



EXECUTIVE COMMITTEE

Monday, May 1, 2023 at 4:00 p.m.

Hybrid Meeting with Remote Participation via Zoom¹

<https://us02web.zoom.us/j/88230172343?pwd=ZjNySGM0aG1waElVRzMremVsamZ0Zz09>

Dial in via phone: +1 929 436 2866 | Meeting ID: 882 3017 2343 | Passcode: 927199

Download the app at least 5 minutes before the meeting starts: <https://zoom.us/download>.

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 at least 3 business days prior to the meeting for which services are requested.

Page **AGENDA**

4:00² Adjustments to the Agenda
Public Comment

2 **4:05 Financial Report (enclosed)³**

12 **4:15 Draft Budget and Work Plan (enclosed)³**

30 **4:30 Contract/Agreement Authorization (enclosed)³**

4:45 Staffing Update

32 **4:50 FY24 Dental Benefit (enclosed)³**

33 **5:00 Procurement and Grants Management Policies(enclosed)³ Brian Voigt**

62 **5:15 Meeting Minutes (4/3 - enclosed)³**

64 **5:20 Commission Meeting Agenda (enclosed)³**

5:30 Adjourn

Next Meeting: June 5, 2023

¹ Dial-in telephone numbers are “Toll” numbers. Fees may be charged to the person calling in dependent on their phone service.

² All times are approximate unless otherwise advertised

³ Anticipated action item.



MEMO

Date: April 27, 2023
To: Executive Committee
From: The Ijaz Group, Contracted Accountant
Re: Financial Report as of 3/31/2023

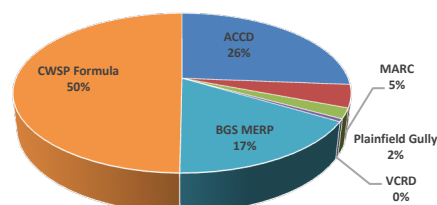
☒ **ACTION REQUESTED:** Accept March 31st, 2023, unaudited financial reports.

FY23 Summary: CVRPC's FY23 Net Profit is \$53,595 as of March 31st, 2023. The fiscal year-to-date Net Income is in line with expectations. In the FY23 adopted budget, CVRPC anticipated a year end net income of \$120,503. In FY22, CVRPC had a YTD surplus of \$11,408.49 through March 31st, 2022 primarily due to the over-recovery of indirect costs.

Balance Sheet

- **Assets** – Billing is substantially complete through 03/31/2023. Aging receivables are at \$164,798. Operating cash is \$222,438, whereas the Savings and CD balance is \$538,908 and Union Bank including Sweep balance is \$348,870 totaling the cash balance to \$1,110,215. CVRPC works to maintain at least \$100,000 in operating funds for cash flow purposes.
- **Current Liabilities** –
 - CVRPC maintained an average payable balance.
 - Accrued vacation and compensatory time balances are \$11,926 and \$3,022 respectively.
 - ACCD Deferred Income for FY22 & FY23 stands at \$183,718. Other Deferred Income consists of Plainfield Gully \$14,697, MARC Brownfields \$32,243, VCRD – Climate Catalyst \$4,000, BGS MERP \$116,439 and CWSP Formula \$348,623

Deferred Revenue



- *Equity* – Equity is assets minus liabilities – the company's value. CVRPC's Total Equity as of 03/31/2023 is \$568,295, and it was \$612,078.16 and \$567,845.53 on the same date in 2022 and 2021, respectively.
- *Net Income* of \$53,595 reflects retainage of some Town Dues earned in July 2022.

Budget vs. Actual (a.k.a. Profit & Loss Statement or Net Income Statement)

In reviewing Income and expenses through 03/31/2023, the benchmark used is a percentage of the budget expected to be earned/spent if all income/expenses were earned/spent equally over 12 months. The benchmark for 3/31 is 75%

- *Income* – Total revenue stands at 46.94% earned, lower than the benchmark percentage of 75% which is primarily due to underperformance in the most significant revenue categories of Transportation and Natural resources.
- *Expenses* – Total expenses stand at 44.48%, about 30.5% below the benchmark. Wages, CVRPC's most significant expense, is under the budget at 53.33%.

Financial Statement Acronyms & Abbreviations Guide

604b	Planning funds originating in Section 604b of the federal Clean Water Act
ACCD	Vermont Agency of Commerce and Community Development
ARPA	American Rescue Plan Act (pandemic recovery funds)
BCRC	Bennington County Regional Commission
BMP	Best Management Practice
BWQC	Basin Water Quality Council
CCRPC	Chittenden County Regional Planning Commission
CD	Certificate of Deposit
CEDS	Comprehensive Economic Development Strategy
CVTA	Cross Vermont Trail Association
CW	Clean Water
CWSP	Clean Water Service Provider
DEC	Vermont Department of Environmental Conservation
DIBG	Design/Implementation Block Grant
DPS	Vermont Department of Public Safety
DCRA	Dependent Care Reimbursement Account
EAB	Emerald Ash Borer
EMPG	Emergency Management Performance Grant
EPA	US Environmental Protection Agency
ERP	Ecosystem Restoration Program

FICA	Federal Insurance Contributions Act (federal payroll tax)
GIS	Geographic Information Systems (computer mapping/analysis program)
GMCU	Green Mountain Credit Union
HMGP	Hazard Mitigation Grant Program
LCBP	Lake Champlain Basin Program
LCPC	Lamoille County Planning Commission
LGER	Local Government Expense Reimbursement
LEMP	Local Emergency Management Plan
LEPC SERC	Local Emergency Planning Committee 5's State Emergency Response Commission
LHMP	Local Hazard Mitigation Plan
MARC	Mount Ascutney Regional Commission (formerly Southern Windsor Co. RPC)
MPG	Municipal Planning Grant
MOA	Memorandum of Agreement (disaster response and recovery assistance)
MRGP	Municipal Roads General Permit
NBRC	Northern Borders Regional Commission
NCFCU	North Country Federal Credit Union
QAPP	Quality Assurance Project Plan
REMC	Regional Emergency Management Committee
RRPC	Rutland Regional Planning Commission
SW	Stormwater
SWCRPC	Southern Windsor County Regional Planning Commission
TBP	Tactical Basin Plan
TPI	VTrans Transportation Planning Initiative
VAPDA	Vermont Association of Planning & Development Agencies (RPCs together)
VOBCIT	Vermont Online Bridge & Culvert Inventory Tool
VOREC	Vermont Outdoor Recreation Economy Collaborative
VDT	Vermont Department of Taxes
VEM	Vermont Emergency Management
WBRD	Wrightsville Beach Recreation District

Balance Sheet
As of March 31, 2023

Mar 31, 23

ASSETS

Current Assets

Checking/Savings

1001 · Community National Bank	274.83
1002 · Community National Bank (8901)	222,162.82
1003 · Union Bank	250,097.30
1006 · Union Bank ICS Clearing (2707)	98,772.51
1009 · Northfield Savings - Reserve	237,866.72
1015 · NCFCU - Reserve CD	100,611.13
1018 · NCFCU - Savings	100,012.48
1024 · GMCU - Savings	100,417.44

Total Checking/Savings 1,110,215.23

Accounts Receivable

1200 · Accounts Receivable	164,798.33
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Total Accounts Receivable 164,798.33

Other Current Assets

1020 · Undeposited Funds	6,197.06
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Total Other Current Assets 6,197.06

Total Current Assets 1,281,210.62

Fixed Assets

1501 · Equipment	47,030.18
1502 · Equipment - Accum. Depreciation	(41,010.46)
1505 · Leasehold Improvements	2,597.07
1510 · Lease Asset - Facility	335,121.56
1511 · Lease Asset - Acc. Dep	(25,134.12)

Total Fixed Assets 318,604.23

Other Assets

1301 · Prepaid Expenses	16,759.04
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1320 · Deposits	4,415.00
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Total Other Assets 21,174.04

TOTAL ASSETS

1,620,988.89

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable	17,039.71
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Total Accounts Payable 17,039.71

Credit Cards

2010 · Peoples United Bank Visa	10.99
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2020 · M&T Visa	480.00
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Total Credit Cards 490.99

Other Current Liabilities

2102 · Accrued Vacation	11,926.35
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2103 · Accrued Compensatory Time	3,022.43
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2104 · Accrued 457 Retirement	2,360.76
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2105 · Accrued Interest Payable	1,312.62
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2200 · Deferred Income

2201 · ACCD

2216 · Energy - FY22	6,461.24
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2217 · Pandemic Response	72,893.45
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2218 · RPC Annual - FY23	104,363.31
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Total 2201 · ACCD 183,718.00

2225 · MARC	32,242.84
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2230 · Plainfield Gully	14,696.82
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2240 · VCRD - Climate Catalyst	4,000.00
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2245 · BGS MERP Deferred Revenue	116,439.50
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2250 · CWSP Formula Deferred Revenue	348,623.53
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Total 2200 · Deferred Income 699,720.69

2302 · State withholding	6.64
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2304 · Dependent Care Deductions	599.90
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2306 · Pension Liability- Edward Jones	1,530.41
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2309 · Lease Liability - Facility	314,683.36
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Central Vermont Regional Planning Commission
Balance Sheet
As of March 31, 2023

	Mar 31, 23
Total Other Current Liabilities	1,035,163.16
Total Current Liabilities	1,052,693.86
Total Liabilities	1,052,693.86
Equity	
3100 · Unrestricted Net Position	444,974.11
3300 · Invested in Fixed Assets	11,191.60
3900 · Retained Earnings	58,534.38
Net Income	53,594.94
Total Equity	568,295.03
TOTAL LIABILITIES & EQUITY	1,620,988.89

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	Notes
Vermont Council on Rural Development.							
Community Visits	889.11	-	-	-	-	889.11	
Total Vermont Council on Rural Development.	889.11	-	-	-	-	889.11	
ACCD Parent							
ACCD 21	-	-	-	-	-	-	
ACCD 22	-	-	-	-	18,155.45	18,155.45	ACCD 22 Retainage Invoice
Total ACCD Parent	-	-	-	-	18,155.45	18,155.45	
USDA Rural Development							
RBDG Plainfield Co-op	3,816.21	-	3,078.90	-	1,433.49	8,328.60	Quarterly Invoice sent to Christian
Total USDA Rural Development	3,816.21	-	3,078.90	-	1,433.49	8,328.60	
Administration							
Administration	-	-	-	-	-	-	
Total Administration	-	-	-	-	-	-	
Berlin	-	-	-	-	-	-	
CCRPC							
CEDS							
							March 2023 Quarterly Invoice sent on 4/24
CEDS/Eval Framework	-	-	632.23	-	-	632.23	
Total CEDS	-	-	632.23	-	-	632.23	
Clean Water							
Oversight/Report	-	-	135.77	-	-	135.77	
TBP Implement	18.84	-	37.66	-	-	56.50	March 2023 Quarterly Invoice sent on 4/14
TBP Planning	1,077.62	-	1,211.82	-	-	2,289.44	
Total Clean Water	1,096.46	-	1,385.25	-	-	2,481.71	
Total CCRPC	1,096.46	-	2,017.48	-	-	3,113.94	
CVFiber - Fee for Service							
CVF - Admin	94.16	56.50	-	-	-	150.66	Feb payment received in April
Total CVFiber - Fee for Service	94.16	56.50	-	-	-	150.66	
Department of Environmental Conservation							
CWSP Start-up							
CWSP Start-up	37.66	53.65	-	-	-	91.31	
Implementation Prep	4,514.16	5,492.46	-	-	-	10,006.62	Feb and March invoices sent to Christian
Total CWSP Start-up	4,551.82	5,546.11	-	-	-	10,097.93	
Moretown Elem SW Final Design	-	-	-	-	0.03	0.03	
Plainfield Gully Construction	-	-	-	-	-	-	
Total Department of Environmental Conservation	4,551.82	5,546.11	-	-	0.03	10,097.96	
Department of Public Safety							
EMPG							
Technical Assistance	2,787.47	7,192.67	-	-	-	9,980.14	
Response	-	1,176.60	-	-	-	1,176.60	March 2023 Quarterly Invoice sent on 4/24
REMC	19.80	1,049.29	-	-	-	1,069.09	
LEMP	217.77	237.58	-	-	-	455.35	
Total EMPG	3,025.04	9,656.14	-	-	-	12,681.18	
EMPG Supplemental							
WiFi	-	-	-	-	(0.01)	(0.01)	
Total EMPG Supplemental	-	-	-	-	(0.01)	(0.01)	
LHMP Montpelier & Calais	-	-	-	-	174.39	174.39	
Total Department of Public Safety	3,025.04	9,656.14	-	-	174.38	12,855.56	
DPS MOA							
Response	-	-	544.11	-	-	544.11	
Total DPS MOA	-	-	544.11	-	-	544.11	
EMPG							
EMPG 21							
Technical Assistance	-	-	-	-	0.01	0.01	
Total EMPG 21	-	-	-	-	0.01	0.01	
EMPG - Other	-	-	-	-	(0.04)	(0.04)	
Total EMPG	-	-	-	-	(0.03)	(0.03)	
Friend of the Winooski River							
							Quarterly Invoicing - Quarter ending December invoice was sent on 1/18
Water Wise Woodlands	-	-	495.90	299.44	-	795.34	
Total Friend of the Winooski River	-	-	495.90	299.44	-	795.34	
Lamoille County PC							
Flood Bylaw	162.77	-	632.59	-	-	795.36	Quarterly Invoice sent on 4/18
Health Equity							

