate change groups
- Leaders and community champions from multiple sectors
- Local transportation planning department
- Organizations serving populations experiencing health inequities
- Program evaluators
- Public health agencies
- Public Works Department
- School districts, universities, and community colleges
- Transit agencies
- Transportation organizations
- Zoning and Planning organizations



## HEALTH EQUITY IN ACTION

## Creating Safe Routes in a Rural Community

### Sault Ste. Marie, MI

The service area of the Sault Ste. Marie Tribe of Chippewa Indians covers seven rural counties in Michigan's Eastern Upper Peninsula. These counties have higher percentages of low-income populations than other places in the state. Limited infrastructure options often force residents who live in tribal housing to drive to local stores, schools, childcare, and employment, even though these resources are within walking or biking distance. Rising gas prices coupled with limited household incomes prompted the Sault Tribe Community Health Program, with support from the CDC's *Strategic Alliance for Health* program, to explore infrastructure improvements that would support active transportation.

The Sault Tribe's Strategic Alliance for Health Project staff and coalition members conducted walking audits in tribal housing, as well as the broader community. Pictures taken by community members illustrated the need for bicycle and pedestrian improvements. The presentations were effective

in educating community stakeholders about the need for pedestrian and bicycle facilities, resulting in construction of a sidewalk connecting tribal housing in one community to a major employment center. In another neighborhood, a need was identified for a midblock crossing near a childcare center to allow caregivers to take young children on walks during the day. The Strategic Alliance for Health Project also facilitated a partnership between tribal transportation planners and the City of St. Ignace to invest in sidewalk improvements that will connect housing to a nearby high school athletic field.

Key partnerships among tribal transportation planners, tribal housing authority, local government, and school systems fostered success. These partnerships were instrumental in implementing strategies that will support the creation of complete streets in five communities and in the seven-county region, focus on safe bicycle and pedestrian projects in the regional transportation plans, and address health and safety needs of all residents.



## Transportation Framework Supports Health Equity and Sustainability

### Multnomah County, OR

When Multnomah County Health Department staff realized the tremendous impact of transportation decisions on the health of Oregon's residents, they wanted to get involved. They wanted to ensure transportation projects would contribute to—not detract from—their health and equity goals. With funding from CDC's *Communities Putting Prevention to Work* program, the health department leveraged their relationships with local transportation leaders and other community-based organizations and began working with Upstream Public Health (a Portland-based public health policy organization), the City of Portland Bureau of Transportation, and the North American Sustainable Transportation Council. One goal of the cross-sector partnership was to create a system to ensure health, multimodal safety, and equity outcomes are improved in the planning, analysis, and operation of transportation plans and projects.

In 2010, the North American Sustainable Transportation Council developed the Sustainable Transportation Analysis and Rating System (STARS) pilot project application manual. STARS is a framework for developing and rating transportation projects, plans, and programs. It is a performance-based system with a multimodal focus that allows planners to compare and improve performance across all modal strategies. The STARS project manual currently consists of 12 core credits that encompass the “triple bottom line,” also known as the “three Ps” of access (people), climate and energy (planet), and cost effectiveness (prosperity). Projects that achieve at least nine of the 12 core credits are qualified for STARS certification. Through Multnomah County's collaborative effort, three new STARS credits have been developed to increase the likelihood that transportation projects improve key health, safety, and equity criteria.

With health equity as a driving principle, STARS gives credit for meaningful engagement of the communities most affected by the transportation project. Focusing



*Infrastructure improvements on the Hawthorne Bridge in Multnomah County make safe, sustainable, and equitable transportation options available to all users. Photo Courtesy of Greg Raisman*

on meaningful engagement ensures residents have a say in how transportation projects are planned and implemented. Credits are also awarded to projects that are planned so that transportation-disadvantaged communities gain improved access to meet daily needs and are not burdened disproportionately. Plans and projects that earn safety, health, and equity credits take one step closer to becoming STARS certified, providing an incentive for transportation planners and project managers to integrate health, safety, and equity into their work. Certified projects may be prioritized for government funding. Communities across the country can use STARS to ensure that their own transportation projects and plans include health and multimodal safety, while maximizing efforts to achieve equitable outcomes.

