

FY2013 CCRPC Unified Planning Work Program (UPWP) Process

Fiscal Year 2013 provides an opportunity for the region and the Chittenden County Regional Planning Commission (CCRPC) to continue the good work of the past and to build on the momentum that state and federally funded regional planning programs and the Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users (SAFETEA LU) has enabled. In order to take advantage of these opportunities, the CCRPC needs a clear vision and direction for the UPWP (Unified Planning Work Program) process, a solid timeline for activity, and an understanding of how the process will incorporate the voices of our member communities, interest and stakeholder groups, and all others with interest.

The CCRPC Bylaws outline the membership and duties of the UPWP Committee as follows:

ARTICLE XI. COMMITTEES; C. Unified Planning Work Plan Committee (UPWPC):

The Unified Planning Work Plan Committee shall oversee the Chittenden County Regional Planning Commission annual work plan development process as specifically described in items 1-5 of this section.

The Chair of the Unified Planning Work Plan Committee shall be a Board member. There shall be up to 12 members as follows:

- 3-5 Board members
- 2 Transportation Advisory Committee (TAC) members
- 2 Planning Advisory Committee (PAC) members
- Vermont Agency of Transportation
- Federal Highway Administration (ex-officio, non-voting)
- Chittenden County Transportation Authority (ex-officio, non-voting)

The Unified Planning Work Plan Committee shall meet on a semi-annual basis or as needed to conduct the following activities:

1. develop a draft annual Unified Planning Work Program (UPWP) and report findings to the Executive Committee in cooperation with the Finance Committee;
2. review and recommend updates to the UPWP development process policies on an as needed basis and report findings to the Executive Committee;
3. develop performance measures to monitor the implementation of the UPWP, update the performance measures on an as needed basis, monitor the implementation of the UPWP using the established performance measures and report findings to the Executive Committee;
4. conduct other duties as assigned by the Board and/or Executive Committee; and
5. establish sub-committees on an as needed basis.

This committee will meet approximately three times during February and March of 2012. There may also be various other forms of communication with the Staff in the process of developing a draft document for approval by the CCRPC Board.

FY2013 UPWP Committee Charter

The FY2013 UPWP Committee is tasked with developing a recommended joint work plan for the CCRPC Board of Directors. This work plan is anticipated to be presented for a Public Hearing to occur on May 16, 2012 as part of the CCRPC Board Meeting. The recommended work plan shall be consistent with the Regional Plan and the Metropolitan Transportation Plan and shall be tracked in such a way as to allow for progress on the UPWP to reflect progress in implementing the goals of the Regional Plan and the Metropolitan Transportation Plan. The UPWP shall be constrained by the funding available to the organizations.

The process of developing a work plan shall be inclusive of the public, stakeholders, interest groups, and our member communities and shall include regular updates to the TAC and the CCRPC Board.

FY 2013 UPWP Committee Meetings

Meeting #1 – Tuesday, February 21, 2012

- Orientation to the UPWP Process
- Presentation of current and proposed transportation tasks
- Review of public comment on proposed transportation tasks
- Presentation of ongoing and new proposed tasks by staff

Meeting #2 – Tuesday, March 13, 2012

- Review first draft of FY 2013 UPWP
- Review first draft of FY 2013 Budget

Meeting #3 – Tuesday, April 3, 2012

- Review final draft of FY 2013 UPWP
- Review final draft of FY 2013 Budget

FY 2013 UPWP Committee

CCRPC Board Representation (3-5 members)

Lou Mossey, Milton (Chair)

John Zicconi, Shelburne

Andrea Morgante, Hinesburg

John Lajza, Essex Junction

Ed Booth, Huntington

TAC Representation (2 members)

Justin Rabidoux, South Burlington

George Gerecke, Williston

PAC Representation (2 members)

Inactive Committee

Vermont Agency of Transportation

Amy Bell

Federal Highway Administration (ex-officio, non-voting)

Chris Jolly

Chittenden County Transportation Authority (ex-officio, non-voting)

Meredith Birkett – CCTA

FY2013 CCRPC/CCMPO Unified Planning Work Program (UPWP) Process

Fiscal Year 2013 provides an opportunity for the region and the Chittenden County Regional Planning Commission (CCRPC) to continue the good work of the past and to build on the momentum that state and federally funded regional planning programs have enabled. In order to take advantage of these opportunities the CCRPC needs a clear vision and direction for the UPWP (Unified Planning Work Program) process, a solid timeline for activity, and an understanding of how the process will incorporate the voices of our member communities, interest and stakeholder groups, and all others with interest.

To assist the CCRPC Board and Staff in developing a draft UPWP, a UPWP Committee has been formed. This committee will meet three times between February and April of 2012. There may also be various other forms of communication with the Staff in the process of developing a draft document for approval by the CCRPC Board.

<u>Date</u>	<u>Task</u>
Early January	Staff obtains federal FTA & FHWA PL funding amounts, and other relevant anticipated funding levels, and develops anticipated available budget for FY2013 UPWP, solicits for programs needs and considers tasks based on known requests and emerging issues, and concepts for additional work plan elements.
01/18/12	CCRPC Board holds public forum to gain ideas from the public, interest groups and communities for FY2013 UPWP.
01/31/12	Deadline for ideas from Public, Interest Groups and Communities for FY2013 UPWP inclusion.
02/21/12	CCRPC UPWP Committee meets to hear presentations by CCTA and Staff regarding work plans for requested dollars and to review matrix of comments received for the Draft FY2013 UPWP.
02/22/12	CCRPC Finance Committee meets to begin review of FY2013 UPWP budget assumptions for employee & indirect costs.
Late February	Staff sends Draft FY2013 UPWP text to CCRPC UPWP Committee with staff recommendations.
03/07/12	TAC and CCRPC Executive Committee briefed on Draft FY2013 UPWP development progress.
03/13/12	CCRPC UPWP Committee meets to discuss Draft FY2013 UPWP proposed activities and prioritizes as necessary.
03/14/12	CCRPC Finance Committee meets to review Draft FY2013 UPWP budget.
Late March	Staff sends final Draft FY2013 UPWP text to CCRPC UPWP Committee .
04/03/12	CCRPC UPWP Committee meets to finalize Draft FY2013 UPWP for TAC & CCRPC Executive Committee consideration on April 3 rd / April 4 th .
04/05/12 04/06/12	Report to TAC and Joint CCRPC Executive Committee on the final Draft FY2012 UPWP.
April 18 th	Presentation of UPWP to CCRPC Board ; Board votes to Warn FY2013 UPWP for Public Hearing.
April 19 th	Staff mails FY2013 UPWP to all member communities, posts on web, notices public hearing.
May 16 th	Public Hearing on FY2013 UPWP at the CCRPC Board meeting.