Central Vermont Regional Planning Commission
A/R Aging Summary
As of March 31, 2023

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	Notes
Projects	1,413.58	-	1,223.30	-	-	2,636.88	Quarterly Invoice sent on 4/20
Toolkit	661.04	-	972.71	-	-	1,633.75	
Total Health Equity	2,074.62	-	2,196.01	-	-	4,270.63	
Total Lamoille County PC	2,237.39	-	2,828.60	-	-	5,065.99	
Montpelier	-	-	-	-	-	-	
VOREC	-	-	-	-	-	-	
Total Montpelier	-	-	-	-	-	-	
Mount Ascutney Regional Commission	-	-	-	-	-	-	
Brownfields	-	-	49,000.00	-	-	49,000.00	Advance is pending
DIBG - Barre Auditorium SW Design	-	7,388.08	188.05	-	221.89	7,798.02	January invoice sent on 4/6
DIBG - Moretown School SW Implementation	210.84	1,334.98	65.66	-	-	1,611.48	Monthly invoices were sent
Total Mount Ascutney Regional Commission	210.84	8,723.06	49,253.71	-	221.89	58,409.50	
Northwest Regional Comm'n	-	-	-	-	-	-	
Municipal Grants in Aid	-	-	-	-	-	-	
FY22 Equipment	-	-	-	-	203.65	203.65	
Total Municipal Grants in Aid	-	-	-	-	203.65	203.65	
NBRC Grant Admin	-	-	-	-	-	-	
CVTA - NBRC21GVT11	-	-	-	-	260.39	260.39	
Total NBRC Grant Admin	-	-	-	-	260.39	260.39	
Total Northwest Regional Comm'n	-	-	-	-	464.04	464.04	
Orange	-	-	-	-	-	-	
LHMP	-	-	2,235.71	1,475.24	4,778.03	8,488.98	Milestone Invoicing - We only sent the first one yet
Total Orange	-	-	2,235.71	1,475.24	4,778.03	8,488.98	
Rutland Regional Comm'n	-	-	-	-	-	-	
ARPA	197.99	-	494.95	-	-	692.94	Quarterly Invoicing - March invoice was sent on 4/17
Total Rutland Regional Comm'n	197.99	-	494.95	-	-	692.94	
VAPDA_	-	-	-	343.04	500.00	843.04	
VTrans	-	-	-	-	-	-	
TPI	-	-	-	-	-	-	
TPI Special Bike/Ped	675.19	3,501.29	-	-	-	4,176.48	
TPI Planning	2,021.63	4,227.11	-	-	-	6,248.74	
TPI Data Collect/Manage	898.13	4,505.16	-	-	-	5,403.29	
TPI Admin	5,300.45	6,179.20	-	-	-	11,479.65	Monthly invoices sent to Christian
TPI Coordination	3,466.40	4,646.15	-	-	-	8,112.55	
TPI MRGP Support	-	53.45	-	-	-	53.45	
TPI Project Develop	309.11	120.68	0.12	-	-	429.91	
Total TPI	12,670.91	23,233.04	0.12	-	-	35,904.07	
VTrans - Other	-	-	-	-	(0.43)	(0.43)	
Total VTrans	12,670.91	23,233.04	0.12	-	(0.43)	35,903.64	
Washington	-	-	-	-	(0.50)	(0.50)	
TOTAL	28,789.93	47,214.85	60,949.48	2,117.72	25,726.35	164,798.33	

Paid Time Off Liability Balances

As of 3/31/2023

COMPENSATORY TIME

Employee	Wage Rate	Hours	Current Value	Maximum Hours ¹	Maximum Accrual ¹
Chartrand, N.	26.44	34.00	\$ 898.96		
Cubbon, K.	23.08	1.50	\$ 34.62		
Ignatowski, J.	26.00	0.00	\$ -		
Lash, S.	22.60	16.00	\$ 361.60		
Meyer, C.	48.08	14.25	\$ 685.14		
Rock, C.	29.46	10.50	\$ 309.33		
Voigt, B.	32.21	22.75	\$ 732.78		
		0.00	\$ -		
		99.00	\$ 3,022.43		

SICK LEAVE

Employee	Wage Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
Chartrand, N.	26.44	252.00	\$ 6,662.88	252	\$ 6,662.88
Cubbon, Keith	23.08	56.34	\$ 1,300.33	79.34	\$ 1,831.17
Ignatowski, J.	26.00	1.96	\$ 50.96	45.46	\$ 1,181.96
Lash, S.	22.60	74.86	\$ 1,691.84	108.86	\$ 2,460.24
Meyer, C.	48.08	47.78	\$ 2,297.26	203.65	\$ 9,791.49
Rock, C.	29.46	247.56	\$ 7,293.12	288	\$ 8,484.48
Voigt, B.	32.21	76.68	\$ 2,469.86	104.43	\$ 3,363.69
0	0.00	0.00	\$ -	0	\$ -
		757.18	\$ 21,766.25	1,082	\$ 33,775.91

VACATION LEAVE

Employee	Wage Rate	Hours	Current Value	Maximum Hours ²	Maximum Accrual
Chartrand, N.	26.44	138.80	\$ 3,669.87	140	\$ 3,701.60
Cubbon, K.	23.08	43.76	\$ 1,009.98	66.01	\$ 1,523.51
Ignatowski, J.	26.00	1.10	\$ 28.60	37.85	\$ 984.10
Lash, S.	22.60	42.07	\$ 950.78	90.57	\$ 2,046.88
Meyer, C.	48.08	51.34	\$ 2,468.43	200.00	\$ 9,616.00
Rock, C.	29.46	54.99	\$ 1,620.01	160	\$ 4,713.60
Voigt, B.	32.21	67.64	\$ 2,178.68	86.89	\$ 2,798.73
0	0.00	0.00	\$ -	0	\$ -
		399.70	\$ 11,926.35	781	\$ 25,384.42

SUMMARY

	<u>Current</u>	<u>Maximum</u>
Total Paid Time Off Liability	\$ 36,715.03	\$ 62,182.75
Maximum versus Current Difference	\$ 25,467.73	Percent of Max 59%

¹No maximum. Compensatory Time is based on hours worked in excess of regularly scheduled hours. The Personnel Policy discusses monitoring of compensatory time.

²Maximum hours depicted reflect the maximum an employee could have earned based on years of employment and employment status (FT or PT).

	Jul '22 - Mar 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · ACCD				
4101 · ACCD Direct	245,308.91	545,167.00	(299,858.09)	45.0%
Total 4100 · ACCD	245,308.91	545,167.00	(299,858.09)	45.0%
4200 · Community Development				
4215 · CCRPC CEDS	8,856.51	5,000.00	3,856.51	177.13%
4220 · MARC Brownfields	59,693.98	39,000.00	20,693.98	153.06%
4230 · NBRC Grant Admin	-	1,421.00	(1,421.00)	0.0%
4247 · LCPC- Health Equity	13,505.53	40,200.00	(26,694.47)	33.6%
4248 · LCPC - Flood Bylaw	795.36	-	795.36	100.0%
4249 · VCRD	889.11	-	889.11	100.0%
4200 · Community Development - Oth	-	59,281.00	(59,281.00)	0.0%
Total 4200 · Community Development	83,740.49	144,902.00	(61,161.51)	57.79%
4300 · Fee for Services				
4302 · Cross VT Trail	-	1,200.00	(1,200.00)	0.0%
4304 · GIS Mapping	10.00	300.00	(290.00)	3.33%
4308 · WBRD Admin	4,000.00	4,700.00	(700.00)	85.11%
4315 · CVFiber	3,443.52	7,000.00	(3,556.48)	49.19%
Total 4300 · Fee for Services	7,453.52	13,200.00	(5,746.48)	56.47%
4400 · Municipal Contracts				
4447 · Town of Middlesex	2,180.18	-	2,180.18	100.0%
4470 · Town of Orange	7,590.45	5,434.00	2,156.45	139.68%
4471 · BGS - Municipal Energy	3,560.50	-	3,560.50	100.0%
4400 · Municipal Contracts - Other	17,587.39	-	17,587.39	100.0%
Total 4400 · Municipal Contracts	30,918.52	5,434.00	25,484.52	568.98%
4500 · Natural Resources				
4501 · 604B Water Planning	3,231.02	3,636.00	(404.98)	88.86%
4516 · Tactical Basin Planning	11,078.36	25,423.00	(14,344.64)	43.58%
4519 · MARC Design Imp. Block Grant	3,195.14	351,844.00	(348,648.86)	0.91%
4522 · MARC Barre Auditorium SWD	7,817.82	-	7,817.82	100.0%
4525 · Friends of the Winooski River	2,485.12	500.00	1,985.12	497.02%
4530 · DEC Plainfield Gully	159,363.00	198,038.00	(38,675.00)	80.47%
4535 · DEC CWSP Start-up	36,984.43	70,115.00	(33,130.57)	52.75%
4545 · DEC CWSP Formula	93.71	-	93.71	100.0%
Total 4500 · Natural Resources	224,248.60	649,556.00	(425,307.40)	34.52%
4600 · Public Safety				
4602 · EMPG	46,809.30	82,996.00	(36,186.70)	56.4%
4611 · VEM Emergency Operation MO	544.11	230.00	314.11	236.57%
4630 · RRPC ARPA	3,088.94	3,289.00	(200.06)	93.92%
Total 4600 · Public Safety	50,442.35	86,515.00	(36,072.65)	58.31%
4700 · Town Dues (Parent)				
4701 · Town Dues	86,984.66	86,985.00	(0.34)	100.0%
Total 4700 · Town Dues (Parent)	86,984.66	86,985.00	(0.34)	100.0%
4800 · Transportation				
4803 · Grants in Aid	1,482.63	7,759.00	(6,276.37)	19.11%
4804 · TPI	127,518.46	292,627.00	(165,108.54)	43.58%
Total 4800 · Transportation	129,001.09	300,386.00	(171,384.91)	42.95%
4900 · Other Income				
4901 · Interest Income	1,759.73	480.00	1,279.73	366.61%
4905 · Dividend Income	590.01	372.00	218.01	158.61%
Total 4900 · Other Income	2,349.74	852.00	1,497.74	275.79%
Total Income	860,447.88	1,832,997.00	(972,549.12)	46.94%
Gross Profit	860,447.88	1,832,997.00	(972,549.12)	46.94%
Expense				
5000 · Wages and Fringe Benefits				
5001 · Personnel	325,888.23	601,806.00	(275,917.77)	54.15%
5100 · Fringe Benefits				
5101 · FICA	27,318.40	46,038.00	(18,719.60)	59.34%
5110 · Health Insurance	74,623.62	144,509.00	(69,885.38)	51.64%
5112 · Dental Insurance	3,221.27	8,516.00	(5,294.73)	37.83%
5115 · Life Disability Insurance	2,371.34	3,889.00	(1,517.66)	60.98%
5120 · Pension Plan - Edward Jones	7,764.98	21,315.00	(13,550.02)	36.43%
5125 · Technology Stipend	-	2,060.00	(2,060.00)	0.0%
5130 · Unemployment Insurance	668.00	1,238.00	(570.00)	53.96%
5135 · Worker's Comp	2,279.47	3,480.00	(1,200.53)	65.5%
Total 5100 · Fringe Benefits	118,247.08	231,045.00	(112,797.92)	51.18%
Total 5000 · Wages and Fringe Benefits	444,135.31	832,851.00	(388,715.69)	53.33%
5200 · Professional Services				

Central Vermont Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2022 through March 2023

