



Transportation Planning Initiative

Manual & Guidebook

2007



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1. Introduction

1.1 Welcome!

Welcome to Vermont's Transportation Planning Initiative (TPI). This is a state initiative that is designed to include all segments of the public in planning the improvements to Vermont's transportation system. The goal is to expand local decision making and planning of transportation priorities, projects and long range plans.

This process, started in 1992, funded jointly by the Federal Highways Administration as part of the Highway Planning and Research Program (detailed in 23 CFR Part 420 subpart A), the State of Vermont and Vermont's Regional Planning Commissions. As such this program must comply with all relevant federal regulations.

1.2 Why TPI?

This consultative planning process was based on state and federal legislation. The 1988 amendments to the Vermont Municipal and Regional Planning and Development Act, Title 24 Chapter 117 VSA (affectionately known as Act 200), encourages citizen participation in the planning process. These amendments specify that regional planning efforts be in consultation with their member municipalities and that state plans must be compatible with regional and municipal plans. In addition, the 1991 federal Intermodal Surface Transportation Equity Act (a.k.a. ISTEA) mandated that the state consult with municipal officials in identifying transportation needs. Further, the 1998 Transportation Equity Act (TEA-21) and the 2005 Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) promotes continuing public participation in the transportation planning process.

In the spirit of these laws, VTrans created the TPI program as a way to organize a transportation planning process in which local municipalities, citizens and stakeholders could participate directly. The fundamental principle is to ensure all areas of Vermont to have access to the planning process and the development of transportation policy and projects. Local plans must be compatible with regional plans. Thus, through the TPI process, statewide transportation priorities and projects are meant to reflect local, regional and statewide goals and interests.

The TPI program applies to all counties in Vermont outside of Chittenden County, our one urbanized county in the state. Chittenden County has a Metropolitan Planning Organization (MPO) that is the federally mandated organization that develops and authorizes the transportation plans and priorities of Vermont's only urbanized area.

1.3 Why This Manual?

The TPI program has been in existence since 1992. This manual documents and explains this process and its associated procedures for all participants and any other interested citizens. In addition, this manual provides relevant planning information and resources (see Chapters 6 & 7). This is also a work in progress as different activities and challenges arise. In order to meet these changing needs, we try to revise as appropriate. **Please check the VTrans website for the latest updates at**

<http://www.aot.state.vt.us> and follow the links to the Planning Division.

1.4 How to Use This Manual:

If you'd like to get a quick but accurate idea of what the TPI process entails, i.e., the big picture -- read Chapter 2, *Overview*.

For important and specific details about each stage of the process, read Sections 3 & 4, *Planning Guidelines* and *Administrative Procedures*, respectively.

Section 5, *Formats & Boilerplates*, provides the framework for the various forms involved in this program.

Sections 6 & 7, *Statewide Planning Information Resources & Formats*, more general information about statewide planning formats plus information and resources that VTrans offers.

Section 8, *Keep It Legal: Rules & Regs*, includes excerpts, an annotated bibliography and web bookmarks for the federal and state statutes and regulations that this program must follow.

Section 9, *Alphabet Soup: Guide to Obscure Acronyms* hopefully is self-explanatory.

1.5 The Usual Disclaimer:

This manual is intended to provide guidance throughout the TPI process and to ensure that work tasks and expenditures are federally eligible. This is a guidance manual and does not, by itself, constitute official VTrans policy, nor does this document imply any agreement between VTrans and any other body.

2. Overview

2.1 Who Are the Participants and What Do They Do?

Municipalities: The planning process, ideally, should start with the local residents of a municipality who define their own needs and priorities. They empower the planning commission and the selectboard to create local transportation plans and approve them, respectively. The local selectboard should appoint a town representative to the regional planning commission's Transportation Advisory Committee (TAC).

Aside from this town representative's usual work with the TAC, there should be local meetings held to discuss and/or approve plans or studies as they impact the town. There should be regular communication between the local TAC member, the town's selectboard and/or planning commission and the public to ensure that local interests are being fairly represented and served.

