



## Central Vermont Regional Planning Commission

### TRANSPORTATION ADVISORY COMMITTEE

Tuesday May 23, 2023, 6:30 p.m.

Join Zoom Meeting via Computer, Tablet or Smartphone:

<https://us02web.zoom.us/j/86220375669?pwd=aXFEYkNaOVYeTBORmlhd2tZV3VKdz09>

**Meeting ID:** 862 2037 5669- **Passcode:** 692202

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### Agenda

- 6:30 1) Meeting Commencement
  - a) Roll Call
  - b) Adjustments to the Agenda
  - c) Public Comment
  - d) Staff Announcement
- 6:35 2) Approval of April 2023 TAC Meeting Minutes (*Enclosed; Action*)
- 6:40 3) Memo TPI guidance and budget review (*Enclosed; discussion*)
- 6:50 4) Memo Work Plan tasks (*Enclosed; discussion*)
- 7:15 5) TAC Member Round Table
  - a) Local concerns including project updates and other issues
- 7:30 6) Adjourn

### ***Next Meeting June 27, 2023***

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



## MEMORANDUM 1

Date: May 17, 2023  
To: Transportation Advisory Committee  
From: Keith Cubbon, Planner  
Re: CVRPC TPI guidance and budget review

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### **✉ ACTION REQUESTED:** Discussion

As the CVRPC has recently received our VTrans TPI guidance for the FY24. We would like to take this opportunity to ask the Transportation Advisory Committee (TAC) to review the Transportation Planning Initiative Annual Work Program Guidance and Budget. The timeline for acceptance is spelled out below.

May -Present Federal Fiscal Year 2024 plan

June -Review draft

July - Final presentation with TAC vote

August 4<sup>th</sup> 2023-submission deadline

### ***About the TPI Work Plan?***

The CVRPC adopts a TPI work plan annually that defines the tasks staff will work on in the coming year. Only those tasks included in the work plan are eligible for funding under the TPI. The FFY 24 draft work plan reflects the updated VTrans guidance on eligible tasks and budget. The CVRPC TAC is expected to vote on endorsing the FFY24 Work Program at its July Meeting.



## MEMORANDUM 2

Date: May 17, 2023  
To: Transportation Advisory Committee  
From: Keith Cubbon, Planner  
Re: CVRPC Transportation Work Program

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**✉ ACTION REQUESTED:** Discussion

As the CVRPC has recently received our VTrans TPI guidance for the FY24. We would like to take this opportunity to ask the Transportation Advisory Committee (TAC) if there are tasks, that the TAC would like to see included in our work program. We are requesting that each member bring 4 to 5 ideas if possible to bring up at the meeting to discuss for implementation and what you believe the deliverable/results would look like.

### *About the TPI Work Plan?*

The CVRPC adopts a TPI work plan annually that defines the tasks staff will work on in the coming year. Only those tasks included in the work plan are eligible for funding under the TPI. The FFY 24 draft work plan reflects the updated VTrans guidance on eligible tasks and budget. The CVRPC TAC is expected to vote on endorsing the FFY24 Work Program at its July Meeting.

# Transportation Planning Initiative Annual Work Program Guidance and Budget

Federal Fiscal Year 2024  
October 1, 2023 - September 30, 2024



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

219 North Main St, Barre, VT 05641  
<http://vtrans.vermont.gov/>

FINAL DRAFT – May 15, 2023

Work Plan Submission Deadline: Friday, August 4, 2023

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## Introduction

This document provides guidance to Vermont's Regional Planning Commissions (RPC) to assist with developing their annual Transportation Planning Initiative (TPI) work programs and budgets for Federal Fiscal Year (FFY) 2024 (October 1, 2023 to September 30, 2024.) Using State and Federal transportation funds provided through the TPI program, RPCs provide outreach and transportation planning services to their regions. In addition, for Chittenden County, which is the only federally designated Metropolitan Planning Organization (MPO) in Vermont, the tasks and activities outlined in the TPI guidance document are incorporated into the MPO's Unified Planning Work Program (UPWP) and Budget.

The TPI Program was established to provide a mechanism and process to consult with Vermont citizens and local officials on transportation policy, planning and project development. It represents a partnership between state, regional and local entities that implements state and federal regulation effectively and efficiently. For example, the program:

- Enables planning that is consistent with state goals and policies as well as incorporates the ten federal transportation planning factors<sup>1</sup>.
- Supports implementation of strategies in the Agency's 2040 Long Range Transportation Plan (LRTP) as well as other VTrans policy and planning documents.
- Provides an important platform for incorporating key federal transportation emphasis areas into statewide and regional planning activities.
- Supports the Federal focus on performance-driven, outcome-based programs that provide for a greater level of transparency and accountability, improved project decision-making, and cooperation with stakeholders. Through the TPI program, the RPC's work to support the attainment of the Federally required Transportation Performance Targets adopted by VTrans for Safety, Pavement & Bridge conditions, Travel Reliability and Freight movement.

Since inception the program and partnership has continued to evolve to support transportation planning at all levels of government. Thank you for your partnership!

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<sup>1</sup> [23 CFR § 450.206 Scope of the statewide and nonmetropolitan transportation planning process.](#)

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

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

## Guiding Principles

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

- To conform with Federal transportation regulations 23 CFR § 420 Subpart A<sup>2</sup> and 23 CFR § 450 Subpart B<sup>3</sup>.
- To conform with 24 VSA Chapter 117<sup>4</sup> (decentralized and coordinated decision making and developing regional plans).
- To develop and maintain comprehensive transportation plans that are incorporated into the Regional Plan.
- To provide transportation planning support and resources to municipalities.
- To develop and sustain a collaborative and cooperative transportation planning relationship between VTrans, Vermont municipalities and regions.
- To assist VTrans with public outreach for high profile/impact projects.
- To ensure that there is a strong link between transportation planning and the programs it relates to, such as water quality, energy conservation, hazard mitigation, and other sustainability and livability efforts.
- To provide a platform for discussing complex state, regional and municipal issues as they relate to transportation.

VTrans continues to monitor the evolving conversation of transportation equity and seeks to holistically capture transportation equity within the TPI Program Guiding Principles – either as a stand-alone principle or as a universal lens applied to the existing principles. VTrans anticipates continuing the dialogue about how best to incorporate equity considerations into all aspects of its work with the RPCs through the conclusion and recommendations of the Transportation Equity Framework.

VTrans encourages the RPCs to conceive of and employ strategies intended to create a more equitable transportation planning process and associated outcomes, including innovative public participation, coordination, and project impact evaluation techniques. RPCs are encouraged to employ tools such as equity impact assessments, mapping, and screening tools to increase awareness and understanding of community characteristics and consider the distribution of benefits and impacts of policies and programs with an eye toward equity. RPCs should continue to keep their Title VI Plans up to date, implement their Title VI plan recommendations, and should also continue to follow relevant Federal and State regulations and guidance.

For additional information on the purpose and structure of the TPI program, refer to current “Transportation Planning Initiative Manual and Guidebook” (2018; <https://vtrans.vermont.gov/planning/policy-planning/regional>).

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<sup>2</sup> 23 CFR § 420 Subpart A – Code of Federal Regulation - Administration of FHWA Planning and Research Funds (§§ 420.101 - 420.121)

<sup>3</sup> 23 CFR § 450 Subpart B – Code of Federal Regulation - Statewide and Nonmetropolitan Transportation Planning and Programming (§§ 450.200 - 450.226)

<sup>4</sup> 24 VSA 117 – Vermont State Statutes - [Municipal and County Government \(vermont.gov\)](https://www.vermont.gov)



## Structure of this Guidance Document

This document provides guidance for the following program areas:

### **Transportation Planning Initiative Program**

1. Program Administration
2. Public Participation and Coordination
3. Planning
4. Data Collection and Management
5. Project Development Planning
6. Municipal Roads General Permit Support

### **Strategic State Transportation Initiatives**

7. Bicycle and Pedestrian Planning Integration Program
8. State-Owned Rail Trail Support
9. Other Planning Activities

A purpose statement, brief description and additional resources are provided for each task, along with specifics on the eligible task activities. Under each program area, tasks are defined as either “core” or “optional”; which are defined as follows:

Core Tasks	Optional Tasks
RPCs <u>must</u> participate in core tasks, although the level of effort may vary based on specific circumstances of each region. These activities support VTrans transportation planning and project development and in some cases are required to satisfy state and/or federal regulations.	RPCs may choose to be involved in optional tasks. <i>Optional activities may have a reporting requirement.</i>

<b>Task Reporting</b>	Provides date and requirements to be submitted.
<b>Task Timeframe</b>	Estimates timing of task effort.
<b>Task Resource(s)</b>	Identifies guidance, instruction, and topic resources.
<b>Task Contact</b>	VTrans personnel with task area expertise; region’s <b><i>TPI Planning Coordinator may also be consulted on tasks.</i></b>
<b>Task Roles</b>	RPC roles are provided to outline eligible activities; roles for VTrans and other stakeholders are provided for context.
<b>RPC Performance Measures</b>	Identifies expectations for RPC engagement in a task as well as statement of required reporting, if applicable.

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

## Communication and Submittal of Task Deliverables

Any task related correspondence may be accomplished via a combination of email, phone calls, and online and in person meetings. All RPCs are also requested to use Microsoft Teams for TPI Tasks to facilitate communication and documentation. When corresponding with other VTrans staff or submitting documents for review, please copy your region’s TPI Planning Coordinator for visibility.

# Transportation Planning Initiative Program

## 1.0 Program Administration

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

Program Administration eligible activity examples include but are not limited to:

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

## 1.1 Core Activities

### 1.1.1. TPI Monthly Meetings

<b>Task Reporting</b>	None
<b>Task Timeframe</b>	Monthly, third Thursday
<b>Task Resource</b>	SOV Microsoft Team “AOT-TPI” - Channel “Monthly TPI Meetings”
<b>Task Contact(s)</b>	Your TPI Planning Coordinator

**Purpose:** Maintain frequent and regular contact between the RPCs and VTrans to encourage information sharing, collaboration, and networking opportunities.

Monthly TPI meetings are an important way to share information between VTrans and RPC planners, as well as other entities. Meetings are held on the third Thursday of each month, except for August and December. Meetings will be held in person or online; format and duration will be determined based on quantity and type of content being communicated.

#### **RPC Performance Measures**

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

### 1.1.2. TPI Program Performance Reporting

<b>Task Reporting</b>	July 15, 2024 – Submit reporting according to guidance (template)
<b>Task Timeframe</b>	Year-round
<b>Task Resources</b>	SOV Microsoft Team “AOT-TPI” - Channel “General” Folder > Task Instruction & Reporting - See Template/Task Instruction files
<b>Task Contact</b>	Your TPI Planning Coordinator

**Purpose: Track the TPI Program’s evolution and performance over time.**

Since 2016, annual TPI Program transportation performance indicators have been provided in the Vermont Association of Planning & Development Agencies (VAPDA) Annual Report. RPCs are requested to track and submit annual performance indicators to VTrans. VTrans will then identify the performance indicators that will appear in the VAPDA Annual report in consultation with the VAPDA Transportation Committee and/or its chair.

#### **VTrans Role**

- Provide guidance on how indicators should be measured and reported, including descriptions of indicator definitions and reporting templates.
- Compile RPC reported performance, conduct data validation as needed and identify the subset of indicators to present in annual reports.
- Provide selected performance indicators to VAPDA on or before **September 1st** for inclusion in the VAPDA Annual Report.
- Incorporate selected performance indicators into the VTrans Fact Book.

#### **VAPDA Role**

- Include the selected TPI Program transportation performance indicators in the VAPDA Annual Report prepared to reflect the prior SFY accomplishments.

#### **RPC Role**

- Track performance indicators throughout the duration of the TPI Work Program cycle.
- Compile and maintain a list of planning projects completed as part of the TPI Work Program.

#### **RPC Performance Measures**

- ✓ *Submit completed performance indicator template by **July 15, 2024**.*
- ✓ *Submit a list of completed planning projects by **July 15, 2024**.*

## 2.0 Public Participation and Coordination

Public participation and coordination form the backbone of the TPI and ensure stakeholders can participate in the regional transportation planning process, both individually and through their locally elected officials. This work activity also supports coordination and information sharing between local, regional, and state planning partners.

Activities should help inform, educate, and gather input from participants about transportation issues, opportunities, and solutions, with a focus on ensuring the equitable participation of a broad range of constituents, including traditionally underserved and disadvantaged communities. Consistent with FHWA's planning requirements, RPCs should promote Regional Models of Cooperation to ensure a regional approach to transportation planning, promoting cooperation and coordination across modes, providers, and jurisdictional boundaries.

RPCs should make use of the many available communication technologies to maximize reach by encouraging accessibility and broader public participation in planning work. RPCs are also encouraged to think expansively on how to extend their communications reach to traditionally underserved and disadvantaged communities. For examples of Virtual Public Involvement (VPI) technology and techniques see the Vermont VPI Collaborative MS Team.

Examples include but are not limited to: For examples of Virtual Public Involvement (VPI) technology and techniques see the [‘AOT-VPI Collaborative’ SOV Microsoft Team](#).

Public participation and coordination eligible activity examples include but are not limited to:

- Organizing, attending, and facilitating meetings (i.e., TAC meetings, Road Foreman),
- Advising VTrans and, as appropriate, assisting municipalities with local questions, concerns and solutions regarding transportation projects and policies,
- Facilitating outreach and publicizing meetings on VTrans and TPI Program objectives,
- Training staff, Transportation Advisory Committee (TAC) and RPC members on transportation planning and TPI specific planning processes,
- Newsletters and publications,
- Interagency coordination,
- Citizen participation,
- Serving on transportation related task forces and study committees, and
- Outreach on municipal roads codes and standards.