	Jul '22 - Mar 23	Budget	\$ Over Budget	% of Budget
5201 • Accounting	45,000.00	60,000.00	(15,000.00)	75.0%
5202 • Audit	18,000.00	18,000.00	-	100.0%
5203 • IT/Computer	2,419.50	2,900.00	(480.50)	83.43%
5204 • Legal	3,989.50	3,300.00	689.50	120.89%
5200 • Professional Services - Other	690.29	300.00	390.29	230.1%
Total 5200 • Professional Services	70,099.29	84,500.00	(14,400.71)	82.96%
5305 • Advertising	1,587.98	3,600.00	(2,012.02)	44.11%
5315 • Consultants				
5317 • Stipends	800.00	-	800.00	100.0%
5315 • Consultants - Other	222,387.58	663,181.00	(440,793.42)	33.53%
Total 5315 • Consultants	223,187.58	663,181.00	(439,993.42)	33.65%
5320 • Depreciation expense	2,574.81	4,500.00	(1,925.19)	57.22%
5325 • Copy				
5326 • Copier extra copies	742.80	1,800.00	(1,057.20)	41.27%
5327 • Copier Lease Payments	1,576.02	2,311.00	(734.98)	68.2%
Total 5325 • Copy	2,318.82	4,111.00	(1,792.18)	56.41%
5330 • Supplies				
5331 • Equipment/Furniture	373.00	5,800.00	(5,427.00)	6.43%
5332 • GIS Supplies	-	500.00	(500.00)	0.0%
5333 • Office Supplies	1,236.35	3,500.00	(2,263.65)	35.32%
5334 • Billable Supplies	1,254.00	350.00	904.00	358.29%
5335 • Subscriptions/Publications	907.31	1,698.00	(790.69)	53.43%
Total 5330 • Supplies	3,770.66	11,848.00	(8,077.34)	31.83%
5344 • Insurance				
5345 • Liability Insurance	200.00	1,538.00	(1,338.00)	13.0%
5346 • Public Officials Insurance	-	3,507.00	(3,507.00)	0.0%
Total 5344 • Insurance	200.00	5,045.00	(4,845.00)	3.96%
5350 • Meetings/Programs	936.87	9,460.00	(8,523.13)	9.9%
5355 • Postage	263.58	710.00	(446.42)	37.12%
5360 • Dues/Memberships/Sponsorships				
5361 • Government Relations	2,840.92	-	2,840.92	100.0%
5360 • Dues/Memberships/Sponsorsh	6,957.25	10,783.00	(3,825.75)	64.52%
Total 5360 • Dues/Memberships/Sponsoc	9,798.17	10,783.00	(984.83)	90.87%
5370 • Office Occupancy				
5310 • Cleaning	1,980.00	3,540.00	(1,560.00)	55.93%
5371 • Rent/Utility Payments	31,787.55	42,383.00	(10,595.45)	75.0%
5370 • Office Occupancy - Other	-	200.00	(200.00)	0.0%
Total 5370 • Office Occupancy	33,767.55	46,123.00	(12,355.45)	73.21%
5375 • Software/Licenses/IT Sub	4,969.17	12,531.00	(7,561.83)	39.66%
5385 • Telephone/Internet	5,287.16	7,080.00	(1,792.84)	74.68%
5390 • Travel	3,097.44	14,751.00	(11,653.56)	21.0%
5999 • Miscellaneous Expenses				
5339 • Gifts	175.17	380.00	(204.83)	46.1%
5380 • Fees				
5381 • Line of Credit Annual Fee	500.00	500.00	-	100.0%
5382 • Bank Fees	30.00	-	30.00	100.0%
5383 • DRRA Fees	24.50	30.00	(5.50)	81.67%
5380 • Fees - Other	15.00	100.00	(85.00)	15.0%
Total 5380 • Fees	569.50	630.00	(60.50)	90.4%
5999 • Miscellaneous Expenses - Other	113.88	410.00	(296.12)	27.78%
Total 5999 • Miscellaneous Expenses	858.55	1,420.00	(561.45)	60.46%
8000 • Indirect Costs	-			
Total Expense	806,852.94	1,712,494.00	(905,641.06)	47.12%
Net Ordinary Income	53,594.94	120,503.00	(66,908.06)	44.48%
Net Income	53,594.94	120,503.00	(66,908.06)	44.48%



MEMO

Date: April 25, 2023
To: Executive Committee
From: Christian Meyer, Executive Director
Re: DRAFT FY24 Budget

✉ **ACTION REQUESTED:** Review and comment on the FY24 work plan and budget.

Setting

As new federal programs continue to be launched and deadlines loom for the obligation of ARPA funding, the budget is marked by uncertainty and a push to provide additional support to rural communities to access grant funding. On the revenues page of the Draft Budget those lines highlighted yellow are not yet confirmed. All funding is expected to be finalized by the beginning of the fiscal year.

The budget is substantially expanded over last year due in large part to the greatly expanded contractor services that will be procured through the Clean Water Service Provider (CWSP).

CVRPC expects several efficiencies to our administrative costs, which are down significantly over the previous year.

The budget calls for the employment of 8.5 full time equivalent staff. This includes:

- Executive Director
- Office Manager
- Natural Resources Senior Planner
- Natural Resources Planner
- Land Use Senior Planner
- Community Development/Land use Planner (Vacant)
- Energy and Climate Planner
- Emergency Management and Transportation Planner
- Transportation Planner (Vacant)

Work Program

The FY 24 Work program follows many of the themes of previous work plans. The forthcoming fiscal year will be distinguished with substantial staff time being committed to the update of the CVRPC Regional Plan. Additionally, we anticipate potential new efforts being put toward providing additional technical capacity to communities to access federal funding opportunities.

As we do each year, we have worked internally to develop a list of potential tasks we will complete with each of our municipalities. This list is a starting point based on conversations our municipal partners have already had with CVRPC staff. New tasks or comments on tasks that have already been added to the list is needed to refine and finalize the work.

Summary

While the numbers in the budget are becoming fairly firm, we still expect updates before it will be finalized. The work program is genuinely a work in progress that will be finalized during the month of May and Executive Committee and Commission feedback is requested to ensure this program meets the needs of our region.

Central Vermont Regional Planning Commission

DRAFT - FY24 Budget

Adopted by the Executive Committee / /2023

Steve Lotspeich, Chair

Line		06/30/21	02/28/22	03/06/22	##/##/2023	Difference (Budget)	Percent Change	Notes
		FY21 Audited	FY22 Audited	FY23 Budget	FY24 Budget			
1	REVENUES	1,017,217	971,541	2,119,635	2,880,313	760,678	35.9%	
2								
3	Community Development	35,762	19,947	203,719	136,879	(66,840)	-32.8%	
4	Fee for Service	13,522	13,259	11,500	8,900	(2,600)	-22.6%	
5	Municipal Contracts	76,353	37,243	7,128	4,498	(2,630)	-36.9%	
6	Natural Resources	116,796	223,622	946,349	1,780,708	834,359	88.2%	New contracts
7	Other Income	6,672	1,590	852	852	0	0.0%	
8	Public Safety	175,755	69,075	63,518	61,501	(2,017)	-3.2%	
9	Regional Planning Funds (ACCD)	267,580	311,426	513,754	492,273	(21,481)	-4.2%	Decreased funding for energy planning
10	Municipal Dues	79,875	81,999	86,985	86,985	0	0.0%	
11	Transportation	244,903	213,380	285,830	307,717	21,887	7.7%	Reduced revenue MRGP
12								
13		FY21 Audited	FY22 Audited	FY23 Budget	FY24 Budget	Difference (Budget)	Percent Change	Notes
14								
15								
16	EXPENSES	954,131	979,143	1,966,080	2,634,292	668,212	34.0%	
17							0.0%	
18	Contractor Services	159,872	183,869	1,025,628	1,618,269	592,641	57.8%	Varies with project mix
19	Copy/Print	3,470	4,237	4,111	1,600	(2,511)	-61.1%	
20	Debt Repayment	0	0	0	0	0	0.0%	
21	Depreciation	5,240	3,432	4,500	4,500	0	0.0%	Varies with capital improvements
22	Dues/Memberships/Sponsorships	10,381	9,962	10,783	11,045	262	2.4%	
23	Fringe Benefits	154,115	167,157	155,185	231,830	76,645	49.4%	
24	Insurance	6,793	6,092	5,045	5,107	62	1.2%	
25	Meeting/Programs	2,738	2,152	9,460	4,970	(4,490)	-47.5%	
26	Miscellaneous Expense	5,224	1,325	5,730	5,690	(40)	-0.7%	
27	Office Occupancy	44,463	47,523	46,123	46,123	0	0.0%	Lease through 9/30/2026
28	Professional Services	72,654	74,500	84,500	85,800	1,300	1.5%	Accounting, Audit, legal
29	Software / Licenses	8,239	12,901	13,531	9,746	(3,785)	-28.0%	
30	Supplies	7,765	14,132	12,848	15,998	3,150	24.5%	
31	Telephone / Internet	6,728	6,857	7,080	7,080	0	0.0%	
32	Travel	6,412	2,439	14,751	13,262	(1,489)	-10.1%	
33	Wages	460,037	442,565	566,805	573,272	6,467	1.1%	
34								
35	BAL END	63,086	(7,602)	153,555	246,021	92,466	60.2%	Includes \$69K to true up Indirect from FY23;
36	Bad Debit/Adjustment	1,270	(1,425)	0	0	0		
37	Capital Investments							Depreciated over life of item; see line 21
38	Equipment			39,200	39,200	0		Conference room furnishings (19,200); server replacement or move to cloud (12-20,000)
39	Leaseholder Improvements			80,000	0	(80,000)		
40	RESERVES	0	0	0	0	0	100.0%	
41	General Reserves	55,000	0	0	0	0	100.0%	
42	Capital Equipment	0	0	0	0	0	100.0%	
43	Leaseholder Improvements	0	0	0	0	0	0	

Note: CVRPC fiscal year is July 1 - June 30.

Central Vermont Regional Planning Commission

FY24 Budget

As of 04/22/23

Total Revenues				\$2,880,313
Line	Account No.			
1	Community Development			\$136,879
2	4220	VCRD Climate Catalyst	\$4,000	Support community energy efficiency
3	4230	MARC Brownfields	\$50,000	35,000 contractor pass through
4		NRPC CVTA Grant Administration	\$3,700	Grant administration coaching
5	4247	Municipal Energy Resilience	\$54,179	Support municipal building energy assessments/improvements
6		LCPC Health Equity	\$21,500	3,000 stipend pass through
7		BAA Rural Capacity	\$0	Technical assistance to municipalities
8		VCRD Community Visti Stipend	\$3,500	To participate in visting team and provide technical assistance.
9		Climate Action Strategy Plan - GHG	\$0	State application for Federal funding not confirmed
10				
11	Fee for Service			\$8,900
12	4308	Wrightville Beach Recreation District Bookkeeping	\$5,000	
13	4302	Cross Vermont Trail Association Admin Services	\$1,200	
14	4315	CVFiber Admin Services	\$2,400	
15		CVFiber Planning Services	\$0	
16	4304	GIS Mapping	\$300	
17				
18	Municipal Contracts			\$4,498
19		Barre City REI	\$0	Road erosion inventory
20		Calais Kent Hill Bric	\$998	Project admin
21		Williamstown Muni Plan	\$3,500	Support on Town Plan
22		Municipal LHMPs	\$0	We will be a proposer for several municipal plans
23				
24	Natural Resources			\$1,780,708
25	4501	604b Water Quality Planning	\$4,500	
26	4516	Tactical Basin Plannnig FY23	\$10,000	Municipal outreach, Basin Plan assistance
27	4500	DEC Clean Water Service Provider	\$102,082	Program admininstration, project implementation
28		DEC Clean Water Service Provider Implementation	\$1,040,947	Contractor pass through and staff admin
29	4519	DIBG Barre Auditorium SW Final Design	\$37,793	
30	4519	DIBG Moretown School SW Construction	\$326,514	
31	4530	FWR Water Wise Woodlands	\$0	
32	4525	DEC Plainfield Gully SW Construction	\$38,893	Contractor pass through
33		LCPC Flood Bylaws	\$8,500	Support municipal work to update bylaws to meet new maps
34		Upper Winooski - Woodbury Calais	\$211,479	Resilience planning in Upper Winooski watershed
35				
36				
37	Other Income			\$852
38	4999	Miscellaneous	\$0	
39	4901	Interest	\$480	
40	4905	Dividends	\$372	
41				

Central Vermont Regional Planning Commission

FY24 Budget

As of 04/22/23

Total Revenues		\$2,880,313
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Line Account
No.

42	Public Safety		\$61,501
43	4602 VEM Emergency Mangmt Performance Grant (EMPG)	\$58,375	Preparedness, assistance, and education
44	4630 RRPC ARPA	\$2,526	Municipal assistance
45	4611 VEM State Emergency Operation Center MOA	\$600	Disaster event support
46			

Central Vermont Regional Planning Commission

FY24 Budget

As of 04/22/23

Total Revenues		\$2,880,313
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Line	Account No.		
47	Regional Planning Funds (ACCD)		\$492,273
48	4100	ACCD Annual	\$427,273
49	4100	ACCD Climate & Energy Planning	\$0
50	4100	ACCD Pandemic	\$65,000
51			
52	4701	Municipal Dues	\$86,985
53			
54	Transportation		\$307,717
55	4804	VTrans Transportation Planning Initiative (TPI)	\$290,850
56	4803	Municipal Grants in Aid Equipment	\$200
57		CCRPC TOD RAISE Grant Tech Assistance	\$16,667

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

Central Vermont Regional Planning Commission

FY24 Budget

As of 04/22/23

Total Expenses				\$2,634,292
Line	Account No.			
1	5315	Contractor Services		\$1,618,269
2		VCRD Climate Catalyst	3,900	Weatherization education and Implementation
3		MARC Brownfields	45,000	Brownfield assessments
4		DEC Clean Water Service Provider	58,650	Legal, contract assistance, Contractor training
5		DEC Clean Water Service Provider Implementation	884,805	Construction clean water infrastructure
6		DIBG Barre Auditorium SW Final Design	35,744	Stormwater design
7		DIBG Moretown School SW Construction	320,325	Stormwater construction
8		DEC Plainfield Gully SW Construction	34,045	Stormwater construction
9		Upper Winooski - Woodbury Calais	208,300	BMP Implementation
10		Transportation Planning Initiative (TPI)	27,500	Project scoping studies
11				
12	5325	Copy / Print		\$1,600
13	5327	Lease	600	Cost of new lease for FY23-26 unknown at this time, but anticipate this cost will increase
14	5326	Extra Copies	1,000	
15				
16	5320	Depreciation		\$4,500
17				
18	5360	Dues / Memberships / Sponsorships		\$11,045
19		VAPDA	5,500	Annual Dues
20		VT League of Cities & Towns	1,000	Access to unemployment insurance & other services
21		Nat'l Assoc. of Development Organizations	3,000	
22		Assoc. of State Floodplain Managers	545	Certified Floodplain Manager; Trainings for additional staff
23		Event Sponsorships	1,000	
24				
25	5000	Fringe Benefits		\$231,830
26	5101	FICA	43,855	Medicaid & Social Security taxes
27	5110	Health Ins.	152,071	
28	5112	Dental Ins.	7,294	
29		Vision Ins.	0	Not provided
30	5120	Retirement	19,855	5% of gross wages after 1 year employment
31	5115	Disability & Life Ins.	4,375	
32	5130	Unemployment Ins.	900	VLCT Employment Resources and Benefits Turst
33	5135	Workers Comp Ins.	3,480	
34	5125	Technology Stipend	0	Discontinued

Central Vermont Regional Planning Commission

FY24 Budget

As of 04/22/23

Total Expenses	\$2,634,292
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Line Account
No.