Regional Planning Commissions (Subrecipient): The Subrecipients cover a geographic area and were enabled by the legislature to coordinate regional planning issues. The Subrecipients consist of members of the constituent towns and stakeholders. Each Subrecipient has a Transportation Advisory Committee

(TAC).

The Subrecipient employs professional transportation planning staff to organize and guide the TAC and implement their work plan. The Subrecipient has the tools to plan, study, analyze and document the relevant issues. The Subrecipient can provide professional planning expertise or procure such services.

Transportation Advisory Committee (TAC): Members of the TAC are appointed by their respective municipality or organization. The TAC's purpose is to address regional transportation issues. This body may advise and recommend plans, activities and projects (through the project prioritization process) to both the member municipalities and the state, as well as try to influence transportation policy in their region and in the state.

Vermont Agency of Transportation (VTrans): The statewide agency needs to consult with local towns and the regions for transportation activities. The **Regional Planning Coordinator** represents the Agency and monitors the TPI program as well as VTrans projects to ensure good coordination and communication within and between VTrans, municipalities and the public.

2.2 How Does the Program Work?

This is a yearly financial assistance program for a given federal fiscal year, October 1 through September 30. Every year VTrans informs the Subrecipients how much money will be available for the next fiscal year, per region. The overall amount of money is determined by how much federal funding is available through the SPR (State Planning and Research) program. These funds are divided between regions according to a formula that takes into account population, area and road mileage within each region.

Every Subrecipient (except Chittenden County) is eligible to submit a yearly Work Plan that is similar to a grant application. The Subrecipient details what it plans to do with the upcoming TPI funds; the yearly goals, how this connects with the regional transportation plan and statewide guidance; staffing and equipment requirements, budgets and more. This Work Plan is developed in conjunction with VTrans guidance.

The Subrecipients receive federal funding which can cover up to 80% of eligible costs. State funds cover another 10% and a local match must cover the remaining 10%.

Both VTrans and the Subrecipient review and approve the work plan; then a contract is prepared and signed.

The Subrecipients then carry out the planning activities detailed in the work plan. Towards the middle of the program year (which corresponds to the federal fiscal year), both VTrans and the Subrecipient review what has been done so far, and what remains to be completed, both in terms of content and budget; this is referred to as the "Mid-Year Review". Adjustments may be made at this time.

Towards the middle of the program year, VTrans will release guidance for the new Work Plan. This is a result of the experiences of the previous year and any new issues that have come up, either within the regions or any statewide issues that need to be addressed.

While the format of the work plans should be similar from region to region and from year to year (unless there are specific revisions and/or new legislation), the content of each region's work plan may vary. Each may have differing issues that are connected to geographical, economic, social or other aspects of the region. Work tasks must be specific and avoid ambiguity.

2.3 Yearly Cycle of TPI Work Plan

Tasks	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.
Consultation with Stakeholders: ongoing	Green											
VTrans Develops & Releases Guidance for New Work Plan				Green	Green	Green	Green					
VTrans Calculates Apportionments Based on Updated Town Data & Projected Federal Aid							Green					
Subrecipients Draft & Submit New Work Plan, with VTrans Input								Green	Green			
VTrans Reviews & Approves Work Plan									Green	Green		
Contract Administration Prepares and Finalizes Cooperative Agreement											Green	Green
Approved Work Plan is Submitted to FHWA												Green
Mid-Year Review of WP & Budget by RPC & VTrans						Red	Red					
Subrecipients Report Surplus Funds								Green				
Periodic Communication with Towns	Cyan											
VTrans Reallocates Surplus Funds via Contract Amendment									Green	Green		
Ongoing Implementation of Work Plan	Cyan											

Notes:

Consultation with Stakeholders

Communication:

Mid-Year Review:

2.4 Elements of a Typical Work Plan

1. *Program Administration:*

Objectives Activities WORK PRODUCTS

2. *Public Participation Coordination*

Objectives Activities WORK PRODUCTS

3. *Planning*

Long Range Transportation Planning

Objectives Activities WORK PRODUCTS

Short Range Transportation Planning

Objectives Activities WORK PRODUCTS

4. *Project Development Planning & Management*

Objectives Activities WORK PRODUCTS

5. *Technical Assistance / Other*

Objectives Activities WORK PRODUCTS

3. Program Organization and Administration

Subrecipients may submit a yearly application for a program of work that consists of regional transportation planning activities; i.e. their Transportation Planning Initiative yearly Work Plan. This is funded through the State Planning and Research Program. This is an annual program of work sponsored by VTrans and funded and approved by FHWA. **The funds from one fiscal year (October 1 – September 30) are NOT transferable– nor may they be carried forward into the next fiscal year.** There is, however, flexibility in defining what may be done within this program: planning, project feasibility, management systems, materials research, data and mapping support and more.

Potential Surplus Funds - Three months prior to the expiration of the contract, the Subrecipient is responsible to reporting to VTrans as to whether or not they anticipate any surplus funds. These funds are then made available for use for other planning activities as determined by VTrans. If the change involves 10% or more of the year Work Plan cost, then a formal amendment will be required (refer to Paragraph 3.2.6. regarding Cost Increases/Changes in Scope of Work).

During the spring and summer of each program year, the Subrecipients, together with the VTrans Planning Coordinators, will build a program of work to be accomplished during the subsequent Federal fiscal year (10/1 – 9/30). A subsequent year's work plan will build upon the previous year's work. These work plans are descriptions of work products with dedicated funding support in a specific time frame. The time/dollar/work product matrix becomes a management tool by which to measure the program's progress. These work plans are submitted to the FHWA, for information. The work plans are part of the yearly cooperative agreement

3.1 Grant Agreement and Work Plan Timeline

January/March:	Stakeholders' Consultation: discussion of opportunities for next year's Work Plan. This involves consultation with VTrans program managers and executive staff.
March/April:	VTrans develops and issues yearly guidance, work plan task categories and application instructions. Subrecipient and VTrans do a mid-year review of the existing Work Plan.
June:	Subrecipient submits completed application.
June/September:	VTrans Planning Coordinator reviews application, coordinates any necessary changes and VTrans Contract Administration prepares the grant agreement and coordinates signatures.
September 30:	End of period of activity for eligible expenses for this fiscal year. Invoices may be submitted for up to three months afterwards. Funds are not transferable – nor may be transferred into the next fiscal year.
October 1:	Beginning of period of activity for eligible expenses for this fiscal year. Invoices should be submitted monthly accompanied by a narrative project progress report (refer to Paragraph 3.2.8.)
December:	Previous fiscal year is closed out. Final invoice for payment should be submitted to VTrans. Yearly audit of Subrecipient should be submitted to the VTrans Planning Coordinator by the Subrecipient's audit date (refer to Paragraph 3.2.9.).

3.2 Program Administration

3.2.1. Who Does What

The development and implementation of the Work Plan is the primary responsibility of the Subrecipient. The Subrecipient may “pass through” specific local projects to a municipality that has an interest and the capability to manage “their” project. The content and schedule of activities should be detailed in the yearly Work Plans. Administrative requirements are detailed in the grant agreements and further explained in this manual. VTrans Planning Coordinators assist and collaborate with the Subrecipient in program implementation and also function as the VTrans liaison and representative. The Subrecipient may hire consultants to do various aspects of the Work Plan.

3.2.2. Funding

The FHWA provides 80% funding, VTrans provides 10% and the Subrecipient must provide a minimum 10% local match. This local match may come from a variety of sources: Town funds, other state funds, regional planning commission funds, and in-kind local donations (this can be volunteer services or donation of goods. See 3.2.5.). Local cost matching may not be met with other federal funds unless specifically provided by federal law.