STRATEGIES MATRIX

Strategy	Level of Government			Responsibility				5 Ps				
	Federal	State	Local	Transport Leadership	Transport Practitioner	Elected Official	Advocate	Policy	Process	Politics	People	Practice
Strategy 1 - Reframe the transportation conversation												
1.1	Connect transportation messages to issues people care about											
1.2	Educate the press											
1.3	Use trusted messengers											
1.4	Use demonstration projects as a communication tool											
1.5	Tell stories to change hearts and minds											
1.6	Create and share case studies and easy to understand fact sheets											
Strategy 2 - Allocate funding and resources equitably												
2.1.1	Connect people to destinations											
2.1.2	Set performance targets that will improve safety											
2.1.3	Pass a binding, federal Complete Streets policy											
2.2.1	Change agency culture to support multimodal transportation systems											
2.2.2	Create budget transparency											
2.2.3	Adopt and implement policies that prioritize the needs of disenfranchised populations											
2.3.1	Change the way we measure project performance											
2.3.2	Prioritize and select projects that serve all users											
2.3.3	Take time to make sure project scopes are correct											
2.3.4	Integrate health into existing manuals and resources											

STRATEGIES MATRIX (continued)

Strategy	Level of Government			Responsibility				5 Ps				
	Federal	State	Local	Transport Leadership	Transport Practitioner	Elected Official	Advocate	Policy	Process	Politics	People	Practice
Strategy 3 - Improve the quality and diversity of transportation leadership												
3.1 Support and invest in the future of the field												
3.2 Hire more diverse decision-makers												
3.3 Redefine expertise within transportation departments												
3.4 Provide and require training for transportation professionals and decision-makers												
3.5 Institutionalize the connection between health and transportation in higher education												
3.6 Prepare for new mobility and technology												
Strategy 4 - Prioritize historically underrepresented communities in transportation decision-making												
4.1 Give up power and make space for disenfranchised communities to drive decision-making												
4.2 Remove barriers to participating in transportation decisions												
4.3 Hire staff who are reflective of the community and pay community consultants for their expertise												
4.4 Organize opportunities for shared capacity building												
4.5 Use creativity and fun to help produce better outcomes												

STRATEGIES MATRIX (continued)

Strategy		Level of Government			Responsibility				5 Ps				
		Federal	State	Local	Transport Leadership	Transport Practitioner	Elected Official	Advocate	Policy	Process	Politics	People	Practice
Strategy 5 - Work in unison to provide people-focused infrastructure													
5.1	Build partnerships and relationships across disciplines	●	●	●	●	●		●		●			
5.2	Build political capital	●	●	●				●			●		
5.3	Create a diverse base of knowledge and skills within internal government teams	●	●	●	●							●	
5.4	Offer trainings across disciplines	●	●	●	●			●	●				
5.5	Make the transportation decision-making process easy to understand	●	●	●	●	●				●			
5.6	Share resources across organizations and departments	●	●	●	●	●			●				
5.7	Build partnerships through demonstration projects		●	●	●	●	●	●		●			
Strategy 6 - Invest in communities without displacement													
6.1	Measure displacement and reward projects that allow residents to remain in place		●	●	●			●	●				
6.2	Strengthen guardrails on existing investment tools	●					●	●	●				
6.3.1	Update zoning practices to encourage compact, walkable development		●	●	●		●	●	●				
6.3.2	Invest in equitable transit oriented development (eTOD)		●	●	●		●	●	●	●			
6.3.3	Coordinate early across sectors		●	●	●		●	●		●			
6.4	Build shared prosperity through transportation investment	●	●	●	●	●	●	●	●				