35				
36	5344	Insurance		\$5,107
37	5345	General Liability	1,600	Property/Vehicle/Fire
38	5346	Public Officials	3,507	Legal/Employment Practices Liability
39				
40		Debit Repayment		\$0
41		Line of Credit	0	Debt not anticipated; Annual fee
42		Interest	0	
43				
44	5350	Meetings / Programs		\$4,970
45		Administrative	1,000	
46		ACCD	2,500	Staff training and professional Conferences
47		Community Development	0	
48		Municipal	0	
49		Natural Resources	0	
50		Public Safety	560	
51		Transportation	910	TAC & project mtgs
52		VAPDA	0	Meetings reimbursed
53				
54	5999	Miscellaneous Expense		\$5,690
55	5339	Gifts	350	Staff recognition, etc.
56		Equipment Repair & Service	100	100 telephone
57	5380	Fees	630	500 Line of Credit; 100 misc; DCRA 30
58		Interest	10	
59	5355	Postage	1,000	Meter lease; 500 postage
60	5305	Advertising	3,600	Plan approval/adoption hearings, meeting & CWSP ads; position ads
61				
62	5370	Office Occupancy		\$46,123
63	5371	Rent	42,383	
64	5310	Office Cleaning	3,540	
65		Repairs & Other Maintenance	200	
66				

Central Vermont Regional Planning Commission

FY24 Budget

As of 04/22/23

Total Expenses	\$2,634,292
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Line	Account No.			
67		Professional Services		\$85,800
68	5202	Audit	18,000	Single Audit not anticipated
69	5201	Accounting	60,000	Accounting services, audit preparation, train new staff
70	5203	IT/Computer	3,800	IT support, cloud back up, firewall, as needed
71	5204	Legal	3,500	
72		Website Update	200	
73	5205	Videography	0	175/mo for Commission meetings
74	5200	Other	300	Archive document scanning; shredding services
75				
76	5375	Software / Licenses		\$9,746
77		ESRI GIS License	3,000	
		ArcGIS Credits	1,500	For online GIS presence (web maps) and storage of data
79		Intuit Quickbooks	0	Supplied through our consulting accounting services
80		Microsoft Exchange 365	1,155	Remote access to email
81		Register.com	100	Domain names for email
82		Network Solutions	90	Domain for websites
83		Bit Defender	120	Antivirus license for up to 25 computers
84		Ormsby's Computer Systems	3,781	181 Acronis Server Backup License; 629 Cloud Storage License; FortiClient 423; 2548 server warranty (2 yrs)
85		Adobe Acrobat Pro 2020	0	Updates program and adds e-signature function
86				
87				
88	5330	Supplies		\$15,998
89	5333	General Office	3,000	\$1000 added for air filters
90	5331	Equipment & Furniture	5,800	Standing desks and office chairs
91	5332	GIS	500	
92	5335	Subscriptions	1,698	Newspapers, virtual meeting subscriptions & associated video storage, e-news
93	5334	Billable Supplies	5,000	Transportation field supplies and meeting materials
94				

Central Vermont Regional Planning Commission

FY24 Budget

As of 04/22/23

Total Expenses				\$2,634,292
Line	Account No.			
95	5385	Telephone / Internet		\$7,080
96		Telephone Lease/Service	5,400	Cost of new lease for FY23-26 unknown at this time, but anticipate this cost will increase
97		Internet Service	1,680	
98				
99	5390	Travel		\$13,262
100		Administrative	3,500	VAPDA, prof dev & other mtgs
101		ACCD	3,000	Local, regional, and state meetings
102		Community Development	236	
103		Municipal	500	Meetings
104		Natural Resources	619	Meetings
105		Public Safety	907	Site visits, meetings, CFM continuing ed requirement
106		Transportation	4,500	
107				
108	5001	Wages		\$573,272
109		Gross Pay	569,403	8 FTE plus Planning Techs; includes raises, bonuses, & payment in lieu of health insurance benefit
110		Compensatory Time	3,869	Year end estimate
111		Overtime	0	Non-exempt employee

Notes: Orange shading denotes risk areas, such as new equipment leases that will be bid this fiscal year.

DRAFT

Central Vermont Regional Planning Commission Fiscal Year 2024 Work Program

Introduction CVRPC

CVRPC is one of eleven Commissions in Vermont. CVRPC operates under the Vermont Municipal and Regional Planning and Development Act (V.S.A. Title 24, Chapter 117) and its adopted bylaws. All municipalities, by law, are members. Active municipal participation in CVRPC affairs is voluntary.

The central Vermont planning area encompasses 23 municipalities and covers approximately ### square miles and is home to ##,### residents. Member municipalities include:

- | | | |
|-------------------|--------------|----------------|
| ▪ Barre City | ▪ Marshfield | ▪ Waitsfield |
| ▪ Barre Town | ▪ Middlesex | ▪ Warren |
| ▪ Berlin | ▪ Montpelier | ▪ Washington |
| ▪ Cabot | ▪ Moretown | ▪ Waterbury |
| ▪ Calais | ▪ Northfield | ▪ Williamstown |
| ▪ Duxbury | ▪ Orange | ▪ Woodbury |
| ▪ East Montpelier | ▪ Plainfield | ▪ Worcester |
| ▪ Fayston | ▪ Roxbury | |

CVRPC's professional, skilled staff expands local capacity, and works to link local, state, and federal visions for the future. This Work Plan is its annual statement of planned activities.

Planning realm

Our Work

REGIONAL PLANNING

CVRPC will initiate an update to the Regional Plan. This planning process will bring together residents, elected leaders, the professional community, and community-based organizations in a conversation around how to best address issues and ensure the long-term health and vitality of the Central Vermont Region. The Plan builds on past regional planning efforts and looks towards the future using a vision created through public engagement.

CVRPC's statutory duties include participating in Act 250 and Section 248 project review, completing approvals of municipal plans when requested by a municipality, consulting with municipalities about implementation of their plans and CVRPC services, and making determinations of compliance regarding municipal plans and State energy goals. By participating in regulatory processes, CVRPC aims to shape development and to support municipal and regional conservation and development goals. Approvals verify that a municipal plan addresses all plan elements and State goals required by statute. Municipalities with approved plans are eligible for certain State grants. Determinations of energy compliance verify that municipalities are working to meet Vermont's energy goals, which provides a municipality with substantial deference in Section 248 proceedings.

CVRPC comments on State and Federal Agency plans and proposals so regional and local viewpoints are considered and policy issues are informed by RPC research and analysis. In FY24, CVRPC anticipates providing a Central Vermont perspective for updates to the State Hazard Mitigation Plan, Winooski River Tactical Basin Plan, and other opportunities that may arise.

CVRPC coordinates activities with other organizations and represents the interests of the Region on commissions, committees, and boards, such as: West Central Vermont Comprehensive Economic Development Strategy Steering Committee, the THRIVE Leadership Partners, Central Vermont Economic Development Corporation, Green Mountain Transit, **Washington County Hunger Council**, and VT Association of Planning & Development Agencies (VAPDA). CVRPC represents regional planning commissions on the **VT Urban & Community Forestry Program** and participates in **VAPDA's Emergency Management, Transportation, and Energy Committees**.

BROWNFIELD REDEVELOPMENT

Brownfields are properties that are abandoned or underused due to the suspicion of contamination by either hazardous substances or petroleum products. These sites would likely be viable commercial, industrial, housing or green space properties if they could be cleared of suspected contamination. CVRPC's Brownfields Program supports environmental assessments and site redevelopment planning that can level the playing field for public, private, and non-profit investors who wish to locate in the heart of our communities.

In FY24, CVRPC will continue collaborating with the State of Vermont to assisting property owners with brownfield assessments and accessing redevelopment funding. A CVRPC Brownfields Advisory Committee works with proposers to select sites that may benefit from environmental assessments, fund those assessments, carry out public outreach, and, if necessary, create plans for how specific sites could be cleaned up for reuse.

CVRPC's Brownfield Program:

- ❖ expands and retains jobs;
- ❖ expands housing choices and supports downtown vibrancy;
- ❖ preserves history and creates public parks;
- ❖ advances community connections through community paths and public transit;
- ❖ grows community knowledge about risks and hazards of contamination; and
- ❖ engages local governments in decisions about brownfield assessments and redevelopment initiatives.

EDUCATION & TRAINING

CVRPC provides opportunities for Commissioners and municipalities to learn about pertinent topics. In FY24, CVRPC will sponsor, present and publicize multiple workshops and events, such as:

- ❖ **Homes for All: Updating Municipal Policies to Improve Housing Opportunities,**
- ❖ **Essentials of Land Use Planning,**
- ❖ **Village Center Wastewater,**

- ❖ Using Village Center Designations,
- ❖ Planning for Economic Development,
- ❖ Resilience and/or water quality,
- ❖ Emergency Relief Assistance Fund (ERAF),
- ❖ Roundtables for municipal staff and volunteers,
- ❖ Other municipally-requested topics, and
- ❖ Statewide trainings delivered at the regional level.

CVRPC produces an e-newsletter that contains information about ongoing events, project and program updates, municipal and other assistance, and general education. CVRPC's website hosts training opportunities, project and program information, and publication resources.

MUNICIPAL ASSISTANCE

CVRPC assists local communities and their boards/committees to achieve their community visions and goals. Our Geographic Information Systems (GIS) mapping and analysis capabilities are an integral part of ongoing projects at the Commission, as well as a standalone area of work. Municipalities receive up to 12 hours of GIS services at no charge each year.

Throughout the year, municipalities identify assistance needs. Thus far for FY2 , services requested are:

- ❖ *Barre City* – Energy assessments and implementation assistance (Municipal Energy Resilience Program), VCRD Window dressers, Flood plain bylaw updates, Local Hazard Mitigation Plan, Stormwater project implementation, Local Emergency Management Plan, transit oriented development master planning, Transit assistance, Berlin Street Traffic calming, Barre Auditorium final design, and road erosion inventory.
- ❖ *Barre Town* – Energy assessments and implementation assistance (Municipal Energy Resilience Program), Flood Plain bylaw updates, Village center designation, Local Hazard Mitigation Plan, REI, Local Emergency Management Plan, and traffic counts (Cassie Street, Hill Street, Camp Street).
- ❖ *Berlin* – Energy assessments and implementation assistance (Municipal Energy Resilience Program), Manhole inventory, Local Development District Northern Borders Regional Commission grant, Study support for transit oriented development master planning in Riverton Village, Technical assistance to TA Path, New Town Center implementation assistance (Fisher Road Implementation and Route 62/Berlin Mall Road realignment funding plan and grant writing), Local Emergency Management Plan.
- ❖ *Cabot* – Grant writing, Bylaw update, Energy assessments and implementation assistance (Municipal Energy Resilience Program - Town Hall), Floodplain bylaw updates, Statutory Consultation, Local hazard mitigation plan, and Local Emergency Management Plan.
- ❖ *Calais* – East Calais Moscow Road Bridge replacement grant support, Kent Hill scoping study, Town Plan Update, Energy assessments and implementation assistance (Municipal Energy Resilience Program), Floodplain bylaw update, Bridge and culvert inventory, Moscow Woods Road Stormwater implementation, speed study – various locations, and Local Emergency Management Plan.
- ❖ *Duxbury* – Bridge and culvert inventory, Floodplain bylaw updates, Mad River Solid Waste Alliance, Local hazard mitigation plan, Energy assessments and implementation assistance (Municipal Energy Resilience Program), Local Emergency Management Plan.