This is a reimbursement of actual eligible expense program. Once the grant agreement is fully executed,

the Subrecipient may begin the work tasks. Invoices are to be submitted monthly for expenses that have been incurred (refer to Billing Procedures on Page 52). Each invoice is to be accompanied by a project progress report for the same period (refer to Paragraph 3.2.8). The VTrans Planning Coordinator reviews and approves this invoice, subject to verification. Actual payment of 90% of eligible expenses should then be received within 30 days. (See 5.8 of Billing Procedures.)

3.2.3. Procurement of Services and Materials

The Subrecipient has primary responsibility for Work Plan implementation. Subrecipient staff performs the tasks or shall procure services of qualified consultants/contractors and materials. Municipalities may also administer projects or implement Work Plan items if they have an approved Subrecipient agreement. Regular staff time devoted to TPI activities is an eligible expense. However when equipment, supplies or services are purchased with federal and/or state funds, the government wants to make sure everyone has an equal and fair chance to earn taxpayers' money. Federal and state procurement guidelines ensure this, and must be followed, in accordance with 49CFR Part 18.36(g)3; the URL link for 49 CFR, Part 18 is: <http://ecfr.gpoaccess.gov>.

The Subrecipient can self-certify (annually with each application) that they are willing and capable of complying with these guidelines. Only then can the Subrecipient or local authority procure goods and services and have it be a reimbursable expense. (These guidelines and a sample self-certification are included in 5.4 & 5.5.)

There must be no apparent conflict of interest. That means that anyone who might submit a proposal (or who is related to such a person) or who may benefit in any way from such a contract, may not in any way be involved in preparing or publishing the request for proposals (RFP) or judging other proposals. Anyone involved in this process must disclose any real or apparent connections or conflicts of interest.

3.2.4. Reimbursable Activities

Reimbursable activities are generally those that are directly related to approved Work Plan items or administration and that are legally sanctioned by the federal regulations. Staff time must be billed as regular time, not overtime nor above and beyond staff's regular duties. Indirect costs must be backed up with an approved VTrans review of your audit or your indirect rate proposal; (refer to the Section below on Indirect Costs). The expense of municipal officials to attend meetings to discuss a project is considered routine administration and is not reimbursable.

Eligible consultant costs are reimbursable if procured correctly and in accordance with their contract. Only work already done can be reimbursed. Lobbying and/or fundraising are not reimbursable activities.

For a detailed listing and explanation of reimbursable expenses, see OMB Circular A-87, or go to: http://www.whitehouse.gov/omb/circulars/a087/a87_2004.html.

Indirect Cost Rate Proposals: A minimum of no less than annually, the Subrecipient will prepare an Indirect Cost Rate Proposal and supporting documentation as specified in OMB Circular A-87, Attachment E., and certification by the Subrecipient's chief executive officer in the form prescribed in OMB Circular A-87, Attachment E. "Certificate of Indirect Costs". The Indirect Cost Rate Proposal and Certification will be for the period in which the financial assistance is requested.

The indirect cost rate calculated in the proposal will be stated as a "fixed rate" and used in preparing the Work Plan and budget submitted to the state in support of their application for financial assistance. The

certification by the Subrecipient's chief executive officer will be included in the application.

The approved indirect rate will be stated in the financial agreement between the state and the Subrecipient as a "fixed rate" as defined in OMB Circular A-87, Attachment E. In addition to stating the approved indirect rate in the financial agreement, the state will, upon the request of the Subrecipient, issue a letter to the Subrecipient confirming the rate approved for use, which the Subrecipient may use in informing other agencies awarding federal funds.

The "fixed rate" is not subject to adjustment during the period of performance of the financial agreement except upon Subrecipient's application, and State approval, to formally amend the Indirect Cost Rate Proposal. As a "fixed rate" the difference between the estimated costs and the actual, allowable costs for the period covered by the approved rate may be carried forward by the Subrecipient as an adjustment to the rate computation of a subsequent period.

The Subrecipient will maintain the indirect cost rate proposal and supporting documents, and certification by the chief executive officer, for audit in accordance with OMB Circular A-87 and as provided in paragraph 9. Records Available for Audit in the Customary Grant Provisions of this agreement.