## 2.1 Core Activities

### 2.1.1. State Transportation Improvement Program (STIP) Local Consultation

Task Reporting	None
Task Timeframe	October - December
Task Resource	STIP webpage - <a href="https://vtrans.vermont.gov/about/stip">https://vtrans.vermont.gov/about/stip</a>
Task Contact	Matthew Langham   STIP Coordinator <a href="mailto:Matthew.Langham@vermont.gov">Matthew.Langham@vermont.gov</a> or (802) 622-1284

**Purpose: Solicit public input regarding the Statewide Transportation Improvement Program (STIP), per Federal regulation.**

In accordance with Federal regulation (23 CFR 450.210(b)) and the VTrans' non-metropolitan consultation process<sup>5</sup>, VTrans is responsible for developing a Statewide Transportation Improvement Program (STIP) for all areas of the state. The STIP is a four-year, fiscally constrained plan for obligation of federal transportation funds. It is closely linked to, and must be consistent with, a four-year capital budget for expenditures, which are annually provided to the Vermont General Assembly. In developing the STIP, affected local officials with responsibility for transportation shall be involved on a consultation basis for the portions of the program in non-metropolitan areas of the State. VTrans uses the RPCs to facilitate and consolidate input.

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

#### VTrans Role

- Develop the draft and final STIP.
- Provide notice of the public comment period and methods to submit comments.
- Facilitate public hearing(s) to solicit public comment on the STIP; hearing(s) will be scheduled during the public comment period (typically occurs October-December).

#### RPC Role

RPCs should anticipate spending approximately 5-10 hours supporting this task.

- Assist VTrans to publicize the public hearings(s) and distribute the notice with the TAC and affected municipalities.
- Participate in a STIP public hearing.

#### RPC Performance Measure

- ✓ *Attend STIP public hearing.*

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<sup>5</sup> Process for Non-Metropolitan Local Official Participation in the Statewide Transportation Planning Process, Vermont Agency of Transportation, March 1, 2021.

### 2.1.2. Travel Demand Management (TDM) Promotion

<b>Task Reporting</b>	August 30, 2024 – Activity summary (no template)
<b>Task Timeframe</b>	Focused push 2-3 months prior to events
<b>Task Resources</b>	Promotional Materials - <a href="https://www.connectingcommuters.org/resources/">https://www.connectingcommuters.org/resources/</a> PYC Registration - <a href="http://parkyourcarbon.org/">http://parkyourcarbon.org/</a>
<b>Task Contact</b>	Dan Currier   Go! Vermont Program Manager <a href="mailto:Dan.J.Currier@vermont.gov">Dan.J.Currier@vermont.gov</a> or (802) 279-5236

**Purpose:** Promote travel by modes of transportation other than single occupancy vehicles through education and outreach.

The **Park Your Carbon campaign (PYC)**, formerly branded as the Way to Go! Challenge (WTG), is a weeklong event highlighting, advocating, and incentivizing the use of sustainable transportation options. The focus of the event is to promote travel by other modes to single occupancy driving such as walking, bicycling, taking the bus, or carpooling. RPC participation in Park Your Carbon will help promote the campaign and the **Go!Vermont program** in all regions throughout the State.

#### VTrans Role

- Provide resources to assist regions with the promotion of PYC, which may include:
  - On-line pledge platform to facilitate participant registration,
  - Event promotion on Go!Vermont program website,
  - Outreach Materials (posters, brochures, email templates, social media posts, etc.), or
  - Financial assistance with local marketing/advertising.

#### RPC Role

Each RPC is encouraged to tailor efforts to meet regional needs; RPC should anticipate this task taking no more than 40 hours.

- Conduct a minimum of four engagement activities that could include but are not limited to:
  - Coordinate with the consultant leading the statewide event,
  - Find and support Local Champions,
  - Promote with local and/or regional advertising,
  - Promote an inter-school and/or intra-regional challenge(s),
  - Outreach to region's schools to identify interest and if best served by Safe Routes to School (SRTS) services,
  - Assist with updating or creating a School Travel Plan,
  - Attend the yearly Safe Routes to School Summit hosted by Local Motion, or
  - Market the benefits of commuting alternatives to business owners to encourage use by their employees.

#### RPC Performance Measure

- ✓ *Report on the TDM-related activities undertaken during the SFY24 (July – June) by **August 30, 2024**. The report should describe the outreach efforts, number of schools/people participating, description of advertising efforts, material shared, and a summary of any challenges encountered.*

### 2.1.3. Road Foreman Meetings & Vermont Local Roads Coordination

<b>Task Reporting</b>	None
<b>Task Timeframe</b>	Bi-annual minimum; Quarterly preferred
<b>Task Resources</b>	VLR Program website - <a href="https://localroads.vermont.gov/">https://localroads.vermont.gov/</a> and VLR Listserv
<b>Task Contact</b>	Todd Eaton   Vermont Local Roads (VLR) <a href="mailto:Todd.Eaton@vermont.gov">Todd.Eaton@vermont.gov</a> or (802) 353-0110

**Purpose:**

- **Educate municipal personnel (Highway Department/Public Works) on current topics.**
- **Increase awareness and engagement of municipal personnel and representatives in VLR or RPC trainings and Regional Road Foreman meetings.**

Regional Road Foreman meetings are an important resource for municipal staff and representatives, including road foremen or public works, managers or administrators, clerks, legislative bodies, and municipalities. These regional meetings provide an opportunity to gain awareness of changes in state policy and standards, obtain relevant training and share ideas with neighboring communities. Each RPC regularly organizes meetings for municipal road foremen in their region. The table below provides examples of topics addressed at recent regional meetings.

Sign Standards, Inventories & Ordering	Winter Road Maintenance & Salt Brine Techniques	Hazard Mitigation Grant Opportunities
Highway Timesheet Program	Town Road & Bridge Standards	Town Mutual Aid Agreements
Hazardous Materials Awareness	Town Right of Way Issues	Japanese Knotweed & Poisonous Parsnip

**VTrans Role (Vermont Local Roads)**

The Vermont Local Roads (VLR) Program, hosted by VTrans, is an available technical resource for RPCs and municipalities by way of training, a listserv, one-on-one technical assistance, and other methods.

- Provide regular training opportunities, advertised through the Vermont Local Roads Listserv.
- Notify RPC staff when aware of a personnel change in a municipal highway department.
- Regularly attend RPC hosted regional meetings; as needed, assist with agenda topics and presentations.
- Arrange bi-annual check-ins with RPCs on current topics and upcoming training.

**RPC Role**

- Coordinate scheduling of regional meetings. Host at least two Regional Road Foreman meetings per year, although quarterly is encouraged; provide meeting notice to VLR, VTrans District personnel and TPI Planning Coordinator.
- Notify VLR and VTrans District staff of municipal personnel changes (Road Foreman, Public Works Director, etc.) to enable outreach to new staff.
- Awareness of and participation in relevant training opportunities offered through the VTrans Training Center (VTTC) and VLR.

**RPC Performance Measure**

- ✓ *Hold at least two Regional Road Foreman meetings per year.*



## 2.1.4. Transportation Equity Planning and Implementation

Task Reporting	January 31, 2024 – Activity summary (no template)
Task Timeframe	Year-round
Task Resource	<a href="https://vtrans.vermont.gov/equity">https://vtrans.vermont.gov/equity</a>
Task Contact	Dave Pelletier   Policy and Planning Manager <a href="mailto:dave.pelletier@vermont.gov">dave.pelletier@vermont.gov</a> , (802) 595-9675

**Purpose: Implement strategies to create a more equitable and inclusive transportation planning process and resulting transportation system.**

Access to safe, high-quality, affordable, and convenient transportation options is essential for all Vermonters. Mobility affects our quality of life, our health, and our economic opportunities. Throughout history, transportation investments have not always been made in an equitable manner, resulting in disparities in transportation access across communities.

In 2021, VTrans in partnership with the RPCs, undertook a comprehensive analysis of the Agency’s existing transportation practices and developed an equity framework to guide future actions. As the development of the framework concludes in FFY23, RPCs are recognized as an integral part of this work. In FFY24, the RPCs are requested to continue supporting the development of the **Transportation Equity Framework**, refinement and prioritization of the recommendations, and begin implementation in partnership with VTrans.

### VTrans Role

- Oversee the implementation of a transportation equity framework.
- Collaborate with RPC Executive Directors via VAPDA to provide guidance on next steps to implement the Transportation Equity Framework at the RPCs.

### RPC Role

- Attend training(s) related to transportation equity and the recommendations within the Equity Framework. Share this knowledge with your Transportation Advisory Committees and RPC Board of Directors to increase understanding of the subject.
- Begin implementation of short-term prioritized tasks in the Equity Framework.
- RPCs may pursue additional equity-based work related to transportation planning. RPCs should confirm eligibility of their proposed tasks with their Planning Coordinator before proceeding.
  - Activities could include but are not limited to - facilitating Diversity, Equity, Inclusion Committees, explicitly incorporating equity content into regional transportation plans, and incorporating equity and/or environmental justice screening tools and GIS analyses.

### RPC Performance Measures

- ✓ *Submit a memo summary of all transportation equity related work carried out by the RPC during the previous Calendar Year (January - December) by **January 31, 2024**.*
- ✓ *Additional activities and expectations related to the Transportation Equity Framework are to be determined upon completion of the framework development.*

### 2.1.5. Vermont Strategic Highway Safety Plan (SHSP) Education

<b>Task Reporting</b>	None
<b>Task Timeframe</b>	Periodic
<b>Task Resources</b>	<a href="#">Highway Safety   Agency of Transportation (vermont.gov)</a> <a href="#">2022-2026 Vermont Strategic Highway Safety Plan</a>
<b>Task Contact</b>	Evelyn McFarlane   Highway Safety Plan Coordinator <a href="mailto:Evelyn.Mcfarlane@vermont.gov">Evelyn.Mcfarlane@vermont.gov</a> or (802) 595-4661

**Purpose:**

- Establish and maintain relationships with regional safety stakeholders.
- Raise the public’s awareness and understanding of SHSP critical emphasis areas.
- Engage stakeholders in the development of cooperative solutions to regional safety challenges.

The **Strategic Highway Safety Plan (SHSP)** provides a framework of implementation strategies and countermeasures for reducing fatalities and major crashes on the State’s public highways. The SHSP critical emphasis areas include:

Infrastructure	Behavioral	Vulnerable Users & Roadway Users	Data & Emerging Topics
Lane Departure Intersections  Speed & Aggressive Driving	Occupant Protection Impaired Driving  Distracted Driving & Alertness	Pedestrians Bicyclists Motorcyclists Younger Drivers (Under 25) Older Drivers (65 and Over)	Data Analysis & Integration

This task supports the RPC collaboration with the State Highway Safety Office (SHSO) to achieve the goals of the SHSP through coordination and education of local stakeholders and municipalities.

**VTrans Role (SHSO)**

- Provide and analyze crash data, both statewide and regionally.
- Coordinate with RPCs and local stakeholders to identify specific regional concerns.
- Provide RPCs with highway safety information and reports to disseminate to municipalities.
- Promote RPC workshops and summits (i.e., Walk Bike Summit) via the SHSO list serve.

**RPC Role**

- Assist with public outreach and dissemination of information with a focus on underserved communities.
- Participate in and collaborate on events organized by the State Highway Safety Office (SHSO).
- Assist VTrans SHSO to identify stakeholders to engage on safety initiatives.

**RPC Performance Measures**

- ✓ *Participation in SHSO events.*
- ✓ *Conduct outreach to municipalities, as applicable, on SHSP critical emphasis areas.*

## 2.2. Optional Activities

### 2.2.1. Aviation Program Coordination

<b>Task Reporting</b>	None
<b>Task Timeframe</b>	Periodic
<b>Task Resource</b>	Provided as needed – ask your TPI Planning Coordinator
<b>Task Contact</b>	Dave Pelletier   Policy & Planning Manager <a href="mailto:dave.pelletier@vermont.gov">dave.pelletier@vermont.gov</a> or (802) 595-9675

**Purpose:** Ensure long-term safety, viability and access for freight, passenger and airport support services.

This task facilitates the outreach and education of municipalities on the protection of airspace for Vermont’s public use airports. To ensure safety and accessibility for aircraft arrivals and departures (landing and take-off), an airport requires a specific amount of airspace surrounding the facility for safety requirements. The amount of airspace required will differ depending on topography and other site considerations; this space may extend beyond the municipality in which the airport is located.

#### **VTrans Role**

- Provide guidance material from Federal Aviation Administration (FAA) and consult to develop State communication material to facilitate outreach and education on the protection of airspace.
- Educate appropriate RPC staff so airspace protection and ground transportation to airports remain in consideration, for example for regional transportation plan updates.
- Coordinate regularly with RPCs on aviation related activities.

#### **RPC Role**

When engaged in task activity, RPC should represent the highway and transit modes and those connections to the airport facilities. This may include, but is not limited to:

- Participate in local Airport Committees and/or State Aviation Council meetings.
- Assist with the coordination of planning and public involvement activities during State-owned airport planning activities to ensure connectivity between modes.
- Incorporate State aviation goals or contents into long range planning efforts.
- Educate municipalities on best practices for land development that may require FAA notification; to ensure airspace protection and ground transportation to airports remain in consideration.
- Invite or enhance communication with an aviation representative for the Commission’s TAC or appropriate committees.

#### **RPC Performance Measure**

- ✓ *Conduct outreach to municipalities, as applicable, regarding how to incorporate airspace protection into local municipal plans, land regulations, and communications with developers.*

## 3.0 Planning

Planning activities are central to the TPI Program and involve extensive collaboration between RPCs and VTTrans to develop and implement collective visions in varying time frames. Planning activities should seek to identify and evaluate transportation needs in the context of regional and local plans and propose solutions to meet those needs that respect federal and state regulations and Vermont statutes. All modes of transportation should be considered and integrated cohesively into the overall transportation system. While the highway system is the dominant mode of travel in the state, public transit, rail, aviation, waterway, bicycle, and pedestrian travel are all part of the system and must be considered.

As guiding principles in their planning activities, TPI participants should consider the following:

- ❖ 24 V.S.A. § 4302, which states all State agencies are responsible for supporting and reinforcing Vermont's historic settlement pattern of compact village and urban centers separated by rural countryside.
- ❖ The vision for Vermont's transportation system as defined by the [2040 Vermont Long Range Transportation Plan](#), which is: "A safe, reliable and multimodal transportation system that grows the economy, is affordable to use and operate, and serves vulnerable populations" through six goals:
  1. Improve safety and security across all transportation modes.
  2. Preserve and improve the condition and performance of the multimodal transportation system.
  3. Provide mobility options and accessibility for all users of the transportation system.
  4. Leverage transportation investments to increase Vermont's economic vitality.
  5. Practice environmental stewardship.
  6. Support livable, healthy communities.