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- ❖ *East Montpelier* – Enhanced energy plan support, Bridge and culvert inventory, Energy assessments and implementation assistance (Municipal Energy Resilience Program, Floodplain bylaw updates).
 - ❖ *Fayston* – Mad River Solid Waste Alliance, Energy assessments and implementation assistance (Municipal Energy Resilience Program), floodplain bylaw update, Warming and cooling (VDH), Local Emergency Management Plan.
 - ❖ *Marshfield* – Active transportation scoping, Energy assessments and implementation assistance (Municipal Energy Resilience Program) (OSC), Village Solar, Pedestrian counts in Stranahan Forest, Statutory consultation, and Local Emergency Management Plan.
 - ❖ *Middlesex* – Traffic counts and speed study in village, Possible active transportation implementation support, Energy assessments and implementation assistance (Municipal Energy Resilience Program), Window Dressers, Floodplain bylaw update, Local Hazard Mitigation Plan, and Local Emergency Management Plan.
 - ❖ *Montpelier* – MyRide Advisory Committee, Traffic counts (Terrace Street), Energy assessments and implementation assistance (Municipal Energy Resilience Program), School fuel switching, EV Buses, Window Dressers, Statutory consultation, Floodplain bylaw updates, and Local Emergency Management Plan.
 - ❖ *Moretown* – Community Rating System, Transportation Counts, School Storm water project, Energy assessments and implementation assistance (Municipal Energy Resilience Program), VCRD Window dressers, Flood plain bylaw updates, Mad River Solid Waste Alliance.
 - ❖ *Northfield* – Energy assessments and implementation assistance (Municipal Energy Resilience Program), EVSE grant assistance, Possible River corridor, Floodplain bylaw update, Downtown designation, Brownfields, Community Visit follow-up and technical assistance, Local Hazard Mitigation Plan, Transit oriented development master planning, Northfield Falls crosswalk, and Northfield Community Development Network multi-use trail to Norwich.
 - ❖ *Orange* – Energy assessments and implementation assistance (Municipal Energy Resilience Program), Floodplain bylaw update, and Transportation Alternatives scoping study.
 - ❖ *Plainfield* – Plainfield Health Center stormwater facility, Capital improvement planning, Grant writing, Brook Road Bridge Administrative support, Energy assessments and implementation assistance (Municipal Energy Resilience Program), River corridor bylaw, Floodplain bylaw update, Cooling warming shelter (VDH), and Local Emergency Management Plan.
 - ❖ *Roxbury* – Sidewalk implementation support, MPG Grant writing for economic development, Energy assessments and implementation assistance (Municipal Energy Resilience Program), School fuel switching, EV Buses, Floodplain bylaw update, Wastewater grant, Local hazard mitigation planning.
 - ❖ *Waitsfield* – LHMP, Trail counts, Route 17/100 intersection, Energy assessments and implementation assistance (Municipal Energy Resilience Program), Window Dressers, Floodplain bylaw update, and Statutory consultation, Mad River Solid Waste Alliance.
 - ❖ *Warren* – Sugarbush multiuse path, Energy assessments and implementation assistance (Municipal Energy Resilience Program - Town Hall and Fire department), Cooling and warming shelter (VDH), and Mad River Solid Waste Alliance.
 - ❖ *Washington* – Bridge and culvert inventory, Bike and pedestrian planning, Energy assessments and implementation assistance (Municipal Energy Resilience Program), and Flood Plain Bylaw updates.

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- ❖ *Waterbury* – Energy assessments and implementation assistance (Municipal Energy Resilience Program), Floodplain bylaw update, Mad River Solid Waste Alliance, Bike and Ped planning in Waterbury Center, and stormwater master planning.
 - ❖ *Williamstown* – Municipal plan support, Energy assessments and implementation assistance (Municipal Energy Resilience Program), Floodplain bylaw update, Pedestrian and bike planning, and assistance to consultant on Stormwater master planning.
 - ❖ *Woodbury* – Training on finding volunteers, Grant writing for zoning work, Energy assessments and implementation assistance (Municipal Energy Resilience Program), Floodplain bylaw updates, Bridge and culvert inventory, Bike and pedestrian planning, Traffic calming in the village, and stormwater implementation..
 - ❖ *Worcester* – Active transportation planning, Enhanced energy planning, Energy assessments and implementation assistance (Municipal Energy Resilience Program), Flood plain bylaw updates, Village center designation, and Local Emergency Management Plan.

CVRPC welcomes additional requests for assistance throughout the year. Requests are filled on a first come, first served basis based on staffing capacity.

Modernizing Mobility

Transportation investments fuel growth in Central Vermont. CVRPC staff works closely with the Transportation Advisory Committee (TAC) and the Vermont Agency of Transportation (AOT) regarding regional transportation needs through the Transportation Planning Initiative (TPI). Significant projects for FY24 include:

- assist Northfield to implement its Ridge + River Routes study and VCRD Community Visit Goals, including intermunicipal coordination,
- conduct a traffic calming/Complete Streets study for Barre City's Berlin Street corridor,
- develop a funding and implementation plan for the Rt. 62/Berlin Mall Road intersection with Berlin,
- assist Orange with scoping active transportation improvements,
- initiate municipal discussions regarding the potential for Rt.14 corridor planning related to village centers,
- participate in on-demand transit planning for the Barre area,
- work with the City of Barre and Montpelier to restore full service to the city commuter bus route,
- conduct regional sidewalk gap analysis,
- provide administrative support to Calais and Plainfield on flood hazard bridge projects,
- municipal assistance to meet requirements of the VT Clean Water Act,
- hosting road foremen roundtables,
- conducting bridge and culvert inventories,
- ash tree inventory for Warren,
- assist Northfield to implement crosswalk improvements in Northfield Falls, and
- assisting the regional Mobility Committee work toward a vision of mobility for all.

CVRPC conducts traffic, turning movement, and bicycle and pedestrian counts; culvert, sign, sidewalk, road erosion, and ash tree inventories; and park-and-ride lot capacity surveys for the Region's facilities. This work provides data to accompany local knowledge. It positions municipalities to secure funds that augment municipal budgets and enables informed decision making.

CVRPC staff continue to assist municipalities to prepare for the Municipal Roads General Permit (MRGP). The Permit became active in 2018. CVRPC will complete a road erosion assessment for Barre City and culvert inventories for multiple municipalities in FY24. As requested, staff will assist communities with Better Roads grant applications to implement transportation capital budgets projects. The Program's goal is to promote the use of erosion control and maintenance techniques that reduce maintenance while protecting and enhancing Vermont's lakes and streams.

CVRPC staff extends municipal capacity by connecting municipalities to State resources and providing assistance in accessing State programs. CVRPC coordinates Road Safety Audits to identify short-term road safety improvements for hazardous locations. We also assist with Better Roads, Bicycle and Pedestrian, Better Connections, the Transportation Alternatives program, and other grant applications. RPCs have worked with municipalities to build program understanding of the Municipal Grants-in-Aid program for several years.

Strengthening Community Resilience

CVRPC continues work with communities and other partners to increase the resilience of roads, bridges, and neighborhoods and to enhance community preparedness as storm events increase in number and intensity.



In FY24, CVRPC will:

- ❖ help communities plan, implement, and seek funding for hazard mitigation projects,
- ❖ assist municipalities to transition Local Emergency Management Plans to the State's new e-platform,
- ❖ support Local Hazard Mitigation Plan updates for 2-4 municipalities,
- ~~❖ assist 2 municipalities with development of Continuity of Operations Plans,~~
- ❖ staff the State Emergency Operations Center during severe weather events to connect municipalities with resources and increase awareness of road closures and hazards,
- ❖ increase local official knowledge and skills through education and trainings, such as Incident Command Systems courses and the State Emergency Preparedness Conference,
- ❖ coordinate and participate in state and local public safety exercises and drills,
- ❖ assist the Regional Emergency Management Committee (REMC) to plan and implement projects that benefit from cross municipal cooperation, and
- ~~❖ assist interested municipalities to meet requirements under the Emergency Relief Assistance Fund (ERAF) rules.~~

CVRPC assists communities with emergency management and public safety using funding from Vermont Emergency Management and the Federal Emergency Management Agency.

Clean Water

CVRPC continues to be active in water quality and river management activities in the Region. Many of these activities are aimed at assisting municipalities to protect critical infrastructure like roads, bridges, and water/sewer lines, to restore floodplain areas and river buffers, and to implement clean water projects. Watershed organizations leverage CVRPC's planning services into on-the-ground project benefits. Both the VT Department of Environmental Conservation (DEC) and municipalities use CVRPC as a knowledgeable, local project manager to complete implementation projects efficiently. CVRPC uses multiple funding sources for its watershed services and projects, primarily Clean Water Funds and the Ecosystem Restoration Program.

CVRPC also services as the Clean Water Service Provider (CWSP) for the Winooski River Basin. CWSPs identify, prioritize and receive funding for non-regulatory projects to help meet the State's Phosphorous reduction targets under the Lake Champlain Basin pollution control plan (i.e. the total maximum daily load (TMDL)). Examples of projects eligible for funding under this program include green stormwater management practices, conservation initiatives on farms, wetlands restoration or vegetated buffer plantings.

In FY24, CVRPC will:

- ❖ work with municipalities to identify, develop and fund projects that mitigate conflicts between infrastructure and streams,
- ❖ work with communities on understanding requirements for participation in the National Flood Insurance Program (NFIP) and its Community Rating System, a voluntary program that rewards community floodplain management activities with flood insurance premium rate reductions,
- ❖ engage municipalities in the State's Tactical Basin Planning efforts for the Winooski Basin,
- ❖ assist municipalities with stormwater project design and implementation,
- ❖ assist municipalities and watershed organizations to identify and protect water resources in the region via town planning, land use regulation, and project implementation,
- ❖ assist the State to develop tools municipalities can use to plan and assess protection mechanisms for forest blocks and connecting corridors,
- ❖ improve flood resilience in headwaters by identifying and assisting municipalities to implement strategies for upland forest management,
- ❖ coordinate water quality work with transportation and emergency planning efforts including workshops for road crews and outreach related to river corridors and flood mitigation, and
- ❖ subgrant funds as the Winooski River Basin Clean Water Service Provider to develop, design, and implement projects.

Cultivating Energy Transitions

CVRPC's Regional Energy Plan focuses on meeting Vermont's energy goal of having renewable energy sources provide 90% of the state's total energy demand by 2050. The Regional Plan attained a Certification of Energy Compliance, which provides it with substantial deference in the Certificate of Public Good process (Section 248).

In FY24, CVRPC will be centrally involved in the roll out of the Municipal Energy Resilience Program (MERP). MERP will provide staff support, application and technical assistance, and funding to help communities become more energy resilient, reduce energy use and operating costs, and curb greenhouse gas emissions by promoting renewable energy, battery storage, electric vehicle charging, weatherization, thermal improvements, fuel switching, and enhanced building comfort in municipal buildings and facilities.

Additionally, staff will work with other regional organizations and municipalities to implement local and regional energy plans. CVRPC will host energy roundtables, support local energy committees, and foster connections between energy planning and climate change resilience.

Supporting Regional Entities

CVRPC provides services through fee-for-service arrangements. Geographic Information System (GIS) services are provided to municipalities, non-profit partners, and – as time and resource permit – private entities. These services assist people to understand and visualize data and make decisions based on the best information.

Our accounting services are provided to inter-municipal organizations and regional non-profits. These services leverage value and security for CVRPC's member municipalities, who participate in or contribute funds to the served organizations. For FY24, CVRPC will provide bookkeeping services and staff support to the Wrightsville Beach Recreation District, and assist the Cross Vermont Trails Association with payroll.

CVRPC provides administrative services to CVFiber in support of its efforts to increase broadband accessibility.

CVRPC welcomes additional requests for assistance throughout the year. Requests are filled on a first come, first served basis based on our capacity.

Resourcing Operations

Not yet drafted



MEMO

Date: April 21, 2023
To: Executive Committee
From: Christian Meyer, Acting Executive Director
Re: Contract/Agreement Approvals

GRANTS, CONTRACTS & SERVICE AGREEMENTS RECEIVED

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

N/A

CONTRACTS ISSUED

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

N/A

FOR INFORMATION ONLY

(Contracts, agreements, and Stormwater Program addendums valued at \$25,000 or less and site specific contract addendums for the Brownfields Program and task specific contract addendums for the Transportation Program)

GRANTS, CONTRACTS & SERVICE AGREEMENTS RECEIVED

Town of Calais – Kent Hill Road Scoping Study

Scope of Work: Municipal project management services to include ensuring adherence to federal and state rules, preparing an RFP, ensuring consultant contract provisions are met, reviewing project invoices for payment, providing regular progress reports to VEM/DPS and maintaining a master project file.

Funding: Contract Amount: \$1,996

Performance Period: 04/13/23 – TBD

Staff: Keith Cubbon

GRANTS, CONTRACTS & SERVICE AGREEMENTS ISSUED

Stone Environmental - Corrective Action Plan (CAP) and Waste Characterization - 18 South Main Street, Barre City

Scope of Work: Undertake a Waste Characterization and Corrective Action Plan (CAP) for the 18 South Main Street site in Barre City, to include hosting a kick-off meeting, draft CAP, hosting a draft findings meeting, finalize Corrective Action Plan and hold a final meeting.

Funding: Contract Amount: \$24,322

Performance Period: 04/13/23 – 11/01/23

Staff: Clare Rock

Coe & Coe Architecture LLC – Plainfield Cooperative RBDG: Architectural Review and Design

Scope of Work: Document existing conditions; prepare preliminary design concepts; assess systems, standards, and regulations; develop a schematic design; and prepare a schematic level cost estimate for the Plainfield Co-op's existing structure at 153 Main Street in Plainfield's historic Designated Village Center.

Funding: Contract Amount: \$5,000

Performance Period: 04/13/23 – 11/01/23

Staff: Jon Ignatowski / Christian Meyer

Columinate – Plainfield Cooperative RBDG: Financial Feasibility Analysis

Scope of Work: Document existing conditions; prepare preliminary design concepts; assess systems, standards, and regulations; develop a schematic design; and prepare a schematic level cost estimate for the Plainfield Co-op's existing structure at 153 Main Street in Plainfield's historic Designated Village Center.

Funding: Contract Amount: \$12,000

Performance Period: 02/15/23 – 6/15/23

Staff: Jon Ignatowski / Christian Meyer



MEMO

Date: April 25, 2023
To: Executive Committee
From: Nancy Chartrand, Office Manager
Re: FY24 Dental Benefit

☒ **ACTION REQUESTED:** Approve CVRPC's FY24 dental benefit to maintain the existing dental policy and 100% employer contribution.

For all plans sourced through VLCT, Delta Dental has held rates steady once again for the FY24 renewal. Therefore, there is no rate increase for FY24.

Category	FY23 <u>Actual</u> (June projected) *			FY24		
	Annual Premium/Enrollee	Employees Enrolled	CVRPC Actual Cost	Annual Premium/Enrollee	Employees Enrolled	CVRPC Projected Cost
1 Person	\$431.76	2-4	\$1,151.36	\$431.76	3	\$1,295.28
2 Persons	\$812.76	1	\$812.76	\$812.76	1	\$812.76
3+ Persons	\$1,436.76	1-3	\$ 2,035.41	\$1,436.76	1	\$1,436.76
CVRPC Total Cost by Fiscal Year			\$3,999.53	\$3,544.80**		

*FY23 Actual reflects costs for all staff who were enrolled during FY23. Totals may reflect a partial-year enrollment.

FY24 enrollment figures reflect staff who were enrolled as of April 2023. While all staff is eligible (with the exception of interns), not all staff is enrolled in CVRPC's dental plan.

**There will be new hires as we enter FY24, which could impact the projected total for FY24 based on the individual's dental benefit choice, increasing the projected benefit cost by as much as \$4,310.28 (equal to three [3] family plans)



MEMO

Date: April 26, 2023

To: Executive Committee

From: Brian Voigt, Senior Planner

Re: Procurement Policy and Grants Management Policy Amendments Pursuant to CVRPC Acting in its Capacity as a Clean Water Service Provider

⊗ ACTIONS REQUESTED: 1) Adopt the amended Procurement Policy; and
2) Adopt the amended Grants Management Policy

The Central Vermont Regional Planning Commission (CVRPC) is the Clean Water Service Provider for the Winooski River Basin, and as such receives funding from the Vermont Department of Environmental Conservation for the purpose of achieving pollutant reduction values for the basin established by the Secretary. When functioning as the Clean Water Service Provider, CVRPC must operate in accordance with the Clean Water Service Delivery Act (Act 76 of 2019) (the Law), Environmental Protection Rule Chapter 39: Clean Water Service Provider Rule (the Rule) and the duly adopted Act 76 Guidance.

Policy Updates

Each of the tables below summarize the details of the Law, the Rule and Act 76 Guidance relevant to CVRPC's procurement and grants management activities and the section(s) of the Procurement and / or Grants Management Policies that were updated to reflect these requirements. Requirements established by the Law and the Rule which are already met by existing policy provisions are not included. Throughout both policies language was updated to reference CVRPC's management of both State and Federal grant funding (where it previously only identified Federal funding). Procurement and grants management activities are generally more restrictive under the Clean Water Service Provider program than they are under current CVRPC policies. Staff is available to discuss program requirements.

Procurement Procedures

Language from Act, Rule or Guidance	Reference to Proposed CVRPC Policy Update
Purchasing of goods shall require the solicitation of at least two different quotations, except when purchasing items valued at \$1,000 or less	Procurement Policy: Section 3.n.i

Procurement of a good or category of goods totaling \$15,000.00 or greater from one vendor in one year shall be by written contract	Procurement Policy: Section 3.n.ii
<p>Clean Water Service Provider procurements for both subcontracts for services and subgrants (from entities that are NOT pre-qualified by the CWSP) should consider the following general best practices:</p> <ul style="list-style-type: none"> o vendors solicited should understand they will be required to sign an agreement that includes provisions of the formula grant that are required to be passed onto subcontractors/subgrantees, together with other applicable requirements o BWQC members may not participate in procurement decision making 	<p>Procurement Policy: 3.t.xiv + Grants Management Policy: Evaluation of Proposals</p>

Prequalification & Sole Sourcing

Language from Act, Rule or Guidance	Reference to Proposed CVRPC Policy Update
At a minimum, a Clean Water Service Provider shall open up the pre-qualification process to new entities at least once per year	Procurement Policy: Section 3.m
A Clean Water Service Provider should document their pre-qualification requirements in their subgrant/procurement policy, that includes the process, standards and criteria that must be met, in order for an entity to be considered 'pre-qualified' in a given category	Procurement Policy: Section 3.m
Typical categories of services that a CWSP might seek pre-qualified entities for include engineering, project management, and construction, among other examples	Procurement Policy: Section 3.m
Sole Source subawards are allowed when an entity has been prequalified to provide services pursuant to § 39-306(h) and whose clean water project has been selected pursuant to § 39-403(e). The only entities who meet these criteria will be providing project management services. Engineers and providers of operations and maintenance services are not considered entities that 'have a clean water project.'	Grants Management Policy: Award and Compensation

Debarment

Language from Act, Rule or Guidance	Reference to Proposed CVRPC Policy Update
The State has created guidance on how grantees, including CWSPs, can perform debarment checks: https://dec.vermont.gov/funding/DEC-grant-resources/state-federal-resources .	Procurement Policy: Section 3.t.ix
The subgrant guidance shall include a policy and procedures for subgrantees and subcontractors for certification of debarment status and for Certificate of Good Standing requirements, including how the CWSP will audit these requirements.	Grants Management Policy: Evaluation of Proposals



Procurement Procedures

Adopted: ~~June 5, 2017~~ May 1, 2023

Effective: ~~July 1, 2017~~ May 1, 2023

1.0 PURPOSE AND AUTHORITY

This document describes the process through which the Central Vermont Regional Planning Commission (CVRPC) will procure contractor services and equipment for the accomplishment of assignments provided by State and/or Federal agencies that are beyond the ability of the Commission staff either due to workload or available in-house expertise. CVRPC, in its role as a Clean Water Service Provider pursuant to Act 76 (the Clean Water Service Delivery Act) and Environmental Protection rule Chapter 39, will procure project implementor, engineering and construction services to help the Commission meet its phosphorous reduction target established by the State Department of Environmental Conservation.

This document also is intended to satisfy the requirements to self-certify CVRPC's procurement procedures in compliance with applicable Federal regulations 2 CFR §§200.317-326. Specific Federal agency or Vermont requirements also apply and are in addition to those outlined in Title 2. Staff shall verify whether additional requirements apply prior to making procurements and shall document the determination and any alternate requirements used in the procurement summary.

These policies and procedures have been developed in accordance with the following State and Federal statutes and regulations:

24 VSA Chapter 117 - Vermont Municipal and Regional Planning and Development Act.

Vermont Agency of Administration Administrative Bulletin 3.5 - Procurement and Contracting Procedures.

Vermont Agency of Administration Administrative Bulletin 5 – Policy for Grant Issuance and Monitoring

Code of Federal Regulations (CFR) Title 2, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

- 2 CFR §§200.317-326, Procurement Standards

- 2 CFR §200.112, Conflict of Interest
- 2 CFR §200.113, Mandatory Disclosures

Environmental Protection Rule – Chapter 39—Clean Water Service Provider Rule

2.0 DEFINITIONS

Contract – Any legally enforceable agreement by which CVRPC purchases products or services needed to carry out a project or program. The term contract includes all such agreements, whether or not characterized as a “contract”, “agreement”, “purchase order”, “procurement”, “license agreement”, “maintenance agreement”, “support agreement”, or other similar term (Vermont Bulletin 3.5). A contract is for the purpose of obtaining goods and services for CVRPC’s own use and creates a procurement relationship (2 CFR §200.300).

Contractor - Any party with which CVRPC has signed a contract. Characteristics indicative of a procurement relationship between CVRPC and a contractor are when the contractor provides goods and services within normal business operations, provides similar goods or services to many different purchasers, normally operates in a competitive environment, provides goods or services that are ancillary to the operation of the Federal program, and is not subject to compliance requirements of the Federal program as a result of the agreement, though similar requirements may apply for other reasons (2 CFR §200.300).

Equipment - Tangible, personal property, including information technology systems, having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

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

Subaward – An award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a State or Federal award received by the pass-through entity.

Subrecipient – A non-Federal entity that receives a subaward from a pass-through entity to carry out part of a State or Federal program.

Supplies – All tangible personal property other than those as described as Equipment above.

3.0 GENERAL PROCUREMENT

- CVRPC will maintain oversight to ensure that contractors perform in accordance with the terms, conditions and specifications of their contracts or purchase orders.

- b. CVRPC will maintain a written code of standards of conduct governing the performance of its employees engaged in the selection, award, and administration of contracts. No employee, officer or agent of CVRPC shall participate in the selection, award or administration of a contract supported by State or Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the employee, officer or agent or, any member of his or her immediate family or, his or her partner, or any organization that employs, or is about to employ, any of the above has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

CVRPC officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subcontracts. CVRPC may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct will provide for disciplinary actions to be applied for violations of such standards by officers, employees or agents of CVRPC.

- c. CVRPC will review proposed procurements to avoid purchase of unnecessary or duplicative items. Consideration will be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis should be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.
- d. To foster greater economy and efficiency, CVRPC will endeavor to enter into State and local intergovernmental agreements for procurement or use of common or shared goods and services.
- e. CVRPC will endeavor to use Federal and State excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.
- f. CVRPC will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- g. CVRPC will maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily be limited to, the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.
- h. CVRPC will use time and material-type contracts on State and/or Federal jobs only after a determination that no other contract is suitable, and if the contract includes a ceiling price that the contractor exceeds at its own risk.

Time and material type contract means a contract whose cost to a non-Federal entity is the sum of: the actual cost of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit. Since this formula generates an open-

ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, CVRPC must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost control.

- i. CVRPC alone will be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. If there is a dispute related to procurement conducted by CVRPC in its role as a Clean Water Service Provider, the Vermont Agency of Natural Resources will be notified. These issues include, but are not limited to, source evaluation, protest, disputes, and claims. These standards do not relieve CVRPC of any contractual responsibilities under its contracts. The State or Federal awarding agency will not substitute its judgment for that of CVRPC unless the matter is primarily a State or Federal concern. Violations of law will be referred to the local, State or Federal authority having proper jurisdiction.
- j. All procurement transactions will be conducted in a manner providing full and open competition. To ensure objective contractor performance and to eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals will be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include, but are not limited to:
 - i. Placing unreasonable requirements on firms in order for them to qualify to do business.
 - ii. Requiring unnecessary experience and excessive bonding;
 - iii. Noncompetitive pricing practices between firms or between affiliated companies;
 - iv. Noncompetitive contracts to consultants that are on retainer contracts;
 - v. Organizational conflicts of interest;
 - vi. Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and
 - vii. Any arbitrary action in the procurement process.
- k. CVRPC will conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable State or Federal statutes expressly mandate or encourage geographic preference. This shall not preempt state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion

provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

1. Solicitations for goods and services shall be based upon a clear and accurate description of the technical requirements for the material, product or service to be procured. Such a description shall not, in competitive procurement, contain features that unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance of other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated. All solicitations will identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- m. CVRPC will ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. CVRPC will not preclude potential bidders from qualifying during the solicitation period.

CVRPC, in its role as a Clean Water Service Provider, will issue a Request for Qualifications at least once per year to prequalify:

- i. municipalities and organizations to serve as Project Implementors; and
- ii. Subcontractors to provide design and construction services.

Project Implementors and Subcontractors shall be selected and managed consistent with Act 76, the Rule and Act 76 Guidance. The prequalification term shall be valid for up to three years. Statements of Qualifications will be evaluated by a selection committee consisting of three CVRPC staff and possibly others (external to CVRPC) with expertise in the area of the request. Evaluation criteria may include, but are not limited to the following:

- Knowledge of the program goals,
- Staff experience and capacity,
- Demonstrated success with similar project phases and project types, and
- Technical and equipment resources.

~~m.n.~~ CVRPC will use one of the following methods of procurement.

- i. Procurement by Micro-Purchase. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate annual dollar amount of which does not exceed the micro-purchase threshold as stated in 2 CFR § 200.67, currently defined at \$3,000.

However, when a micro-purchase occurs pursuant to Environmental Protection Rule Chapter 39, the value of any single item shall not exceed \$1,000 and micro-purchases made pursuant to this Rule are only allowed for goods. Micro-purchases may be awarded without soliciting competitive quotations if CVRPC considers the price to be reasonable. To the extent practicable, CVRPC will distribute micro-purchases equitably among qualified suppliers. In the case of acquisitions for construction subject to the Davis-Bacon Act, the micro-purchase limit is \$2,000.