Transportation planning task area eligible activity examples include but are not limited to:

- Prepare and support the preparation of regional, subarea, corridor, and local transportation plans such as an assessment of transportation problems, feasibility studies, and alternatives analyses.
- Coordinate and provide technical support for intermodal, multimodal and freight transportation planning activities, including non-motorized systems planning.
- Assess and forecast travel demand based on land use, demographic projections, and other influencing factors; assess and recommend strategies to manage demand as well as identify strategies to address gaps in system connectivity.
- Identify environmental transportation connections such as wildlife corridors, roadway barriers and crossings.
- Support the development of a municipal transportation capital improvement plan.
- Evaluate system transportation issues (e.g., pedestrian access; parking and circulation, and traffic calming in state designated downtowns and villages).
- Planning, coordination, and outreach associated with designated Scenic Byways.
- Review of traffic impact studies of proposed development projects with potential impacts to the federal aid system and relative to the regional transportation plan.

## 3.1 Core Activities

### 3.1.1. Regional Transportation Plan

<b>Task Reporting</b>	None
<b>Task Timeframe</b>	As defined by RPC/MPO
<b>Task Resource</b>	Vermont State Statute – 24 V.S.A. § 4348
<b>Task Contact</b>	Your TPI Planning Coordinator

**Purpose:** Create and maintain a Regional Transportation Plan that captures collective long-term visions and informs planning and decision-making processes.

Each RPC should update its regional transportation plan at least every eight years, pursuant to 24 V.S.A. § 4348, and is encouraged to consult the Regional Transportation Plan during the review of projects which fall under the requirements of Act 250.

#### **RPC Performance Measure**

- ✓ *Ensure the Commission's Regional Transportation Plan is updated at intervals of no more than eight years.*

### 3.1.2. State Modal Transportation Plan Coordination

<b>Task Reporting</b>	None
<b>Task Timeframe</b>	As defined by project
<b>Task Resources</b>	List of plans, studies & reports completed by VTrans Policy and Planning Bureau <a href="https://vtrans.vermont.gov/planning/documents">https://vtrans.vermont.gov/planning/documents</a>
<b>Task Contact</b>	Dave Pelletier   Policy & Planning Manager <a href="mailto:dave.pelletier@vermont.gov">dave.pelletier@vermont.gov</a> or (802) 595-9675

**Purpose:** Support communication and coordination regarding ongoing VTrans planning efforts.

VTrans is the lead agency in the development of many statewide transportation plans including the Rail Plan, Freight Plan, Bicycle and Pedestrian Strategic Plan, Public Transit Plan, Airport System Plan and the Long-Range Transportation Plan. VTrans relies on its long-standing relationship with the RPCs to assist in the development of these plans.

In FFY24, VTrans will continue to engage in the following state modal planning effort(s):

*Statewide Park and Ride Facilities Plan*

*Long-Range Transportation Plan*

#### **VTrans Role**

- Conclude the update of the Statewide Park and Ride Facilities Plan begun in FFY23 and engage and consult with RPCs throughout the project.
- Oversee the update of the Long-Range Transportation Plan and engage and consult with RPCs throughout the project.
- Solicit RPC participation in relevant working groups, steering committees, and/or advisory committees.

#### **RPC Role**

- Assist VTrans in outreach to local officials and the public on VTrans managed planning projects.
- Participate in working groups and/or committees, as requested by VTrans, which may include meeting attendance, providing data, review and comment on document drafts and dissemination of information to TACs and the general public.

#### **RPC Performance Measure**

- ✓ *Participate in state plan update as requested by VTrans.*

### 3.1.3. Environmental Policy and Planning

<b>Task Reporting</b>	September 30, 2024 – Activity summary (no template)
<b>Task Timeframe</b>	Periodic
<b>Task Resources</b>	<a href="#">VTrans Emerald Ash Borer Ash Tree Management Plan (2021)</a> Additional topic resources available upon request.
<b>Task Contact</b>	Andrea Wright   Environmental Policy Manager <a href="mailto:Andrea.Wright@vermont.gov">Andrea.Wright@vermont.gov</a> or (802) 917-1586

**Purpose: Incorporate an environmental lens into transportation planning practices.**

RPCs have been involved in various environmental planning and policy efforts that are often tailored to the needs of the region. This task recognizes the work RPCs have done and additional efforts they may be involved with in the future.

Eligible transportation planning activities are within the following topical areas:

- Cultural Resource Preservation,
- Emerald Ash Borer (EAB) management planning along highways,
- Habitat (aquatic or terrestrial) and ecological connectivity, and
- Municipal Separate Storm Sewer (MS4) support.

#### **VTrans Role**

- Solicit RPC participation in relevant working groups, steering committees, and/or advisory committees.
- Provide guidance on ash tree management within and adjacent to the highway right-of-way.
- Coordinate regularly with RPCs on task related activities.

#### **RPC Role**

- Assist VTrans in outreach to local officials and the public on environmental policy and planning.
- As requested by VTrans, participate in working groups and/or committees, which may include meeting attendance, providing data, review and comment on document drafts and dissemination of information to TACs and the general public.
- RPCs may pursue additional environmental-based work related to the topical areas listed. RPCs should confirm eligibility of their proposed tasks with their TPI Planning Coordinator before proceeding.

#### **RPC Performance Measure**

- ✓ *Submit a summary of activities completed related to this environmental planning and policy task for the duration of FFY24 (October to September) by **September 30, 2024.***

### 3.1.4. Climate Mitigation Planning – REVISED TASK

<b>Task Reporting</b>	May 1, 2024 – Submit comments on Vermont NEVI Plan September 30, 2024 – Task activity summary (no template)
<b>Task Timeframe</b>	Year-round
<b>Task Resources</b>	VTrans Policy & Planning - <a href="#">Climate Change Mitigation webpage</a> <a href="#">VTrans National Electric Vehicle Infrastructure Program</a> <a href="#">Vermont 2022 State NEVI Plan</a>
<b>Task Contact</b>	Patrick Murphy   Sustainability and Innovations Project Manager <a href="mailto:patrick.murphy@vermont.gov">patrick.murphy@vermont.gov</a> or (802) 595-6738

**Purpose:**

- **Aid deployment of electric vehicle charging infrastructure in Vermont.**
- **Support communication and coordination regarding ongoing VTrans planning efforts.**

Consistent with existing regional energy planning activities, this task advances goals of the Vermont’s Climate Action Plan (2021) and Comprehensive Energy Plan (2022) and draws on new funding sources to reduce transportation carbon emissions, deploy electric vehicle (EV) charging infrastructure, and support equitable and increasing levels of EV adoption. In 2021, the Infrastructure Investment and Jobs Act (IIJA) established the [Carbon Reduction Formula Program](#) to support projects that reduce greenhouse gas emissions. It also established the [National Electric Vehicle Infrastructure \(NEVI\) Formula Program](#), as well as [Charging and Fueling Infrastructure Grants](#) programs to fund state corridor and community charging projects. Additionally, Vermont has authorized funding for community charging stations (multiunit housing, workplace, and public amenities/attractions).

This task supports VTrans in the development and implementation of these IIJA programs and plans.

<b>Carbon Reduction Formula Program</b>	<b>NEVI Formula Program</b>
Develop a Carbon Reduction Strategy that identifies priority projects to reduce transportation emissions. ✓ Submit to FHWA every 4 years	Maintain a State EV Charging Plan to guide state investment in EV charging infrastructure. ✓ Submit to FHWA annually

Maximizing these potential funding opportunities and ensuring an equitable, robust electric vehicle ecosystem will require significant collaboration and coordination among state agencies and their regional and municipal partners. The input of municipal and regional partners into the development of these plans will be particularly critical in the succeeding years when it is expected that there will be greater flexibility in the deployment of funds.

**VTrans Role**

- Develop a Carbon Reduction Strategy that identifies cost-effective projects to reduce transportation emissions; submit a plan for approval to FHWA by **November 15, 2023**.
- Review and update the State EV Charging Plan annually to reflect lessons learned, rapidly changing conditions, new priorities, and refined strategies; submit to FHWA by **August**.
- Solicit RPC participation in relevant working groups, steering committees, and/or advisory committees.
- Coordinate with state and federal partners and provide overview and guidance to regional and local partners on funding opportunities.



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### RPC Role

- Assist VTrans in outreach to local officials and the public on EV charging priorities and the Carbon Reduction Strategy.
- Participate in working groups and/or committees, as requested by VTrans, which may include meeting attendance, providing data, review and comment on document drafts and dissemination of information to TACs and the general public.
- Communicate to VTrans on the status of local or regional planning activities.
- Coordinate with VTrans as needed and as additional guidance becomes available.
- RPCs may pursue additional climate and energy-based work related to transportation planning. RPCs should confirm eligibility of their proposed tasks with their Planning Coordinator before proceeding.
  - Activities could include but are not limited to the following topical areas - Climate Action Plan, Comprehensive Energy Plan, and regional energy planning.

### RPC Performance Measures

- ✓ *Participate in state planning efforts as requested by VTrans and assist in stakeholder outreach.*
- ✓ *Submit comments to inform the annual update of the state EV charging plan by **May 1, 2024**.*
- ✓ *Submit a summary of activity completed related to local and/or regional transportation climate and energy planning (e.g., vehicle electrification, mapping analyses, participation in relevant working groups, etc.) for the duration of FFY24 (October to September) by **September 30, 2024**.*

### 3.1.5. Public Transit Planning

<b>Task Reporting</b>	None
<b>Task Timeframe</b>	Year-round
<b>Task Resources</b>	SOV Microsoft Team “AOT-TPI” - Channel “Transit including E and D” VTrans Public Transit webpage – <a href="https://vtrans.vermont.gov/public-transit">https://vtrans.vermont.gov/public-transit</a>
<b>Task Contact</b>	Ross McDonald   Public Transit Program Manager <a href="mailto:Ross.Macdonald@vermont.gov">Ross.Macdonald@vermont.gov</a> or (802) 522-7120

**Purpose: Support the planning, provision, and performance of Vermont’s public transportation system.**

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

- **Public Transit Route Performance Analyses:** Assist the public transit provider with developing strategies to increase ridership and decrease the cost of providing service on struggling routes. This may include, but is not limited to, tasks such as land use analyses, boarding analyses, route timing, surveys, and demographic analysis.
- **Transit planning and outreach assistance:** Assist regional public transit providers with any transit planning efforts and aid with outreach strategies and implementation. Example projects which could be included in this category include Rides to Wellness Initiative and the Recovery and Job Access Program.
- **Public Transit Board Membership:** Serve on the Board or related committees of a Public Transit Provider, bringing with them expertise from the TPI program and other RPC initiatives.
- **Microtransit studies:** Participate in microtransit pilot projects in various capacities. Please speak with your Planning Coordinator and relevant VTrans Public Transit Coordinator before proceeding.
- **Electric bus pilot studies:** Participate in electric bus pilot studies in various capacities. Please speak with your Planning Coordinator and relevant VTrans Public Transit Coordinator before proceeding.
- **Public Transit Asset Management Plan:** Assist VTrans with outreach activities related to this plan. We anticipate no more than 5 hours of RPC time will be required.

#### **RPC Performance Measures**

- ✓ *Communicate public transit feedback to VTrans Public Transit Coordinators and the relevant Public Transit Provider.*
- ✓ *Engagement in transit planning efforts as requested by VTrans.*

### 3.1.6. Human Service Transportation Coordination

<b>Task Reporting</b>	June 30, 2024 – Updated Regional Committee Workplan
<b>Task Timeframe</b>	Year-round activity; Quarterly Committee meetings
<b>Task Resources</b>	SOV Microsoft Team “AOT-TPI” - Channel “Transit including E and D” VTrans Transit - <a href="#">E&amp;D Program website</a> for access to: <ul style="list-style-type: none"><li>- E&amp;D Transportation Program Manual (2020)</li><li>- Annual Workplan Guidance for Human Service Transportation Coordination</li></ul>
<b>Task Contact</b>	Ross MacDonald   Public Transit Program Manager <a href="mailto:Ross.Macdonald@vermont.gov">Ross.Macdonald@vermont.gov</a> or (802) 522-7120

**Purpose:**

- **Ensure adequate access to essential services is available to the public and underserved populations (including elders and persons with disabilities).**
- **Facilitate dialogue and funding decisions among public transit and human service providers to**
  - **coordinate services and needs of stakeholders,**
  - **develop infrastructure and operational solutions, and**
  - **identify gaps in the availability and connectivity of the transportation systems.**

Vermont’s Elders and Persons with Disabilities (E&D) Transportation Program plays an important role in filling gaps in existing transportation services for older adults aged 60 and above as well as individuals with disabilities as defined by the Americans with Disabilities Act (ADA). As recognized in the [2020 Vermont Public Transit Policy Plan \(PTPP\)](#), this program maximizes ride potential with a coordinated approach by which Vermont’s public transit providers work with human service agency partners to coordinate E&D trips through Medicaid, contracted service with community organizations and institutions, and transportation for the public. RPCs support these efforts through the coordination and facilitation of regional E&D Committees.

A Regional E&D Committee (or Regional Mobility Committees) is primarily responsible for discussing the level of service that the transit providers provide given the amount of funding remaining for the year. The role of the Committee will continue to evolve and incorporate recommendations from the 2020 PTPP to improve efficiencies, address deficiencies and integrate best practices. Note: Starting in July 2023 the Elders and Persons with Disabilities (E&D) program will begin to transition to a new name of “Older Adults and Persons with Disabilities (OA&A)” program.

*This task implements a multi-year plan (SFY2023 – SFY2025) to build regional Human Service Transportation Coordination. The VTrans E&D Transportation Program webpage and the TPI E&D Teams Channel provide links to detailed task guidance, descriptions of the VTrans and Public Transit Provider Roles, example workplans and describe how the RPC tasks fit into the broader picture.*

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## RPC Role

- Organize and facilitate regular Committee meetings at least 4 times a year.
  - RPCs shall be the leading agency for these meetings.
  - RPCs are responsible for ensuring meetings comply with Vermont Open Meeting law and engage the full spectrum of providers of services and representatives of those needing rides.
  - Include your TPI Planning Coordinator and Public Transit Coordinator on Committee correspondence.
- Update the Regional Committee annual work plan, goals and objectives.
- Continue to expand scope of Regional E&D Committee to include Medicaid, Recovery & Job Access, and other client-based transportation services, with the view of evolving the committee into a Regional Mobility Committee concept in FFY24.
- Coordinate with VTrans and Public Transit Provider(s) to expand tracking of denials and unmet needs; Assist Committees with evaluating the data and potential.
- Help VTrans with centralized tracking of defined E&D basic information.
- Attend the annual E&D Summit (rotates between virtual and in-person).
- Assist VTrans with organizing the annual E&D Summit, particularly assisting with outreach and being a liaison to the E&D Committees.
- Assist with development and distribution of E&D Program Rider Survey; one RPC will be invited to serve on this task specific working group.
- Participate in discussion of how to incorporate equity principles and practices into the E&D program and regional committees' practices.

## RPC Performance Measures

- ✓ *Submit updated Committee Annual work plan, goals and objectives by **June 30, 2024**.*
- ✓ *Attend the 2024 in-person E&D Summit [**DATE TBD**].*
- ✓ *Organize and facilitate a minimum of four (4) E&D Committee meetings by **September 30, 2024**.*
- ✓ *Assist with development and distribution of the E&D Program Rider Survey by [**Date TBD**]*
- ✓ *As needed, assist Public Transit Providers and partners to submit tracking data bi-annually (see full guidance for more information).*

## 3.2 Optional Activities

### 3.2.1. Transportation Resiliency Planning

<b>Task Reporting</b>	January 31, 2024 – Submit activity summary (template)
<b>Task Timeframe</b>	Year-round, periodic
<b>Task Resources</b>	<p>VTrans Policy &amp; Planning - <a href="#">Climate Change Mitigation webpage</a> for access to:</p> <ul style="list-style-type: none"><li>- TRPT web-based application &amp; User Guide</li><li>- Reducing Repeat Damages of Vermont’s Roads and Structures Report</li></ul> <p><i>SOV Microsoft Team “AOT-TPI” - Channel “General”</i> <i>Folder &gt; Task Instruction &amp; Reporting - See Template/Task Instruction files</i></p>
<b>Task Contact</b>	Andrea Wright   Environmental Policy Manager <a href="mailto:Andrea.Wright@vermont.gov">Andrea.Wright@vermont.gov</a> or (802) 917-1586

**Purpose:**

- **Facilitate regional and local input into the development and implementation of a state transportation Resilience Improvement Plan.**
- **Gain a situational awareness of the tools and data presently utilized.**
- **Support utilization of the Transportation Resilience Planning Tool and data to inform regional and local resilience and hazard mitigation planning efforts and decision-making.**

VTrans is increasing the resilience of Vermont’s transportation network through planning, design, and operations. The 2021 Infrastructure Investment and Jobs Act (IIJA) includes formula and discretionary competitive grant funding for projects that improve the resilience of the transportation system. It allows for the reduction of non-federal match if a state DOT prepares a **Resilience Improvement Plan (RIP)**. Therefore in 2023, the Agency prepared a statewide transportation Resilience Improvement Plan to inform investments in resilience projects.

To support planning for resilience of the highway system, the Agency developed the **Transportation Resilience Planning Tool (TRPT)**; a statewide web-based application that aids the identification of infrastructure vulnerable to flooding, estimates risk of roadway segments and identifies potential mitigation measures. RPCs are encouraged to integrate and promote the use of this tool for municipal and regional planning efforts that include, but not limited to, hazard mitigation planning, capital planning, municipal and regional plan updates, and water quality project prioritization.

**VTrans Role**

- Prepare a transportation Resilience Improvement Plan pursuant to Section 11405 of the IIJA.
- Provide consultant support for training and technical assistance on the TRPT.
- Provide data and support, as needed, for resilience work outside of the TRPT.
- Provide guidance on locations to review and use of the Reducing Repeat Damage Tool to support the Agency’s efforts to document repeat damage as required by 23 CFR Part 667.

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### **RPC Role**

- Participate as a stakeholder to provide input on subsequent iterations and revisions of the State's transportation Resilience Improvement Plan and support development for future allocation of funding. All RPCs will be asked to support outreach activities to gather local input for the plan and project list like RPCs' efforts for other statewide plans.
- Participate in, and aid in coordination of, training for the TRPT and other relevant data and tools. RPCs will coordinate the meeting space, provide a list of people to invite and help with outreach.
- Utilize supported data and tools and apply knowledge to inform regional and local resilience and hazard mitigation planning efforts.
- As applicable, provide local knowledge on infrastructure with repeat damage from emergency events.

### **RPC Performance Measure**

- ✓ *Submit a summary of activity supported by this task from the Calendar Year 2023 (January – December) using the template provided by **January 31, 2024**. Reporting should include a list of planning efforts the RPC engaged in that relate to resilience of the transportation network and specifically utilized the above-mentioned tools to inform the process. It is intended for this task to include relevant planning efforts funded by non-TPI sources.*

### 3.2.2. Corridor Planning

<b>Task Reporting</b>	None
<b>Task Timeframe</b>	Project specific
<b>Task Resources</b>	Program information and completed plans can be found at <a href="https://vtrans.vermont.gov/corridor">https://vtrans.vermont.gov/corridor</a>
<b>Task Contact</b>	Katharine Otto   Planning Coordinator ( <a href="mailto:Katharine.Otto@vermont.gov">Katharine.Otto@vermont.gov</a> or 802-917-3451) For questions on specific corridors, contact the corridor lead listed below.

**Purpose:**

- **Identify short-term stakeholder recommendations to implement in combination with paving, bridge, and other asset management projects.**
- **Identify long-term needs that may be addressed through other VTrans and municipal programs.**

In 2017, VTrans launched a new approach to Corridor Plans (formerly known as Corridor Management Plans). This process is designed to combine asset management investments, particularly in the highway network, with stakeholder-identified needs. This is a coordinated undertaking among the Policy and Planning Section and the Asset Management Bureau, working collaboratively with other bureaus and sections within VTrans, RPCs, municipalities, and other corridor stakeholders. This is an evolving process, informed by each effort, adapted to the context of the specific corridor.

In FFY24, Corridor Planning efforts will focus on completing existing Corridor Plans and / or updating those plans completed in the last five (5) years.

Corridors will an active effort through FFY24 include:

- US-2 from Moretown to Middlesex (In progress; coordinated by Amanda Holland)
- US-2 in Williston (In progress; coordinated by Katharine Otto)

Corridors under consideration for FFY24 include:

- US-5 in Derby (potential new corridor plan)
- VT-9 from Bennington to Brattleboro (existing corridor plan check-in)
- VT-30 from Brattleboro to Winhall (existing corridor plan check-in)

**VTrans Role**

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

**RPC Role**

- Regions with a corridor plan under development should anticipate 40 - 120 hours of work on tasks that could include, but not limited to:
  - Participate on advisory committees.
  - Provide available information, reports, data, etc. related to a selected corridor.
  - Coordinate municipal and stakeholder engagement including meeting logistical support and outreach to ensure participation by a broad range of local stakeholders.
- Regions with Corridor Plans completed since 2018 should anticipate 10 hours of work for an annual check-in and update of the plan.

**RPC Performance Measure**

- ✓ *Participate in corridor planning efforts in region as requested by VTrans.*

### 3.2.3. Bicycle and Pedestrian Planning

<b>Task Reporting</b>	To Be Determined
<b>Task Timeframe</b>	To Be Determined
<b>Task Resources</b>	VTrans Bicycle and Pedestrian Strategic Plan (2021) <a href="https://vtrans.vermont.gov/planning/bpsp">https://vtrans.vermont.gov/planning/bpsp</a> VTrans Bicycle and Pedestrian Design Resources – online resource portal <a href="https://vtrans.vermont.gov/highway/local-projects/bike-ped/resources">https://vtrans.vermont.gov/highway/local-projects/bike-ped/resources</a>
<b>Task Contact</b>	Your TPI Planning Coordinator

**Purpose: Support the planning, provision, and performance of bike and pedestrian facilities.**

Please note that the Bicycle and Pedestrian Planning task is in a moment of transition with the departure of its long-time task owner. The following language is meant to empower RPCs to continue engaging in bicycle and pedestrian planning while the task is further refined during FFY24.

Eligible activities under this task may include but are not limited to:

- Leveraging bicycle and pedestrian count data to identify strategic opportunities for bicycle and pedestrian planning and coordination, as well as monitor and improve the performance of existing facilities.
- Supporting and sharing examples of municipal planning efforts that focus on bicycle and pedestrian safety.
- Providing technical assistance in grant writing and development for bicycle and pedestrian planning efforts.
- Assisting VTrans in the ongoing implementation of the Bicycle and Pedestrian Strategic Plan
- Identifying partnerships with external stakeholders that will result in improved conditions for bicycling and walking.
- Using and sharing the **Bicycle and Pedestrian Design Resources** online portal.

#### **VTrans Role**

- Refine the task based on feedback from Agency staff and RPCs.
- Identify additional action items based on the Bicycle and Pedestrian Strategic Plan.

#### **RPC Role**

- Share best practices on successful bicycle and pedestrian planning processes.
- Share planning resources and assist municipalities in bicycle and pedestrian planning activities.
- Provide feedback to VTrans on how to better structure this task to further empower regional and municipal bicycle and pedestrian planning.

#### **RPC Performance Measure**

- ✓ *Conduct outreach and provide technical assistance to municipalities to support municipal planning efforts that improve bicycle and walking conditions.*



### 3.2.4. Intermodal Rail Access Planning

<b>Task Reporting</b>	August 30, 2024 (template)
<b>Task Timeframe</b>	Periodic
<b>Task Resources</b>	VTrans <a href="#">Rail webpage</a> for reports and access to the <a href="#">Freight &amp; Rail Interactive Map</a> ACCD - <a href="#">Vermont Commercial/Industrial Site Locator tool</a> <i>SOV Microsoft Team "AOT-TPI" - Channel "General"</i> <i>Folder &gt; Task Instruction &amp; Reporting - See Template/Task Instruction files</i>
<b>Task Contact</b>	Zoe Neaderland   Planning Coordinator <a href="mailto:Zoe.Neaderland@vermont.gov">Zoe.Neaderland@vermont.gov</a> or (802) 793-2778

**Purpose: Maintain viability of industrial zoned parcels with access to active freight rail for multimodal use now or in the future and encourage the reactivation of underused priority parcels.**

More freight will be coming into, from, and through Vermont in the coming decades. By 2045, the volume of freight by weight is expected to increase 68% according to the 2021 Vermont Freight Plan which recommends a multimodal freight network. To handle these needs, it is advantageous to protect and market existing rail spurs and appropriately zoned land with rail access to provide options for new or expanding rail-serviced businesses in Vermont. This task supports an initiative stated in the [2022 Vermont Freight Plan](#) and the [2021 Vermont Rail Plan](#) and an important step towards bringing dormant parcels back into use for shipping, receiving, or transloading from rail.

Initiative	Goal Area	Performance Measure(s)
Preserve and fully use industrial land parcels with access to rail sidings and the rail infrastructure that provide access.	Economic Development	Recruit rail using businesses Freight Volume

#### VTrans Role

- Provide task guidance and template for RPCs to enter information in a consistent manner.
- Track progress of RPC efforts for incorporation into future Rail Plan update.
- Publicize task outcomes as part of the annual National Train Day recognition (early May).

#### RPC Role

- Create and/or update an inventory of parcels zoned for industrial and commercial uses that are or could be served by rail. Access spurs may be in working or non-working conditions.
- Collaborate with municipalities/economic development partners to prioritize parcels based on the regional needs and identify potential locations to establish or enhance intermodal freight use. *For example, improve a business's freight rail access or efficiency in truck/rail transfers.*
- Coordinate with state/local stakeholders to increase awareness of viable parcels and help market priority parcels in a strategic manner to encourage use of such locations. *For example, incorporate sites in ACCD's Commercial/Industrial site locator tool.*
- Distribute a VTrans press release and/or share RPC efforts on this task and the implementation of the Rail and Freight Plans to coincide with National Train Day.
- Participate, as needed, in identifying real or perceived contamination that inhibits freight transfer uses and how to ameliorate such concerns; may inform brownfield assessments and remediation.

#### RPC Performance Measure

- ✓ *Submit a parcel report and inventory in a GIS-ready format per provided template by **August 30, 2024**. Report to include a summary of the prioritization process (e.g., how locations were selected, regional need, etc.) and outcome from communications with state and local stakeholders.*

### 3.2.5. Demonstration Projects

Task Reporting	None
Task Timeframe	Project specific
Task Resources	Task Guidance - Demonstration Projects in State Highway Right of Way <a href="https://vtrans.vermont.gov/planning/documents">https://vtrans.vermont.gov/planning/documents</a>
Task Contact	Matthew Arancio   Planning Manager <a href="mailto:matthew.arancio@vermont.gov">matthew.arancio@vermont.gov</a> or (802) 793-7489

**Purpose: Provide technical assistance to municipalities in planning and implementing temporary and evaluative transportation-related demonstration projects on the federal-aid system.**

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

It is incumbent upon the demonstration project applicant to make the necessary arrangements with the RPC for technical assistance in planning and purchasing eligible supplies and the decision to assist would be based upon available RPC resources. ***Please note that demonstration project implementation activities, including installation, maintenance and removal are not eligible.***

#### VTrans Role

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

#### RPC Role

Applicant responsibilities that an RPC may aid with can include:

- Prepare application materials and participate in consultation meetings, as outlined in guidance.
- Direct purchase, on behalf of municipalities, of common demonstration project consumable supplies/materials, such as tape and paint, in accordance with VTrans materials requirements, and using the RPCs approved procurement procedures. Materials eligible for reimbursement through TPI must demonstrate applicability to an approved demonstration project on State Highway Right-of-Way (i.e., approved Section 1111 Permit) or occur on a Class 1 Town Highway.
- Assist in public engagement plan development and implementation.
- Data tracking throughout the project lifecycle.
- Conduct a pre- and post- demonstration evaluation to determine project's success based on project goals as identified in the Section 1111 permit.