- ii. Procurement by Small Purchase. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$25,000 (Vermont Bulletin 3.5). A Small Purchase of a good or category of goods that occurs pursuant to Environmental Protection Rule Chapter 39 and totals \$15,000 or greater from one vendor in one year shall be by written contract. If small purchase procedures are used, price or rate quotations must be obtained from at least three qualified sources.
- iii. Simplified Bid Process. Contracts greater than \$25,000, but not more than \$100,000, can follow either a simplified bid process or a standard bid process (Vermont Bulletin 3.5). A “simplified bid process” means that CVRPC has developed a specific and detailed statement of work for the service or product desired and has solicited written price quotations from at least three potential vendors known to provide the specified services or products.

Procedures for the Simplified Bid Process:

- 1. Prepare ~~a~~-written specifications before bid solicitation consisting of:
 - a. General statement of services required,
 - b. Performance requirements,
 - c. Expectations regarding service location, schedule, including deadlines for deliverables and/or milestones, if applicable, and
 - d. Other specific requirements or conditions.
 - 2. Prepare a list of at least three (3) potential vendors to be solicited.
 - 3. Obtain price quotations by one or a combination of the following methods: current price lists, advertisements, telephone or verbal quotes, facsimile quotations, email quotes or written bids.
 - 4. Construct the procurement file as outlined in CVRPC’s procurement summary. All records relating to the simplified bid process shall be retained in the contract file in accordance with CVRPC’s record retention schedule.
 - 5. Document and retain in the procurement file all communications with contractors to obtain price quotes.
- iv. Standard Bid Process. A standard Request for Proposals (RFP) is required for all services which are anticipated to exceed a maximum contract amount of \$100,000 or more (Vermont Bulletin 3.5). An RFP must contain a clear and concise statement of

work and describe the criteria used to select the contractor. The RFP will include a cover page, introduction, brief description of CVRPC, statement of work to be performed, RFP response requirements, contract elements, and basis for selection.

The bid most responsive to the selection criteria established in the RFP should be accepted. A complete copy of the RFP, contractors solicited, price quotations, bids received, and written selection justification shall be placed in the contract file.

- v. Procurement by Sealed Bids (formal advertising) (2 CFR §200.320(c)). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the following conditions apply.

1. A complete, adequate, and realistic specification or purchase description is available;
2. Two or more responsible bidders are willing and able to compete effectively for the business; and
3. The procurement lends itself to a firm fixed price, and the selection of the successful bidder can be made principally on the basis of price.

If sealed bids are used, the following requirements apply:

1. The invitation for bids will be ~~publically~~publicly advertised, and bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids;
2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services for the bidder to properly respond;
3. All bids will be publicly opened at the time and place prescribed in the invitation for bids;
4. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
5. Any or all bids may be rejected if there is a sound documented reason.

- vi. Procurement by Competitive Proposals (2 CFR §200.320(d)). The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

1. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum practical;
2. Proposals must be solicited from an adequate number of qualified sources;
3. CVRPC will have a written method for conducting technical evaluation of the proposals received and for selecting recipients; and
4. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.
5. CVRPC may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services through A/E firms are a potential source to perform the proposed effort.

vii. Procurement by Noncompetitive Proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

1. The item is available only from a single source;
2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
3. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from CVRPC; or
4. After solicitation of a number of sources, competition is determined inadequate.

For Project Implementors recruited via a Request for Qualifications process and retained by CVRPC in its role as a Clean Water Service Provider:

- a. Upon a positive vote of a Basin Water Quality Council, Project Implementors are selected to receive funds from CVRPC for a phase of a clean water project;
- b. At the start of a clean water project, the CVRPC or its Project Implementors must seek proposals from at least three potential Subcontractors;
- c. Project Implementors may continue to manage subsequent phases of a clean water project and employ the same Subcontractor:
 - i. based on an affirmative vote of the Basin Water Quality Council,

ii. provided the project costs are consistent with the standard cost as identified by the Secretary of the Agency of Natural Resources as noted in Act 76, and

iii. so long as the CVRPC in its role as a Clean Water Service Provider is satisfied with the work performed in prior project phases.

d. The CVRPC or its Project Implementors may choose to solicit new proposals for Operations & Maintenance and / or Inspection / Verification project phases.

- o. CVRPC will take all necessary affirmative steps to assure that small and minority businesses, women's business enterprises and labor surplus area firms are used when possible. Affirmative steps must include:
- i. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
 - ii. Assuring that small and minority businesses, and women's business enterprises, are solicited whenever they are potential sources;
 - iii. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
 - iv. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
 - v. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
 - vi. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed above.
- p. Procurement of Recovered Materials. CVRPC, as a political subdivision of Vermont, and its contractors will comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in the guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource

recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

- q. Contract cost and price. CVRPC will perform a cost or price analysis in connection with every procurement action in excess of the \$100,000 threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, CVRPC will make independent estimates before receiving bids or proposals.

CVRPC will negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

Cost of prices based on estimated costs for contracts under ~~the a State or~~ Federal award are allowable only to the extent that costs incurred or costs estimates included in the negotiated prices would be allowable for CVRPC under 2 CFR §200, Subpart E - Cost Principles. CVRPC may reference its own cost principles that comply with the State or Federal cost principles. The cost plus a percentage of cost and percentage of construction cost methods of contracting will not be used.

- r. State or Federal awarding agency or pass-through entity review. CVRPC will make available, upon request of the State or Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the State or Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if CVRPC desires to have the review accomplished after a solicitation has been developed, the State or Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.

- i. CVRPC will make available upon request, for the State or Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent costs estimates when:
 - 1. CVRPC's procurement procedures or operation fails to comply with these procurement standards;
 - 2. The procurement is expected to exceed the \$100,000 threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;

3. The procurement, which is expected to exceed the \$100,000 threshold, specifies a “brand name” product;
 4. The proposed contract is more than the \$100,000 threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or
 5. A proposed contract modification changes the scope of a contract or increases the contract amount by more than the \$100,000 threshold.
- ii. CVRPC is exempt from the pre-procurement review if the State or Federal awarding agency or pass-through entity determines that its procurement systems comply with these standards.
1. CVRPC may request that its procurement system be reviewed by the State or Federal awarding agency or pass-through entity to determine whether its system meets these standards for its system to be certified. Generally, these reviews must occur where there is a continuous high-dollar funding, and third party contracts are awarded on a regular basis.
 2. CVRPC may self-certify its procurement system. Such self-certification must not limit the State or Federal awarding agency’s right to survey the system. Under a self-certification procedure, the State or Federal awarding agency may rely on written assurances from CVRPC that it is complying with these standards. CVRPC will cite specific policies, procedures, regulations or standards as being in compliance with these requirements and have its system available for review.
- s. Bonding Requirements. For construction or facility improvement contracts or subcontracts exceeding the \$100,000 threshold, the State or Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the CVRPC provided that the State or Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:
- i. A bid guarantee from each bidder equivalent to five percent of the bid price. The “bid guarantee” must consist of a firm commitment such as bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
 - ii. A performance bond on the part of the contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor’s obligations under such contract.

- iii. A payment bond on the part of the contractor for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.
- t. Contract Provisions. CVRPC’s contracts will contain the applicable provisions as described below and contained in 2 CFR Part 200, Appendix II – Contract Provisions for non-Federal Entity Contracts Under Federal Awards. In addition to other provisions required by ~~the State or~~ Federal ~~agency-agencies~~ or CVRPC, all contracts made by CVRPC under ~~the State or~~ Federal awards will contain provisions covering the following, as applicable:
 - i. Contracts for more than the \$100,000 threshold must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions as appropriate.
 - ii. All contracts in excess of \$10,000 will address termination for cause and for convenience by CVRPC, including the manner by which it will be effected and the basis for settlement.
 - iii. Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 will include the equal opportunity clause provided under 41 CFR 601-4(b), in accordance with Executive Order 11246 “Equal Employment Opportunity” (30FR 12319, 12935, 3 CFR Part 1964-1965 Comp., p. 339), as amended by Executive Order 11375 “amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFP part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
 - iv. Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions as Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors will be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in wage determination made by the Secretary of Labor. In addition, contractors will be required to pay wages not less than once a week. CVRPC will place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. CVRPC will report all suspected or reported violations to the Federal awarding agency. The contracts will also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C.

- 3145), as supplemented by Department of Labor regulations (29 CFR Part 3), “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractors or ~~subrecipients~~subrecipient will be prohibited from inducing, by any means, any person employed in the construction, completion or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. CVRPC will report all suspected or reported violations to the Federal awarding agency.
- v. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by CVRPC in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5).
 - vi. Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.
 - vii. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended. Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires CVRPC to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387).
 - viii. Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (43 U.S.C. 6201).
 - ix. Debarment and Suspension (executive Orders 12549 and 12689). A contract award (see 2 CFR §180.220) must not be made to parties listed on the governmentwide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1968 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), “Debarment and Suspension.” The Excluded Parties List System in SAM contains the names of parties

debarred, suspended or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

- x. Byrd Anti-Lobbying Amendment (31 U.S.C 1352). Contractors that apply or bid for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not, and has not, used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.
- xi. CVRPC will comply with 19 VSA 10a for procurement of Architectural Engineering (A/E) and related professional services.
- xii. CVRPC shall use State and/or Federal agency provided pro-forma contracts and agreements for contractual compliance with State and Federal requirements.
- xiii. All contracts using U.S. EPA Assistance. All contracts using U.S. EPA Assistance shall including the following:
 - 1. Salary Caps. All contracts using U.S. EPA assistance for a contractor or subrecipient shall comply with 40 CFR 30.21-28 including 30.27(b) dealing with the authorized direct salary cap under federal assistance agreements.
 - 2. Minority/Women's Business Enterprise (MBE/WBE). CVRPC shall make a good faith effort to encourage the participation and bidding of minority and women-owned business enterprises whenever procuring construction, equipment, services and supplies, especially as related to accomplishing the goals and conditions of federal assistance awards and contracts. CVRPC will follow the guidelines and requirement of Title 40 CFR Part 33, Subpart C, in addition to using the basic reporting requirements of EPA Form 5700-52A to document and implement the policies, procedures and systems necessary to make opportunities available to MBE/WBE firms.
- xiv. All contracts using State of Vermont Department of Environmental Conservation Formula Grant funding: All contracts using DEC Formula Grant funding will include Standard State Provisions for Contracts and Grants, as well as any other provisions specified in the current Clean Water Initiative Funding Policy.
- u. Cost Sharing, Matching, and In-Kind Contributions. CVRPC may accept cash and ~~third party~~third-party in-kind support to assist in the implementation and pursuit of its goals and mission. When addressing federal cost share, match or in-kind contribution requirements of

federal assistance awards, all contributions, including cash and third party in-kind, shall meet all of the requirements of 40 CFR 30.23, including the following criteria:

- i. Contributions are verifiable from the recipient's records.
- ii. Contributions are not included as contributions for any other federally-assisted project or program.
- iii. Contributions are necessary and reasonable for proper and efficient accomplishment of project or program objectives.
- iv. Contributions are allowable under the applicable cost principles.
- v. Contributions are not paid by the Federal Government under another award, except where authorized by Federal statute to be used for cost sharing or matching.

4.0 PURCHASE OF EQUIPMENT

All equipment procured on behalf of a State and/or Federal agency must be pre-approved if not in an approved work plan. Title to the equipment shall be jointly held between said State and/or Federal agency and CVRPC. The purchased equipment must be directly related to the implementation of a specific State and/or Federal program and is to be used only for the originally authorized purpose. If the equipment is no longer needed, CVRPC will notify the State and/or Federal agency of this for possible use on other projects or programs supported by said agency.

However, when acquiring replacement equipment approved by a specific State and/or Federal agency, CVRPC may use the equipment to be replaced as a trade-in or sell the equipment and use the proceeds to offset the cost of the replacement equipment with agency approval. All documentation showing trade in value must accompany CVRPC's invoice in which reimbursement is being requested for that equipment.

CVRPC will not use equipment acquired with grant funds to provide services for a fee to compete unfairly with private firms which provide equivalent services.

CVRPC will be responsible for the management of the equipment while in use in such a fashion that at a minimum meets the following requirements:

- i. Property records must be maintained that include a description of the property, a serial number or other identification number, the source of the property, who holds title, the acquisition date, the cost of the property, the location and use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.

- ii. A physical inventory of the property must be taken and the results reconciled with the property records at least every two years.
- iii. A control system must be developed to ensure adequate safeguards to prevent loss, damage or theft of the property. Any loss, damage, or theft shall be investigated.
- iv. Adequate maintenance procedures must be developed to keep the property in good condition.
- v. Proper sales procedures designed to ensure the highest possible return must be developed and implemented if CVRPC is authorized to sell the property.