#### RPC Performance Measure

- ✓ *RPCs should include their respective TPI Planning Coordinator in task communication.*

### 3.2.6. Safe Routes to School (SRTS)

<b>Task Reporting</b>	August 30, 2024 – Activity summary to be reported with <b>Task 2.1.2 TDM</b>
<b>Task Timeframe</b>	Align with school session; August to June
<b>Task Resources</b>	VTrans SRTS Resources - <a href="https://saferoutes.vermont.gov/">https://saferoutes.vermont.gov/</a> List of Regional Experts - <a href="https://saferoutes.vermont.gov/regional-experts">https://saferoutes.vermont.gov/regional-experts</a> Local Motion Program - <a href="https://www.localmotion.org/safe_routes_to_school_vt">https://www.localmotion.org/safe_routes_to_school_vt</a>
<b>Task Contact</b>	Your VTrans TPI Planning Coordinator

**Purpose:** Promote access to resources and materials that support and encourage roadway safety around schools.

#### VTrans Role (contracted to Local Motion)

- Provide support services via contract with Local Motion to maintain a website with tools to encourage schools and communities to increase participation, provide educational programming, conduct events, connect with regional experts, develop SRTS Travel Plans, and provide equitable access to SRTS programming.

#### RPC Role

- Participate and provide support for the SRTS program as according to guidelines below.

<b>General Outreach</b>	Increase awareness and participation of schools and municipalities with the SRTS program. RPCs should direct interested schools or municipalities to the SRTS website and provide general information about the program.
<b>Support of School Travel Plans</b>	Assist with the creation of or update to a schools School Travel Plan (STP). These plans encompass all Five E's (Education, Encouragement, Enforcement, Evaluation and Engineering). RPC involvement with SRTS working groups is eligible for funding under the TPI program. The RPC role would be to provide relevant local and regional transportation planning perspective, to help identify funding sources beyond the SRTS program and identify other transportation planning initiatives that could be informed by STP.
<b>Traffic Data Collection and Monitoring</b>	Collect traffic data to support school travel plans and for monitoring the <i>before</i> and <i>after</i> effects of SRTS infrastructure projects implemented in the region. Each RPC is aware of the SRTS infrastructure projects in their region and should consider where before and after traffic counts could be relevant in evaluating the success of the project.
<b>Assist with Regional Expert Panels</b>	With the current "do it yourself" model of the SRTS program, the RPCs may serve as members of regional expert panels available to help schools with their local programs. If they are not regional experts, they will direct schools to appropriate resources.

#### RPC Performance Measure

- ✓ *Report on the SRTS-related activities undertaken during the SFY24 by **August 30, 2024**. The report should describe the outreach and assistance efforts provided to schools as well as the number of schools assisted.*

### 3.2.7. Road Safety Audit

Task Reporting	None
Task Timeframe	Project specific
Task Resource	<a href="#">Highway Safety   Agency of Transportation (vermont.gov)</a> <a href="#">2022-2026 Vermont Strategic Highway Safety Plan</a>
Task Contact	Mario Dupigny-Giroux   Traffic Safety Engineer <a href="mailto:Mario.Dupigny-Giroux@vermont.gov">Mario.Dupigny-Giroux@vermont.gov</a> or (802) 793-4408

**Purpose: Coordinate the review of locations identified in the Highway Safety Improvement Program with the intent of defining major projects for construction.**

A Road Safety Audit (RSA) is a formal examination of an existing road in which an independent, multi-discipline team reports on potential safety issues. According to the FHWA, the purpose of a RSA is to determine which elements of the road may present a safety concern, to what extent and under what circumstances, as well as to identify opportunities to mitigate the identified safety concerns. Audit teams invite participation from a range of stakeholders that can include maintenance district personnel, traffic sign expert, law enforcement officer, regional transportation planner and municipal representatives.

*In FFY24, locations selected for a RSAs will be sites that originated from the **Highway Safety Improvement Program (HSIP)** and selected for review by VTrans.*

#### **VTrans Role**

Identify sites ranked highly in HSIP site-specific network screening where the appropriate countermeasure approach is not obvious and requires additional investigation through an RSA.

- For identified sites, VTrans will contact the RPC and coordinate to conduct the RSA in conjunction with the RPC and relevant stakeholders.

#### **RPC Role**

An RPC should budget 5 to 8 hours per RSA.

- Upon request for a RSA by VTrans, the RPC will perform the following activities:
  - Coordinate and participate in the commencement and post completion meetings.
  - Review and comment on the report.
  - Communication with local responsible entities as needed.

#### **RPC Performance Measure**

- ✓ *Participate in RSA of locations in region as requested by VTrans.*

## 4.0 Data Collection and Management

Data collection and management tasks support balanced planning efforts by grounding decision making in observations made directly in the field. These efforts involve documenting and uniformly reporting transportation facility location, condition, performance, and usage, to provide a comprehensive perspective on statewide, regional, and local transportation infrastructure needs and opportunities to VTrans, RPCs and municipalities.

Data collection and management task area eligible activities include but are not limited to:

- Conducting recurring counts to aid in the assessment of facility performance; counts may include but are not limited to vehicular, bike and pedestrian, public transit ridership, and park and ride usage.
  - Evaluations of specific transportation problems including safety inventories and audits.
  - Park and Ride utilization (including usage counts and origin/destination studies).
- Assisting municipalities with town highway road, culvert, bridge, sidewalk, bicycle facilities and roadway sign inventories and assessments.
- Developing and maintaining statistics, GIS data and analyses used to support transportation planning and project development (journey to work data, Longitudinal Employer-Household Dynamics, existing land use, land use regulations, floodplains, river corridors, farmland, critical wildlife habitat and hazardous materials, etc.)
- Developing and implementing analytical methods to identify gaps in the connectivity of the transportation system.

## 4.1 Core Activities

### 4.1.1. Traffic Counts

<b>Task Reporting</b>	October 31, 2023 – Transmit count data (template)
<b>Task Timeframe</b>	Year-round
<b>Task Resources</b>	SOV Microsoft Team “AOT-TPI” - Channel “General” Folder > Task Instruction & Reporting - See Template/Task Instruction files
<b>Task Contact</b>	Mandy White   Operations and Safety Bureau, Data and Analysis Section <a href="mailto:Mandy.White@vermont.gov">Mandy.White@vermont.gov</a> or (802) 595-9341

**Purpose: Support VTrans in responding to FHWA emphasis of compiling and maintaining records for all traffic count data paid for with federal funding.**

#### VTrans Role

- Provide the Traffic Count Spreadsheet Template for submitting with count data.
- Load RPC provided counts into the statewide database.
- Maintain online access to the statewide traffic count database at <https://vtrans.ms2soft.com/>.

#### RPC Role

- Provide VTrans with traffic counts conducted by the RPC that have a minimum duration of two full weekdays, excluding holidays. Data provided should consist of:
  - Raw traffic count data files, including automatic traffic recorder count files and turning movement count files.
  - A filled-out Traffic Count Spreadsheet (VTrans provided template).

#### **RPC Performance Measure**

- ✓ *Submit data collected according to guidance by **October 31, 2023**. If no traffic or turning movement counts were conducted by RPC, please relay via email that no counts will be submitted for the year by your region.*

### 4.1.2. Bicycle & Pedestrian Count Data

<b>Task Reporting</b>	March 31, 2024 – Submit count data from prior year (template)
<b>Task Timeframe</b>	Seasonal 7-day counts
<b>Task Resources</b>	SOV Microsoft Team “AOT-TPI” - Channel “General” Folder > Task Instruction & Reporting - See Template/Task Instruction files
<b>Task Contact</b>	Your VTrans Planning Coordinator

#### Purpose

- **Support the annual collection of non-motorized count data to develop a systematic approach to collecting bicycle and pedestrian volume data statewide.**
- **Inform policy, planning and engineering policy decision-making by the Agency and partner organizations.**

The VTrans Bicycle & Pedestrian Program requests continued participation with the ongoing program to collect data on levels of bicycling and walking. The collection of on-the-ground volumes from a range of infrastructure types is a critical component to inform a variety of needs that include:

Tracking levels of walking & bicycling over time

Conducting before & after counts

Understanding determinants of nonmotorized travel

Controlling for exposure in traffic safety studies

Informing investments & prioritizing infrastructure

Calibrating travel demand models

Informing economic & health impacts

The following are the minimum expectations for RPCs when conducting bike and pedestrian counts:

<b>Location</b>	Identify and collect data at each of the following 4 types of sites: 1. A downtown or village sidewalk,      2. A shared use path, 3. An area where the volume is expected to be lower than average (e.g., less densely populated or where the bike/pedestrian facility network is relatively sparse), and 4. An on-road location (VTrans tube counter available for loan to RPCs).
<b>Frequency</b>	Each count location should be visited at least 3 times a year (once per season). If seasonal counts cannot be done during a particular season, preference should be given to skipping the fall or spring counts as both seasons have similar weather/usage profiles.
<b>Duration</b>	Each count should collect traffic for a full week to capture weekday vs weekend.
<b>Method</b>	If automatic counting is not an option, manual counts can be substituted (see guidance).

#### VTrans Role

- Provide a data collection standard for non-motorized count collection.
- Upon request, provide technical assistance on data collection methods and site selection.
- Upon request, loan count equipment to RPCs to fulfill task requirements.
- Compile RPC counts and facilitate the analysis of the statewide dataset.

#### RPC Role

- Conduct bicycle and pedestrian counts according to the minimum guidelines provided above.
  - A permanent count can substitute for a short-term count provided it meets a location criteria.
  - An alternate data collection plan may be proposed for approval; sampling plans must be comparable to the minimum guidelines and provide a justification on how the proposal better addresses the program needs for the region.

#### RPC Performance Measure

- ✓ *Submit bicycle and pedestrian count data collected in Calendar Year 2023 by **March 31, 2024**. Count data should be submitted, in excel format, by email.*

### 4.1.3. State and Municipal Park and Ride Counts

<b>Task Reporting</b>	October 30, 2023; February 28, 2024; July 31, 2024 – Submit data updates (Web Application)
<b>Task Timeframe</b>	3x a year
<b>Task Resource</b>	SOV Microsoft Team “AOT-TPI” - Channel “General” Folder > Task Instruction & Reporting - See Template/Task Instruction files List of state and municipal Park-and-Ride facilities - <a href="http://parkandrides.vermont.gov/">http://parkandrides.vermont.gov/</a>
<b>Task Contact</b>	Dave Pelletier   Planning and Policy Manager <a href="mailto:Dave.Pelletier@vermont.gov">Dave.Pelletier@vermont.gov</a> or (802) 595-9675

**Purpose:** Compile data on park and ride usage to track capacity, particularly as a lot gets close to capacity, and inform park and ride planning and scoping efforts.

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

Guidelines for conducting counts:

<b>Frequency</b>	State lots shall be conducted 3-times per year in July, October and February. Municipal lots shall be conducted 2-times per year in October and February.
<b>Target Timing</b>	Counts for all lots shall be conducted between the hours of 10:00 am and 3:00 pm on a Tuesday, Wednesday or Thursday.
<b>Temporal Considerations</b>	Counting should <b>not</b> occur during a holiday week or when special events are scheduled.

#### **RPC Performance Measure**

- ✓ *Enter data into an ESRI GIS-based collection app (Collector or Field Maps) by the last business day of each month counts are completed. The RPC shall use the VTrans Collector App for submittal.*



#### 4.1.4. Town Highway Major Collector Inventory

<b>Task Reporting</b>	December 31, 2023 – Submit data updates (template) <i>Required if changes to infrastructure (condition or presence)</i>
<b>Task Timeframe</b>	October – December (post construction season)
<b>Task Resources</b>	SOV Microsoft Team “AOT-TPI” - Channel “General” Folder > Task Instruction & Reporting - See Reporting Template Town Highway Major Collector Web App - <a href="http://arcg.is/5fD9">http://arcg.is/5fD9</a> Functional Class Maps - <a href="https://vtrans.vermont.gov/planning/maps/maps">https://vtrans.vermont.gov/planning/maps/maps</a>
<b>Task Contact</b>	Dave Narkewicz   Asset Management Bureau <a href="mailto:David.Narkewicz@vermont.gov">David.Narkewicz@vermont.gov</a>

**Purpose:** Assist the collection and transmission of municipal highway improvements along the Town Highway Major Collector (TH MC) system to inform federal reporting of the statewide highway network.

The Highway Performance Monitoring System (HPMS) is a national program for providing data that reflects the extent, condition, performance, use, and operating characteristics of the Nation's highways. It is the key source of data for Conditions & Performance (C&P) Report to Congress. Each State is responsible for collecting and submitting required data yearly. See [www.fhwa.dot.gov/policyinformation/hpms.cfm](http://www.fhwa.dot.gov/policyinformation/hpms.cfm) for more background information on HPMS.

Highway improvement data, necessary for support of the HPMS program, includes information on any improvements related to major projects such as realignment or reconstruction, other projects such as paving as well as lane and/or shoulder widening. This data also includes surface type, lane width, shoulder width, and any notes relating to changes in posted speed zones, new signals, revised signal timings, or removed signals on a Town Highway Major Collector (TH MC).

##### **VTrans Role**

- Provide template spreadsheet/form for entering the data (SOV Teams Channel).
- Provide guidance about what information and roadways should be included in the RPC submittal.
- Submit information annually to FHWA.

##### **RPC Role**

VTrans expects the update of this information will require minimal time given the prior RPC efforts to establish the basic inventory.

- Collect highway improvement data on the Town Highway Major Collector (TH MC) system from municipalities for activities that occurred in the Calendar Year (January – December).

##### **RPC Performance Measure**

- ✓ *Submit information on infrastructure updates/changes in the provided template by **December 31, 2023**. If municipalities did not report changes to the TH MC system, communicate the non-report to satisfy task completion.*

#### 4.1.5. Town Road Surface Data Verification

<b>Task Reporting</b>	September 30, 2024 – Submit data updates (Web Application) <i>FFY24 is Year 3 of 4; Task completion expected by September 30, 2025</i>
<b>Task Timeframe</b>	Year-round
<b>Task Resource</b>	SOV Microsoft Team “AOT-TPI” - Channel “General” Folder > Task Instruction & Reporting > detailed task guidance VTrans Road Surface Type RPC Interface – <a href="#">Review App to Submit Comments</a> <a href="#">VTrans Road Centerline Spatial Data User Guide</a> – Description of 6 surface types
<b>Task Contact</b>	Johnathan Croft   Mapping Section Chief <a href="mailto:Johnathan.Croft@vermont.gov">Johnathan.Croft@vermont.gov</a> or (802) 828-2600

**Purpose:** Improve the accuracy of data depicting municipally maintained town highways to inform mapping and modeling applications.

Road surface type is a variable that informs both local and state planning efforts. Locally this information informs road inventories, asset management and capital budgeting activities. At the Agency, this data provides a validated paved and unpaved surface type to aid in town highway mapping, informs the Model Inventory of Roadway Elements (MIRE), and improves transportation calculations (ex. modeling for vehicles miles traveled where mileage of paved or unpaved local roads are categorized differently).

VTrans has made strides to confirm and maintain the records for state-maintained facilities, however the Agency has not reviewed all the municipally maintained highways. To improve the accuracy of the surface classification for Class 2, 3, and 4 town highways, VTrans seeks input from the RPCs to confirm the data quality of the highway network. For example, an RPCs may identify a 1.0-mile segment of town highway in which the road surface has been upgraded from gravel to pavement.

*This task was initiated in FFY22 (10/2021) with the expectation that **RPCs will complete the review and verification** of town highway classes against the full 6 surface type categories **by end of FFY25 (9/2025)**.*

##### VTrans Role

- Provide guidance on surface type determination and mechanism to convey data updates.
- Provide access to the [road centerline data](#) (nightly features service) and associated User Guide.
- Communicate with municipalities during mileage updates on road centerline issues flagged by RPCs in their task review.

##### RPC Role

To assist with estimating time expectations, refer to the list mileages of each roadway class by Town and RPC summarized on the [VTrans Mapping Publications Page](#).

- Review and verify the surface classification (6 categories) for ALL Class 2, 3, and 4 town highways per municipality in the region.
- Report road centerline issues identified during surface type review, such as changes to alignment, missing town highways, segments that have been taken out of service, or other inaccuracies that present themselves in the VTrans RDS data layer.

##### RPC Performance Measure

- ✓ *Submit comments on the road surface data in the provided application. RPCs should target completing, at a minimum, 50% of this task by **September 30, 2024**.*

#### 4.1.6. Municipal Complete Streets Implementation Inventory

<b>Task Reporting</b>	February 28, 2024 – Submit compiled municipal reporting (template)
<b>Task Timeframe</b>	October – February (post-construction season)
<b>Task Resources</b>	Municipal Complete Streets Tally Sheet & Municipal Compliance Form - VTrans Municipal Assistance SharePoint Site: <a href="https://outside.vermont.gov/agency/vtrans/external/MAB-LP/SitePages/MAB-LP.aspx">https://outside.vermont.gov/agency/vtrans/external/MAB-LP/SitePages/MAB-LP.aspx</a>
<b>Task Contact</b>	Nydia Lugo   Technical Development Engineer <a href="mailto:Nydia.Lugo@vermont.gov">Nydia.Lugo@vermont.gov</a> or (802) 595-3347

**Purpose: Aid reporting by VTrans on municipal compliance with the Complete Streets Law.**

The Complete Streets Law (Act 34) went into effect July 1, 2011, and requires both the State and Vermont municipalities to consider the needs of all users (e.g., bicyclists, pedestrians, transit users) in all transportation plans and projects. The law requires that documentation be made “available for public inspection at the office of the municipal clerk and at the Agency of Transportation.” However, VTrans is not responsible for ensuring municipalities report on the status of complete streets implementation at the local level. VTrans is responsible for making available to the public upon request the information that is provided to it by municipalities.

##### **VTrans Role**

- Compile data on the Agency’s compliance with the Complete Streets Law and publishes the results on its website: <https://vtrans.vermont.gov/highway/complete-streets>.
- Compile a summary of municipal compliance with the Complete Streets Law based on self-reporting by municipalities to the RPC. In accordance with 19 V.S.A. § 309d, the municipal documentation will be on file at VTrans and available upon request.

##### **RPC Role**

- Collect the Municipal Complete Streets Compliance Form(s) from municipalities.
  - A form should be provided for each municipal transportation project and/or project phase that was finalized in the previous Calendar Year (January to December).
  - Municipalities *can* report projects with the same type of exemption or compliant checkboxes into a single form.
- Compile information about implementation of the Complete Streets statute by municipality into the RPC Complete Streets Tally Sheet excel as Compliance Forms are received from Municipalities.

##### **RPC Performance Measure**

- ✓ *Submit by email the completed Tally Sheet and all Municipal Compliance Forms **by February 28, 2024.***

#### 4.1.7. Town Highway Bridge and Culvert Inventories

<b>Task Reporting</b>	January 31, 2024 – Submit status of municipal inventories (template)
<b>Task Timeframe</b>	October – January (post-construction season)
<b>Task Resources</b>	SOV Microsoft Team “AOT-TPI” - Channel “General” Folder > Task Instruction & Reporting - See Template/Task Instruction files
<b>Task Contact</b>	Amanda Holland   Planning Coordinator <a href="mailto:Amanda.Holland@vermont.gov">Amanda.Holland@vermont.gov</a> or (802) 917-2152

**Purpose: Maintain an inventory of town highway bridge and culverts to support asset management and capital planning for municipalities.**

Each RPC is requested to assist municipalities in maintaining an inventory of the town highway culverts and bridges with spans less than 20 feet. In regard to this task activity, it is expected that RPCs will: collect inventory data in a manner consistent with the Vermont Center for Geographic Information (VCGI) bridge and culvert standards, record data in the VTCulverts online platform ([www.VTCulverts.org](http://www.VTCulverts.org)), and incorporate available ANR bridge and culvert geomorphic compatibility assessments.

RPCs should utilize the following criteria to guide the prioritization of municipal inventory efforts:

- Municipal inventories where the last full inventory is at least 10 years old, and the partial inventory update is over 4 years old.
- Municipal structures (bridge or culvert) that are under 20 ft (shorts and ultra-shorts).
  - The verification and/or inventory of all structures under 20 ft should be a high priority for RPCs that have not completed this effort. The TPI program has encouraged RPCs to add all short structures over a 3-year period from FFY2016 – FFY2019.
- Municipalities that experienced damage from recent federally declared disasters and the inventory has not been reviewed to confirm current condition.
- Municipalities that need assistance in tracking structures that experience repeat damage from flooding or erosion.

##### **VTrans Role**

- Support RPCs designated with maintaining the VTCulverts platform.
- Collate RPC reporting on status of municipal inventories and utilization of the VTCulverts platform.

##### **RPC VTCulverts Platform Support Role**

- Staff (Chris Dubin, CCRPC & Otis Monroe, MARC) will continue to manage the database and provide technical assistance to RPCs.

##### **RPC Role**

- Aid municipalities in maintaining inventories based on the recommended prioritization criteria above. RPCs should assess opportunities to conduct a partial or full inventory of structures to meet the needs of the municipality.
- Input municipal bridge or culvert data (full inventory or individual structure updates) collected by the RPC into VTCulverts.
- Train and support municipal representatives on the use of the VTCulverts online platform to review and update their asset inventory.

##### **RPC Performance Measure**

- ✓ *Report on the status of each municipality’s inventory, as of the prior Calendar Year (January – December) **by January 31, 2024**. See template for specific criteria to be reported on.*

#### 4.1.8. Public Transit Bus Stop Inventory

Task Reporting	September 30, 2024 – Submit data updates (Web Application)
Task Timeframe	Periodic; Task activity if changes to infrastructure (condition or presence)
Task Resources	SOV Microsoft Team “AOT-TPI” - Channel “General” Folder > Task Instruction & Reporting - See task instruction
Task Contact	Dan Currier   Public Transit Coordinator <a href="mailto:dan.j.currier@vermont.gov">dan.j.currier@vermont.gov</a> or 802-279-5236

**Purpose: Evaluate public transit bus stop facilities to inform improvements that target accessibility and mobility.**

VTrans is required by the Federal Transit Administration (FTA) to ensure that recipients and subrecipients of Section 5307, 5310, 5311 and other FTA assistance comply with all Federal and State requirements as it pertains to Title VI and ADA. VTrans also requires that service to individuals with disabilities be equivalent to the service provided to other individuals with respect to response time, fares, geographic service area, hours and days of service, and capacity. Vehicles and transit facilities are required to be accessible to and usable by individuals with disabilities, including individuals using wheelchairs.

VTrans supports Vermont’s public transit providers with improvements to bus stops by adding shelters and signage. In 2020/2021 two VTrans Plans identified inventorying bus stops as part of their strategy to improve accessibility and mobility - the [2020 ADA Transition Plan](#) and the [2021 VTrans Bicycle and Pedestrian Strategic Plan](#). VTrans is looking to inform investment in bus stops and deepen understanding of the statewide condition of assets. To accomplish this, an inventory is required of public transit bus stop locations and condition assessments, accessibility (ADA), connectivity to adjacent sidewalk networks, proximity to crosswalks, and amenities (e.g., shelters, bicycle parking, benches, etc.).

##### **VTrans Role**

- Provide guidance, [Bus Stop Audit Manual – Rural](#), and training as needed to task completion.
- Support inventory application and publish updated bus stop locations to Public Transit AGO Group

##### **Public Transit Providers**

- Mapped bus stop locations and data shared on the Vermont Open Geodata Portal ([Public-Transit Stops from GTFS Data-Feeds](#)).
- Assist in locating bus stops missing from inventory and other aspects of field inventory as needed.

##### **RPC Role**

Each RPC should anticipate being able to inventory between 6-10 bus stops an hour.

- Maintain inventory for facilities in region according to the provided guidance. Enter changes to facility condition and/or accessibility as needed using the VTrans Collector app.
- Coordinate inventory efforts with Public Transit Providers, particularly regarding bus stop locations and other inventories.

##### **RPC Performance Measure**

- ✓ *Summarize activity completed to maintain inventory and provide updated data to VTrans and Public Transit providers **by September 30, 2024.***

#### 4.1.9. Federal Urban Area Boundary Adjustments

Task Reporting	December 31, 2023 – Submit data updates (Web Application) <i>Required activity unless RPC completed task in FFY23</i>
Task Timeframe	October – December
Task Resource	FHWA - <a href="#">Census Bureau's Urban Areas</a> (urban-rural classification) FHWA – <a href="#">2010 Urban Boundary process</a>
Task Contact	Johnathan Croft   Mapping Section Chief <a href="mailto:Johnathan.Croft@vermont.gov">Johnathan.Croft@vermont.gov</a> or (802) 828-2600

**Purpose: Ensure Federal urban area boundaries are reviewed and modified as necessary following the 2020 Decennial Census to inform the 2024 Highway Performance Monitoring System (HPMS) process.**

Every 10 years, following the Decennial Census, the U.S. Census Bureau (Census) generates urban areas (population of 5,000 to 49,999) and urbanized areas (population of 50,000 or more). The federal urban area boundaries are assessed and modified based on current population and number of housing units; this process is the input period to define designated urban area boundaries. The current Federal urban area boundaries were last adjusted and approved in 2014, following the 2010 census.

VTrans facilitates the adjustment process in consultation and coordination with the MPO and the RPCs. This task entails the review and adjustment of the Federal urban area boundaries based on population changes and changes in the methodology used by the Census Bureau in defining the urban and urbanized areas. VTrans will assess and adjust the Federal urban area boundaries to ensure they encompass all the newly created Census designated urban areas prior to consultation with the MPO and RPCs. Upon completion, the boundaries must be approved by the Governor or designee and the FHWA Division Office **by April 15, 2024**. These approved boundaries will be utilized for the 2024 HPMS data submissions.

*This task was initiated in FFY23 (10/2022) with the expectation that **RPCs will complete boundary review by the first quarter of FFY24 (12/2024)**.*

##### **VTrans Role**

- Provide guidance on the urban area boundary adjustment process, methods to adjust the boundaries and the other elements of urban area boundaries.
- Provide data to compare existing boundaries, Census defined urban areas and VTrans proposed adjusted boundaries.
- Coordinate with RPCs on data exchange of adjusted boundaries.
- Submit the proposed adjusted urban area boundaries to FHWA Division Office for approval.

##### **RPC Role**

- Review the Census defined urban areas and the VTrans version of the proposed adjusted urban area boundaries; provide comments on where additional adjustments may be needed.
- Consult with municipalities on the proposed boundary adjustments and the changes to expect to the boundaries from the 2010 version.
- Review the final proposal of adjusted boundaries prior to submittal to FHWA.

##### **RPC Performance Measure**

- ✓ *Submit revisions to boundaries according to the guidelines and timelines provided **by December 31, 2023**.*

## 5.0 Project Development

Once potential projects have been identified through planning processes, they are evaluated and refined through the project development process. Project development activities provide continuity between planning and implementation and provide a framework for on-going public participation as specific design alternatives, costs and impacts are explored. This project phase includes continued project definition, prioritization and design, evaluation and mitigation of project costs and impacts, as well as identification of additional resources and coordination required to proceed to implementation. RPC engagement in this process ensures the local and regional context are integrated into project scopes and designs for eventual implementation.

Project development task eligible activity includes but is not limited to:

- Assist municipalities with the development of projects in preparation for implementation through federal, state, and local programs.
- Assist municipalities with the preparation of grant applications.
- Identify regional priorities.
- Facilitate and participation in feasibility and project definition studies.
- Identify local issues that relate to scoping analysis.
- Facilitate and participation in the public decision-making process for VTrans projects.
- Participate in Online Shared Review (OLSR) of VTrans projects to identify concerns and share local and regional requests, needs, and priorities.
- Assist and review communities' Municipal Assistance projects that can be funded and developed outside the statewide prioritization system (such as Transportation Alternatives, Bike and Pedestrian, and other locally managed projects).