When original or replacement equipment acquired under an agreement is no longer needed for the original project or program, disposition of the equipment will be made as follows:

- i. Items of equipment with a current per-unit market value of less than \$5,000 may be retained, sold or otherwise disposed of with no further obligation.
- ii. Items of equipment with a current per-unit market value in excess of \$5,000 may be retained or sold and the State or Federal agency shall have the right to an amount calculated by multiplying the current market value or proceeds from sale by the State or Federal government's share of the equipment.

In cases where CVRPC fails to take appropriate disposition actions, the State and/or Federal awarding agency may direct CVRPC to take excess property and disposition actions. The Federal government may reserve the right to transfer title to the Federal government or a third party when such a third party is otherwise eligible under existing statutes. Such transfers shall be subject to the following standards:

- i. The property shall be identified in the agreement or otherwise made known to CVRPC in writing.
- ii. The State and/or Federal awarding agency shall issue disposition instructions within 120 calendar days after the end of said agency's support of the project for which it was acquired. If the State and/or Federal agency fails to issue disposition instructions within the time frame, CVRPC will follow the instructions as described above. When title is transferred, CVRPC will be paid an amount calculated by applying the percentage of participation in the purchase to the current fair market value.

5.0 PURCHASE OF SUPPLIES

Title to supplies acquired under an agreement will vest upon acquisition to CVRPC. If there is a residual inventory of unused supplies exceeding \$5,000 in total aggregate fair market value upon termination or completion of the agreement, and if the supplies are not needed for any other State and/or Federally sponsored programs or projects, CVRPC shall compensate the awarding agency for its share.

Adopted by the Central Vermont Regional Planning Commission Executive Committee, ~~June 5, 2017~~May 1, 2023.

~~Byron Atwood~~Steve Lotspeich
Chair



Grants Management Policy

Adopted by the Executive Committee on ~~0405/01/19~~2023

1.0 Purpose

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

1. Ensure the maintenance of accurate grant records,
2. Ensure compliance with state and federal reporting requirements, ~~and~~
- ~~3.~~ 3-4. Ensure compliance with subrecipient monitoring and management, and
- 4-5. Ensure compliance with Act 76 (the Clean Water Service Delivery Act) and Environmental Protection Rule Chapter 39 when acting in its role as a Clean Water Service provider, and
- ~~4-5.~~ Provide CVRPC staff with information to make responsible subawards and contracts.

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

2.0 Definitions

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

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

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

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

3.0 Subawards and Contracts

CVRPC determines whether external assistance is needed for a project prior to applying for grants or other funding. CVRPC will select subrecipients or contractors in accordance with Uniform Guidance Subpart D and in compliance with the regulations in 2 CFR §200.330-332.

Avoiding Conflicts of Interest

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

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

Responsibility

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

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

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

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

Procurement

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

Procurement of both contractor services and subrecipient services are considered procurement actions. Contracts normally will be competitively bid unless the procurement qualifies for Procurement by Micro-Purchase or unless Procurement by Non-Competitive Proposal is approved in writing by the Executive Director. Subawards will be made based on CVRPC's solicitation of a scope of work and cost proposal from potential subrecipients.

Notice and Distribution

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

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

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

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

CVRPC, in its role as a Clean Water Service Provider, will prequalify subrecipients through a Request for Qualifications to serve as Project Implementors for a three-year period. The prequalification process will be opened at least once per year. Prequalified subrecipients are eligible to propose non-regulatory, phosphorous-reduction projects for funding under this program.

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

Evaluation of Proposals

Subrecipients - CVRPC will evaluate a subrecipient's scope of work and cost based on the following

factors, at minimum:

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

CVRPC, in its role as a Clean Water Service Provider, will: 1) confirm proposals are eligible for funding; and 2) evaluate proposals using the scoring methodology developed in coordination with the Winooski Basin Water Quality Council and produce a memo reporting proposal scores and a Staff recommendation to be forwarded to the Winooski Basin Water Quality Council for their consideration. Next, the Winooski Basin Water Quality Council provides the CVRPC, in its role as a Clean Water Service Provider, a ranked list of proposals to advance for funding. One of the following two courses of action will then be pursued:

- a) For projects with a sponsor that is an eligible entity for requesting Formula Grant funds, the CVRPC, in its role as a Clean Water Service Provider, will determine if the entity has the experience and financial and staffing capacity to carry out the project. If so, CVRPC, in its role as a Clean Water Service Provider, will develop a subgrant or contract with the sponsoring entity, depending on the nature of the work.
- b) For projects lacking an eligible sponsor, or if the sponsor does not have the capacity to manage the project, CVRPC, in its role as a Clean Water Service Provider, will either manage the project or identify another entity to do so following the CVRPC's procurement process. This may include procuring the services of CVRPC to take on Project Management responsibilities.

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

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

Award and Compensation

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

CVRPC in its role as a Clean Water Service Provider may offer sole source sub-awards when the Project Implementor has been prequalified to provide services pursuant to § 39-306(h) and whose clean water project has been selected pursuant to § 39-403(e). The only entities who meet these criteria will be providing project management services. For Project Implementors recruited via a Request for Qualifications process and retained by CVRPC in its role as a Clean Water Service Provider:

1. Upon a positive vote of a Basin Water Quality Council, Project Implementors are selected to receive funds from CVRPC for a phase of a clean water project;
2. At the start of a clean water project, the CVRPC or its Project Implementors must seek proposals from at least three potential Subcontractors;
3. Project Implementors may continue to manage subsequent phases of a clean water project and employ the same Subcontractor:
 - a. based on an affirmative vote of the Basin Water Quality Council,
 - b. provided the project costs are consistent with the standard cost as identified by the Secretary of the Agency of Natural Resources as noted in Act 76, and
 - c. so long as the CVRPC in its role as a Clean Water Service Provider is satisfied with the work performed in prior project phases.

The CVRPC or its Project Implementors may choose to solicit new proposals for Operations & Maintenance and / or Inspection / Verification project phases.

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

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

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

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

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

Obligations

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

4.0 Management and Monitoring

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

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

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

Financial Oversight

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

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

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

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

Budgeting and Budget Review

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

Unexpended Funds

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

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

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

Audit Requirements

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

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

Reporting Irregularities

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

Monitoring

Subrecipient - CVRPC will monitor all subrecipient activities to include documenting performance,

adherence to timeline or deadlines, time and effort reports, and review and verification of invoices. Any deficiencies in performance will be addressed directly with the subrecipient. CVRPC will monitor subrecipient activities under Federal and State awards to assure compliance with applicable Federal and State requirements and performance expectations are being achieved.

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

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

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

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

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

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

Non-Compliance

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

Record Retention and Access

CVRPC's Records Retention Policy outlines a schedule for retention of documents. CVRPC will retain financial records, supporting documents, statistical records, and all other records pertinent to a Federal

award for a period of three years from date of submission of the final expenditure report. There are exceptions listed under Subpart D, 200.333, of the uniform guidance.

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

Closeout

The State or Federal awarding agency will close-out the award when it determines that all administrative actions and work have been completed. CVRPC and the Clean Water Service Provider will close out ~~its-their~~ subawards when ~~it-they~~ determines that all administrative actions and work have been completed.

5.0 Financial Reporting

Allowable Costs

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

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

Monthly Review of Actual vs. Budget Expenses

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

Requesting Grant Reimbursement

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

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

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

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

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

[Signature Block?](#)

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Executive Committee

DRAFT MINUTES

April 3, 2023 Meeting

Present:

☒ Peter Carbee

☐ Vacant

☒ Michael Gray

☒ Lee Cattaneo

☒ Steve Lotspeich

☒ Janet Shatney

☒ Jerry D'Amico

Staff: Christian Meyer, Nancy Chartrand, Brian Voigt

Guests: Ahsan Ijaz, Ijaz Group; Alexis Leacock, Warren Commissioner

Call to Order: Chair Lotspeich called the meeting to order at 4:03 pm.

Adjustments to the Agenda: None

Public Comment: None

Financial Report: Ahsan Ijaz provided an overview of the financial report provided in the packet. There was discussion on the Mt. Ascutney Regional Commission – DIBG income to date and it was clarified that construction has not been started yet and a contract will be reviewed tonight. There was also discussion related to FICA (5101) percentage noting it appears to be approximately 8.5% vs. 7.65% tax and Ahsan advised he would check on this. It was also clarified why Workers Compensation and Unemployment Insurance is categorized under fringe benefits vs. insurance, as this is how those costs are billed to funders. In addition, there was discussion on the impact of being under budget on payroll with regard to our future indirect rate.

Janet Shatney moved to accept February 28, 2023 unaudited financials, seconded by Michael Gray. Motion carried.

Contract/Agreement Authorization:

Mt. Ascutney Regional Planning Commission – DIBG - Moretown Elementary School & Town Office Stormwater Implementation Amendment

Brian Voigt advised this contract is being amended to increase the funds and match as a result of the bids that were received. It was confirmed that there is no change in scope of work. There was discussion related to all the bids being over the amount anticipated and it was confirmed that raw materials costs have increased. It was also noted that the Town has allocated \$15,000 from ARPA funds to assist with management of the project – “Clerk of the Works”.

Janet Shatney moved to authorize the Executive Director to sign the agreement amendment; Jerry D'Amico seconded. Motion carried.

Poulin Companies LLC - Moretown Elementary School & Town Office Stormwater Implementation

Brian Voigt advised the draft contract in packet is missing the standard state provisions and it is currently being amended to include the necessary provisions.

1 *Jerry D'Amico moved to authorize the Executive Director to sign the contract for Poulin Companies, LLC.,*
2 *Lee Cattaneo seconded. Motion carried.*
3

4 Christian Meyer provided an overview of the Middlesex Natural Resources Planning Assistance contract.
5

6 **Staffing Update:** Christian Meyer advised that Jon Ignatowski will be leaving this month, as was
7 expected due to his being a temporary employee. He also noted that interviews have been conducted
8 for a Natural Resources Planner. There was a strong pool of applicants and we are currently checking
9 references on finalists. We will start advertising soon for another planner (Community
10 Development/Land Use Planner). There was also discussion on status of advertising for a new
11 Transportation Planner and it was noted that Keith Cubbon is doing an excellent job on meeting
12 transportation contract requirements at this point and the construct of the overall position may change
13 to be covered by more than one employee. It was confirmed that we are beginning to move away from
14 planners siloed in a single program, while still maintaining a central administrative planner for individual
15 programs. This allows flexibility for planners to move between programs. It was also noted that staff
16 evaluations are planned for the coming week.
17

18 **Credit Card:** Nancy Chartrand provided an overview of the memorandum in the packet and the need to
19 change cards.
20

21 *Peter Carbee moved that the Executive Committee approve directing staff to open a new credit card*
22 *account for CVRPC and close existing M&T credit card account. Seconded by Michael Gray. Motion*
23 *carried.*
24

25 **Meeting Minutes (3/6/23, 3/14/23, 3/28/23):**

26 *Lee Cattaneo moved to accept the minutes as presented, Peter Carbee seconded. Motion carried.*
27

28 **Commission Meeting Agenda:**

29 Christian Meyer advised the Executive Committee that the elevator in our building is currently out of
30 service which impacts accessibility to the building. Under current Open Meeting Law we can hold fully
31 remote meetings, so while the elevator is out of service we will remove a physical location from our
32 agendas while the elevator is out of service. It was concluded that the item for Appointment for Vacant
33 Executive Committee Seat should be placed before Nominating Committee Report. It was also
34 concluded to remove CEDS Status and Next Steps to Consider from this month's agenda and add to a
35 future agenda due to time constraints. It was requested to add a note to the agenda email noting the
36 need to have at least 14 members present to vote on the Bylaws amendment.
37

38 *Janet Shatney moved to approve April 11, 2023 Board agenda as amended, Michael Gray seconded.*
39 *Motion carried.*
40

41 **Adjourn**

42 *Peter Carbee moved to adjourn at 5:05 pm; Lee Cattaneo seconded. Motion carried.*
43

44 Respectfully submitted,
45 Nancy Chartrand, Office Manager
46



BOARD OF COMMISSIONERS

May 9, 2023 at 6:30 pm

Hybrid Meeting with Remote Participation via Zoom¹

<https://us02web.zoom.us/j/81136818419?pwd=dDFDbDhrTm56TUNQUlp3WEorYzRZZz09>

One tap mobile: +19294362866,,81136818419#,,, *722490# US (New York)

Dial in via phone: 1-929-436-2866 • Meeting ID: 811 3681 8419 • Passcode: 722490

Or find your local number: <https://us02web.zoom.us/j/81136818419?pwd=dDFDbDhrTm56TUNQUlp3WEorYzRZZz09>

Download the app at least 5 minutes before the meeting starts: <https://zoom.us/download>

Page

AGENDA

6:30² Introductions

Adjustments to the Agenda

Public Comments

2 6:35 FY24 Nominations (enclosed)³

Presentation of nominations; final opportunity for nominations from the floor.

6:50 Rural Technical Assistance

7:20 Draft Work Plan

7:45 Minutes (enclosed)⁴

7:55 Reports (enclosed)³

Update/questions on Staff and Committee Reports

8:05 Adjourn

Next Meeting: June 13, 2023

¹ 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 at least 3 business days prior to the meeting for which services are requested.

² Times are approximate unless otherwise advertised.

³ Anticipated action item.

⁴ Anticipated action item.