## 5.1 Core Activities

### 5.1.1. Vermont Project Selection and Project Prioritization (VPSP2)

<b>Task Reporting</b>	May 31, 2024 - RPC scores for Asset Driven & Regionally Driven Potential Projects September 30, 2024 - RPC review of draft project list
<b>Task Timeframe</b>	Key periods for project review task activity and RPC and TAC participation: March 1 – May 31 - RPC scoring August 1 – September 30 - RPC review of draft project list
<b>Task Resources</b>	SOV Microsoft Team “AOT-VPSP2 Team” VTrans <a href="#">VPSP2</a> – project selection webpage
<b>Task Contacts</b>	Direct correspondence to - <a href="mailto:AOT.ProjectSelection@vermont.gov">AOT.ProjectSelection@vermont.gov</a> Copy the following Agency staff on correspondence: Katharine Otto (PPAID) - <a href="mailto:Katharine.Otto@vermont.gov">Katharine.Otto@vermont.gov</a> or (802) 917-3451 Sommer Bucossi (AMB) - <a href="mailto:Sommer.Bucossi@vermont.gov">Sommer.Bucossi@vermont.gov</a> or (802) 272-5029

**Purpose: Incorporate local and regional priorities in the selection of projects funded in the VTrans Capital Program.**

The Vermont Project Selection and Project Prioritization (VPSP2) process provides a path to the Capital Program for various projects that use state and federal transportation funds which include Roadway, Paving, Traffic and Safety, Bridge, Transit, Bicycle and Pedestrian, and Rail projects. The VPSP2 process was developed to meet the need for a performance-based, data driven project selection and prioritization framework that maximizes the “transportation value” delivered to Vermont taxpayers.

This framework targets three objectives:

1. Identify and utilize criteria that provide “transportation value” within potential and planned VTrans projects.
2. Develop a mechanism for local consultation and input in the selection and prioritization of transportation projects.
3. Provide a defined, consistent, and transparent process for selecting and prioritizing the projects to be integrated into the VTrans’ Capital Program.

#### VTrans Role

- Facilitate meetings with Agency and RPC stakeholders.
- Provide guidance and training on the prioritization process to enable RPCs to fulfil their role of consultation and engagement of local stakeholders.
- Lead implementation of prioritization process; the Agency anticipates one (1) or more program categories will be considered for prioritization which may include: Bridge, Transit and/or Bicycle and Pedestrian projects.
- Complete implementation of prior year program prioritization (Roadway, Paving, Traffic and Safety)
- Identify a structure to integrate the Bicycle and Pedestrian Program projects into the process.
- As needed, administer contracts for regional project refinement.



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### **RPC Role**

- Attend meetings and trainings related to the prioritization process and execution.
- Implement the prioritization process as appropriate with consultation of local stakeholders (municipalities and TAC).
- As needed, review and provide feedback on VPSP2 (i.e., guidance materials, incorporation of additional transportation modes, etc.).
- As requested, Assist VTrans and VTrans selected consultant with 'Regional Project Refinement' (RPR). As a part of this process RPCs and the VTrans consultant will work together to document the project purpose, need, and project specific elements to further VTrans understanding before advancement to a programmed project.

### **RPC Performance Measures**

- ✓ *Submit regional scoring and information according to the timelines provided.*
- ✓ *Complete a review of the provided draft project list according to the timelines provided.*
- ✓ *As requested, assist the VTrans consultant in the Regional Project Refinement process to facilitate the advancement of the regional project priority.*

### 5.1.2. New Project Summaries (NPS)

<b>Task Reporting</b>	Submittal if RPC receives NPS request
<b>Task Timeframe</b>	Duration of RPC input period is approximately four weeks from VTrans request
<b>Task Resources</b>	SFY24 & SFY25 Transportation Program for list of incorporated projects <a href="https://vtrans.vermont.gov/about/capital-programs">https://vtrans.vermont.gov/about/capital-programs</a>
<b>Task Contact</b>	Sommer Bucossi   Asset Management Bureau <a href="mailto:Sommer.Bucossi@vermont.gov">Sommer.Bucossi@vermont.gov</a> or (802) 272-5029

#### Purpose:

- **Assemble a framework of location specific information to inform the initial stages of design for a capital project.**
- **Incorporate local and regional perspectives into the Agency’s pre-design information gathering process.**

VTrans Asset Management Bureau (AMB) is responsible for budgeting and programming projects. Once a new project is programmed in the Transportation (capital) Program, AMB initiates a New Project Summary (NPS) process to document the transportation issues and concerns that may exist in a corridor. NPS are for projects that have funding secured and outreach is limited to internal partners and RPCs. RPCs decide the level of outreach and engagement with stakeholders based on regional knowledge and relationships.

<b>What a NPS captures</b>	The process is a high-level review of the asset, maintenance, safety, and local and regional concerns within the project area. During the process, AMB reviews relevant data in the corridor and consults with internal Agency partners. While issues may arise as the project progresses through design phases, the intent is to provide a basic framework for the project at the onset of the design.
<b>What a NPS is not</b>	The process is not intended to define or scope a project.

#### VTrans Role

- Responsible for all technical work and management of process.
- Lead development of New Project Summary documentation.
- Provide RPC with Draft NPS for review and comment.
- Provide RPCs with specific questions to address during the NPS review.

#### RPC Role

RPCs should anticipate 3-8 hours per NPS based on level of municipal coordination conducted.

- Provide input on draft NPS with an emphasis on regional and local context.
- Inform VTrans of relevant plans and planning efforts specific to the corridor.

#### RPC Performance Measure

- ✓ *Submit regional and local input on an NPS according to timeline defined at onset of request.*

### 5.1.3. VTrans Project Outreach and Coordination

<b>Task Reporting</b>	None
<b>Task Timeframe</b>	Project and task specific
<b>Task Resources</b>	VTrans' <a href="#">Public Involvement Guide</a> (2017) – details process and expectations <a href="https://vtrans.vermont.gov/docs">https://vtrans.vermont.gov/docs</a>
<b>Task Contact</b>	VTrans Project Manager assigned to the project and TPI Planning Coordinator

VTrans partners with RPCs to develop and implement public outreach plans prior to, during, and following project definition and/or during construction of state highway, interstate highway, bridge, bicycle & pedestrian, rail, aviation, transit, or other high impact projects. This partnership with the RPC helps to ensure heightened public understanding and engagement throughout project development and construction.

RPCs typically assist VTrans in tailoring outreach plans to the local context by helping to develop stakeholder lists, identifying outreach methods that may be unique to a certain locale, in helping to engage key players in the community, and in bringing a regional perspective to how the project will affect a community. For high-impact projects, a Public Information Consultant (PIC) may be engaged through the Agency's Public Information Services contract to assist Project Managers and Resident Engineers in collaboration with RPCs. RPCs are expected to continue to coordinate with VTrans on outreach for projects during the construction phase.

RPCs should anticipate a minimum of 20-25 hours; effort will depend on the number of projects per RPC.

### 5.1.3a Project Definition and Development

**Purpose:** Coordination of stakeholder engagement during project definition and development stages.

#### **VTrans Role (Project Manager or PIC)**

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

#### **RPC Role**

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

#### **RPC Performance Measure**

- ✓ *Participate in VTrans project outreach and coordination efforts in region as requested by VTrans.*

### 5.1.3b Construction Projects

**Purpose:** Coordination of outreach to facilitate heightened public awareness of impacts during project construction.

#### **VTrans Role (Project Manager, Resident Engineer and/or PIC)**

- Coordinate with RPC on outreach with the intention of reducing regional mobility impacts, minimizing disruption to residents and businesses, and coordinating traffic management.

#### **RPC Role**

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

#### **RPC Performance Measure**

- ✓ *Participate in VTrans project outreach and coordination efforts in region as requested by VTrans.*

## 6.0 Municipal Roads General Permit (MRGP) Support

As stipulated in Act 64 of 2015, the Vermont Clean Water Act, the Agency of Natural Resources (ANR) Department of Environmental Conservation (DEC) issued the Municipal Roads General Permit (MRGP) in January 2018. As part of the MRGP, municipalities are required to provide two components: a comprehensive Road Erosion Inventory (REI) of hydrologically connected road segments and an associated Implementation Table Portal. In January 2023, municipalities began the second cycle of this 5-year permit. It is the responsibility of the municipality to take corrective action on the non-complying road segments prioritized in the REI, annually report to DEC progress on compliance and maintain the REI (e.g., update status of segments or assess segments as needed).

RPCs may continue to engage in outreach and education efforts in coordination with DEC and VTrans staff. Training, workshops, and other communication will be consistent with identified DEC guidance and program requirements. RPCs may also engage in planning activities to support municipal MRGP efforts.

### 6.2. Optional Activity

#### 6.2.1. Municipal Roads General Permit Local Support

<b>Task Reporting</b>	January 31, 2024 – Summary of activity (template)
<b>Task Timeframe</b>	Year-round
<b>Task Resources</b>	SOV Microsoft Team “AOT-TPI” - Channel “General” Folder > Task Instruction & Reporting - See Template/Task Instruction files DEC website - <a href="#">Municipal Roads Program</a>
<b>Task Contact</b>	Amanda Holland   Planning Coordinator <a href="mailto:Amanda.Holland@vermont.gov">Amanda.Holland@vermont.gov</a> or (802) 917-2152

**Purpose:** Assist municipalities with tasks that support compliance with the MRGP.

RPCs may continue to participate and provide municipal support for compliance with the MRGP. Eligible planning activities for this task fall into five general categories, defined as follows:

<b>Category</b>	<b>Types of Eligible Activities</b>
Outreach & Education	Facilitate and coordinate trainings; Outreach to municipalities.
Administrative Assistance	Facilitate municipal understanding of permit reporting; Assist with permit submissions.
Data Collection, Data Management, & Capital Planning	Assistance on data collection (Road Erosion Inventory); Data management and transmittal; Assist with related capital planning.
Grant Preparation	Assistance in project definition for grant programs; Preparation of grant application materials.
Program Evaluation	Participation in the stakeholder process and/or review for the 2023-2028 permit reissuance.

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RPCs should reference the following guidelines when engaging in activity under this task:

- Upon receipt of a municipal request to conduct a REI, the RPC will consult with the municipality to review options for funding this activity. The Better Roads program is the primary mechanism for funding this activity and should be considered prior to utilization of TPI funds.
- RPCs that aid municipalities with an inventory and/or capital plan must ensure the output is aligned with the current data standards and grant program expectations (Better Roads, etc.) to enable a municipality to apply for funding.
- Due to limitations on the use of federal transportation planning funds, TPI funds cannot be used to supplement implementation focused efforts such as staff time to support Grants-In-Aid projects and similar projects which are construction rather than planning focused.

#### **VTrans Role**

- Collate RPC reporting on task activity and consult on activity eligibility.
- Gain a situational awareness of the MRGP requirements and role of the RPC.

#### **DEC Role**

- Provide guidance and training on municipal road erosion inventory methodology, data entry and use of data portal, and on-site technical assistance.

#### **RPC Role**

- Engage in outreach and education efforts in coordination with DEC and VTrans to disseminate MRGP guidance and requirements.
- Aid municipalities in planning activities that support the development of the MRGP components: road erosion inventory, prioritization of needs, project definition, and capital planning.
- Provide municipalities assistance regarding permit reporting and compliance as well as preparation of grant applications.
- Collaborate and coordinate closely with DEC on MRGP requirements and permit cycle.

#### **RPC Performance Measures**

- ✓ *Submit reporting template to consist of a financial summary and report on activity conducted by task category (see table above) **by January 31, 2024**. The reporting period is CY 2023 (January to December). The template requests RPCs to report out an estimate of funds utilized to conduct REIs.*

## Strategic State Transportation Initiatives

Strategic State Transportation Initiatives include planning activities and projects funded from separate, yet complimentary, funding sources to the TPI Program. These initiatives are included in the TPI grant agreement but may have different match requirements to the tasks outlined in Tasks 1 through 6 above.

Examples include:

- Bicycle and Pedestrian Planning Integration Program
- State-Operated Rail Trail
- Walk-Bike Summit
- VTCulverts Support
- Planning and Environment Linkages (PEL)
- Corridor Master Plans unrelated to Corridor Management Task

## 7.0 Bicycle and Pedestrian Planning Integration Program

### 7.1 Core Activity

#### 7.1.1. Bicycle and Pedestrian Network Planning Support

<b>Task Reporting</b>	Date TBD – Submit data updates (template and Web application)
<b>Task Timeframe</b>	Year-round
<b>Task Resources</b>	SOV Microsoft Team “AOT-TPI” - Channel “General” Folder > Task Instruction & Reporting – for access to task guidance, data standards, templates, etc.
<b>Task Contact</b>	Amanda Holland (PPAID) - <a href="mailto:Amanda.Holland@vermont.gov">Amanda.Holland@vermont.gov</a> or (802) 917-2152 Sommer Bucossi (AMB) - <a href="mailto:Sommer.Bucossi@vermont.gov">Sommer.Bucossi@vermont.gov</a> or (802) 272-5029

#### Purpose

- **Participate in bicycle and pedestrian planning work supporting the development of the Bicycle and Pedestrian Integration Planning Program.**
- **Develop a statewide bicycle & pedestrian network map that displays existing infrastructure and conveys identified planning-level priorities of the municipalities.**

#### VTrans Role

- Coordinate and facilitate a Working Group of internal and external stakeholders.
- Provide guidance to support the inventory of bicycle and pedestrian facilities; guidance presents visual support to clarify attributes to be collected. Refer to the [2019 VTrans Bicycle Facility Inventory Guide](#) as interim guidance until a revised.
- Distribute a [template dataset and data dictionary](#) to represent bicycle and pedestrian facilities.
- Compile RPC provided data into a statewide dataset and create baseline program information.
- Secure consultant assistance, as needed.
- Explore framework to integrate facility information into Agency prioritization processes (VPSP2, grant review, etc.).

#### RPC Role

- Generate and/or update data to depict the region’s bicycle and pedestrian network, according to the provided guidance. Data should represent existing infrastructure along with identified local and regional priorities for infrastructure improvements.
- Engage and assist municipalities in bicycle and pedestrian infrastructure planning.<sup>6</sup>  
Activities could include but are not limited to the following activity:
  - Identify opportunities to establish or improve a non-motorized network.
    - Please note that consistent with this task, RPCs along the Rt.5 Corridor (WRC, MARC, TRORC, NVDA) will be requested to assist VTrans in responding to a Legislative request to gauge municipal support for the creation of a bicycle corridor — consisting of one or more segments of bicycle lanes or bicycle paths, or both — along Rt.5 from Massachusetts to Quebec. VTrans shall provide a report on outcome of the survey to the House and Senate Committees on Transportation on or before January 15, 2024.
  - Reconfirm and prioritize bicycle and/or pedestrian infrastructure improvements.

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<sup>6</sup> Upon initiating the stage of activity in which RPCs will engage and assist municipalities with infrastructure planning, each RPC is encouraged to tailor efforts to meet the needs of the municipality and region. ***RPCs should confirm eligibility of proposed tasks before proceeding.***



- 
- As requested, review and comment on program guidance and integration into Agency prioritization processes.
  - As requested, participate in a project working group.

**RPC Performance Measures**

- ✓ *Submit infrastructure locational data collected according to guidance.*
- ✓ *Provide a summary of RPC efforts to engage and further municipal and regional bicycle and pedestrian infrastructure planning.*

## 8.0 State-Owned Rail Trails

### 8.1 Core Activity, *Region Specific*

#### 8.1.1. State-Owned Rail Trails Program Support

<b>Task Reporting</b>	TBD
<b>Task Timeframe</b>	Year-round
<b>Task Resource</b>	Task Guidance: <i>Rail Trail Councils &amp; Regional Committees</i> Vermont Rail Trails Council Guidance
<b>Task Contact</b>	Jackie Cassino   Rail Trail Program Manager <a href="mailto:Jackie.cassino@vermont.gov">Jackie.cassino@vermont.gov</a> or (80) 505-8193

**Purpose:**

- Establish, support, and staff Rail Trail Councils in accordance with the Vermont Rail Trails Council Guidance.
- Rail Trail Councils statewide shall support the development and implementation of their respective Management Plans.
- Ensure a collaborative and consistent approach to the management of State Rail Trails.
- Implement a priority action in the LVRT Management Plan with the establishment of the LVRT Council and three regional committees.

The primary function of a Rail Trail Council is to support engagement with trail communities, coordinate volunteers and local initiatives, assist in trail promotion and outreach, support project development and implementation, encourage educational programming, and provide eyes and ears on the Trails through its membership. Rail Trail Councils will advise VTrans on trail management and use issues, support trailhead improvement and development projects, support the rail trail count program deployment, support emergency access related planning activities, direct community volunteer efforts, and assist in marketing the trail, such as through the development of a trail friendly business program.

<b>State-Owned Rail Trails</b>	Beebe Spur Rail Trail – 4.0 miles Delaware & Hudson Rail Trail – 19.8 miles Lamoille Valley Rail Trail – 93.0 miles Missisquoi Valley Rail Trail – 26.3 miles
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**VTrans Role**

The VTrans Rail Trail Program Manager will be the primary point of contact for support, questions, and reporting of trail issues for all Rail Trail Councils.

- Establish the Vermont Rail Trails Council (*ongoing*)
- Develop Rail Trails Council(s) Guidance document (*complete*)
  - Council & Committee Purpose
  - Sample Roles & Responsibilities Regional Committees
  - Sample projects to choose from based on needs identified in the LVRT Management Plan
- Begin the MVRT Management Plan (*anticipated fall 2023*)
- Establish Count Program Guidance Memo (*complete*)
- Implement Count Program (*SFY24*)
- Updated website (*ongoing- anticipated completion May 2023*)
- Create and deploy LVRT Marketing Plan (*ongoing- through 2023*)

- 
- Provide technical assistance for communities developing and/or improving rail trail trailheads.
    - Develop Trail side Amenities Design Guidelines (*Complete*)
    - Develop and deploy the LVRT Community Grant Program (*ongoing*)
    - Provide technical assistance for current grantees (*ongoing*)
  - Complete the LVRT Emergency Access Assessment (ongoing through 2023)

#### **RPC Role**

- RPC staff to meet with VTrans monthly.
- Provide municipal support (e.g., existing grant projects or assistance applying for additional grant funds).

#### *Rail Trail Council(s)*

- Staff and continue to provide support to the Rail Trail Councils; Councils should meet at least six times during FFY24.
- Review Vermont Rail Trails Council Guidance memo.
- Recruit individuals across diverse disciplines to participate in each Rail Trail Council and establish Councils with diverse representation (refer to Guidance memo)
- Provide administrative support duties to the Council such as: scheduling regular meetings; taking and posting meeting notes and/or minutes; keeping updated contact list of active volunteers and members; assisting interested communities in grant applications for trailside improvements; etc.
- Identify appropriate volunteer needs and roles, setting expectations for volunteers, and assigning tasks. Example activities may include but are not limited to: establishing a trail friendly business program; volunteers assisting with invasive species inventory and management; culvert inventories; Green Up Day or other beautification efforts; intercept surveys or other more in-depth user inventories or counts; trailside amenity maintenance.

#### *Count Program*

- Assist with data collection; refer to the Rail Trail Count Program Guidance memo.

#### *Management Plan(s)*

- Participate in the development of Rail Trail Management Plans.

#### **RPC Performance Measures**

- ✓ Provide staff support for the Rail Trail Councils according to VTrans guidance.
- ✓ *Organize and facilitate regular Council meetings at least 6 times a year.*
- ✓ *Establish a Trail Friendly Business Program- develop regionally appropriate SOW based on model provided from MVRT/NRPC.*
- ✓ *Assist VTrans with Rail Trails Count Program deployment.*
- ✓ *Assist with the development of the MVRT Management Plan (NRPC specific).*

## 9.0 Other Planning Activities

This task captures transportation planning activities that apply to a specific RPC or sub-set of RPCs to carry out a strategic initiative. These initiatives may evolve, occur at infrequent intervals, or may arise during the Fiscal Year. These initiatives are included in the TPI grant agreement if applicable to the RPC.

Examples include but are not limited to:

- Walk-Bike Summit
- E&D Summit
- VTCulverts Support
- Planning and Environment Linkages (PEL)
- Corridor Master Plans unrelated to Corridor Management Task

## Appendix A. FFY24 Task Calendar

Last Revised 5.15.2023

Tasks	Task Description	New (N) Revised (R.)	C-Core O-Optional	Defined Submission Dates*	October	November	December	January	February	March	April	May	June	July	August	September
<b>TASK 1. PROGRAM ADMINISTRATION</b>																
1.1.1	TPI Monthly Meetings		C	None												
1.1.2	Annual TPI/VAPDA Performance Reporting		C	15-Jul												
<b>TASK 2. PUBLIC PARTICIPATION &amp; COORDINATION</b>																
2.1.1	STIP Hearing Support		C	Late Fall												
2.1.2	Travel Demand Management		C	31-Aug												
2.1.3	Road Foreman Meetings & VLR Coordination		C	None												
2.1.4	Transportation Equity Planning & Implementation		C	31-Jan, +TBD												
2.2.1	Vermont SHSP Education		O	None												
2.2.2	Aviation Program Coordination		O	None												
<b>TASK 3. PLANNING</b>																
3.1.1	Regional Transportation Plan		C	TBD by RPC												
3.1.2	State Modal & Other Transportation Planning		C	+TBD												
3.1.3	Environmental Policy & Planning		C	30-Sep												
3.1.4	Climate Mitigation Planning	R	C	1-May												
3.1.5	Public Transit Planning		C	None												
3.1.6	Human Service Transportation Coordination		C	30-Jun, 30-Sept, +TBD												
3.2.1	Transportation Resiliency Planning		O	31-Jan												
3.2.2	Corridor Planning		O	+TBD												
3.2.3	Bicycle and Pedestrian Planning		O	+TBD												
3.2.4	Intermodal Rail Access Planning		O	30-Aug												
3.2.5	Demonstration Projects		O	None												
3.2.6	Safe Routes To School		O	31-Aug												
3.2.7	Road Safety Audit		O	None												

\*None - For tasks without a set reporting timeframe, RPCs should maintain communication with Task Owner during engagement in task activities.

## Appendix A. FFY24 Task Calendar

Last Revised 5.15.2023

Tasks	Task Description	New (N) Revised (R.)	C-Core O-Optional	Defined Submission Dates*	October	November	December	January	February	March	April	May	June	July	August	September
<b>TASK 4. DATA COLLECTION &amp; MANAGEMENT</b>																
4.1.1	Traffic Counts		C	31-Oct												
4.1.2	Bicycle and Pedestrian Count Data		C	31-Mar												
4.1.3	State & Municipal Public Park & Ride Counts		C	30-Oct, 28-Feb, 31-Jul												
4.1.4	TH MC HPMS Data Program		C	31-Dec												
4.1.5	Town Road Surface Data Verification		C	30-Sep												
4.1.6	Municipal CS Implementation Inventory		C	28-Feb												
4.1.7	Town Highway Bridge & Culvert Inventories		C	31-Jan												
4.1.8	Public Transit Bus Stop Inventory		C	30-Sep												
4.1.9	Federal Urban Area Boundary Adjustments		C	31-Dec												
<b>TASK 5. PROJECT DEVELOPMENT PLANNING</b>																
5.1.1	VPSP2		C	31-May, 30-Sep												
5.1.2	New Project Summaries for Asset Management		C	+TBD												
5.1.3a	Public Outreach & Coordination - Project Definition		C	None												
5.1.3b	Public Outreach & Coordination - Construction Projects		C	None												
<b>TASK 6. MUNICIPAL ROADS GENERAL PERMIT SUPPORT</b>																
6.2.1	Municipal Roads General Permit Reporting		O	31-Jan												
<b>TASK 7. BICYCLE AND PEDESTRIAN PLANNING INTEGRATION PROGRAM</b>																
7.1.1	Bicycle & Pedestrian Planning Integration Pilot		C	TBD												
<b>TASK 8. STATE-OWNED RAIL TRAILS</b>																
8.1.1	State-Owned Rail Trails Program Support	R	C	TBD												
<b>TASK 9. OTHER PLANNING ACTIVITIES</b>																
<b>Total Number of Task Defined Submission Dates per Month</b>					<b>2</b>	<b>0</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>5</b>

\*None - For tasks without a set reporting timeframe, RPCs should maintain communication with Task Owner during engagement in task activities.

## Appendix B. FFY24 Funding Allocation

Regional Planning Commission	Tasks 1 - 6 (Core TPI funding)			
	Total Funding	Federal 80%	State 10%	Local 10%
Addison County RPC	\$211,563.00	\$169,250.40	\$21,156.30	\$21,156.30
Bennington County RC	\$194,642.00	\$155,713.60	\$19,464.20	\$19,464.20
Central Vermont RPC	\$249,601.00	\$199,680.80	\$24,960.10	\$24,960.10
Lamoille County PC	\$181,726.00	\$145,380.80	\$18,172.60	\$18,172.60
Mount Ascutney RC	\$175,350.00	\$140,280.00	\$17,535.00	\$17,535.00
Northeastern Vermont Development Assoc	\$334,784.00	\$267,827.20	\$33,478.40	\$33,478.40
Northwest RPC	\$237,045.00	\$189,636.00	\$23,704.50	\$23,704.50
Rutland RPC	\$250,041.00	\$200,032.80	\$25,004.10	\$25,004.10
Two Rivers - Ottauquechee RC	\$277,738.00	\$222,190.40	\$27,773.80	\$27,773.80
Windham RC	\$248,645.00	\$198,916.00	\$24,864.50	\$24,864.50
<b>TOTAL</b>	<b>\$2,361,135.00</b>	<b>\$1,888,908.00</b>	<b>\$236,113.50</b>	<b>\$236,113.50</b>

Regional Planning Commission	Task 7 - Bicycle & Pedestrian Planning Integration Program			
	Total Funding	Federal 80%	State 20%	Local 0%
Addison County RPC	<p>No Additional Funding in FFY2024;  RPCs may carryover unused FFY2023 task funding.  Additional guidance on carry overs will be provided at TPI and by your  Planning Coordinator.</p>			
Bennington County RC				
Central Vermont RPC				
Lamoille County PC				
Mount Ascutney RC				
Northeastern Vermont Development Assoc				
Northwest RPC				
Rutland RPC				
Two Rivers - Ottauquechee RC				
Windham RC				
<b>TOTAL</b>				

Regional Planning Commission, Region Specific	Task 8 - State Rail Trail Support			
	Total Funding	Federal	State	Local
Bennington County RC	<p>Funding allocations TBD  Will be provided to applicable regions</p>			
Lamoille County PC				
Northeastern Vermont Development Assoc				
Northwest RPC				
Rutland RPC				
<b>TOTAL</b>	<b>TBD</b>			

Regional Planning Commission	Total tasks 1 - 7			
	Total Funding	Federal Match	State Match	Local Match
Addison County RPC	\$211,563.00	\$169,250.40	\$21,156.30	\$21,156.30
Bennington County RC	\$194,642.00	\$155,713.60	\$19,464.20	\$19,464.20
Central Vermont RPC	\$249,601.00	\$199,680.80	\$24,960.10	\$24,960.10
Lamoille County PC	\$181,726.00	\$145,380.80	\$18,172.60	\$18,172.60
Mount Ascutney RC	\$175,350.00	\$140,280.00	\$17,535.00	\$17,535.00
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Northwest RPC	\$237,045.00	\$189,636.00	\$23,704.50	\$23,704.50
Rutland RPC	\$250,041.00	\$200,032.80	\$25,004.10	\$25,004.10
Two Rivers - Ottauquechee RC	\$277,738.00	\$222,190.40	\$27,773.80	\$27,773.80
Windham RC	\$248,645.00	\$198,916.00	\$24,864.50	\$24,864.50
<b>TOTAL</b>	<b>\$2,361,135.00</b>	<b>\$1,888,908.00</b>	<b>\$236,113.50</b>	<b>\$236,113.50</b>