3.2.5. Local Match, Contributions and In-Kind Services

The Subrecipient must contribute a 10% local match. This may be cash or in-kind donations. In-kind donations could be volunteer labor (someone volunteers to organize a planning charrette, for example) or volunteer services (local newspaper advertises a public meeting for free, for example) or donated goods (local store donates materials for a public meeting, for example). TAC members attending regular TAC meetings may use their time as a local match that can be deducted from the 10% local share requirement. This or any other eligible volunteer work must be documented and valued at a rate consistent with what would be ordinarily paid for similar work in the Subrecipient's grant agreement. See 49CFR 18.24 for all the details.

As Subrecipients search for in-kind donations, the Subrecipient may be offered the opportunity for a consultant or service provider to make a donation. Can a consultant "donate" part of her/his services? There must be no real or apparent tie-in between the donation and the selection of the consultant. Even an appearance of conflict of interest is not allowed. Therefore, the answer is "no", subject to the following guidelines:

1. A consultant may not donate in-kind services as part of their "package" to the town or Subrecipient. This compromises the process of open, free and fair competition. They can, of course, charge less for their services (than they might for a different project). This would be their fair compensation and nothing more.
2. Separate donations are welcomed if **both** of the following conditions apply:
 - The donated item/s are not part of the proposal or contracted services or goods.
 - The donation is offered after the work has been awarded and a contract signed.
3. A consultant or anyone not under contract who will not compete for **any** proposals or bids may make a donation. This, if documented, may be used as a local match.

4. A consultant or anyone already under contract may abate charges as part of a compromise settlement of a bona fide dispute over cost overruns. (This may not be considered as part of the local match.)

3.2.6. Cost Increases/Changes in Scope of Work

The amount of federal and state funds available for the TPI program is determined by the Vermont Legislature through the annual appropriation process. Each Subrecipient receives a share of what is appropriated based in part on population and road mileage in their planning areas. This generally will not change during the year unless there is a statewide federal adjustment.

Changes in a region's scope of work that arise during the year are common. If the change is anticipated to be significant and involves less than 10% of the yearly Work Plan cost, written approval from the VTrans Planning Coordinator is necessary prior to proceeding with any work in order for this work to be reimbursable. If the change involves 10% or more of the yearly Work Plan cost, then an amendment to the grant agreement should be prepared and signed.

3.2.7. Mid-Year Review

This is a tool for both the Subrecipient and VTrans to review the current year and to look for opportunities for next year's Work Plan. The objective of this meeting is to review and discuss the successful fulfillment of planning tasks and responsibilities associated with the TPI program and identify any needs for mid-course adjustment. Although elements of "compliance" with terms and conditions are a part of the review, it is not the exclusive focus. This review should reinforce effective and ongoing communication and work relationships between regional planning coordinators and Subrecipient.

This meeting should take place in March or April. The goals of the review are recommendations for mid-year adjustments to the contracts and for an improved overall TPI program. The product of this review will be a report, prepared by the planning coordinator, with input from the Subrecipient. The following is a general checklist of issues that should be discussed, but all are encouraged to discuss additional topics that are considered important or relevant:

- Work Plan and Budget Status;
- Conformance to Terms and Conditions of the Grant Agreement;
- Upcoming New TPI Contract (preliminary discussions);
- Other: What are the important transportation issues in the region today? How are we dealing with these? What are the challenges and opportunities not currently being addressed?

3.2.8. Progress Report

This is the Subrecipient official minimum communication tool with VTrans to describe monthly activities. The progress report may be brief, but at a minimum it should include not only a list of activities (meetings, analyses, reports, GIS work, site visits etc) but a brief description of the content and issues involved. Typically, the VTrans planning coordinator is involved in at least some of the activities, so at times this may seem repetitive, but it is important to document activities for others, including the final audit.

3.2.9 Audit and Close-Out

The independent audit specified in the Customary Grant Provisions, paragraph 9, "Requirement to Have a Single Audit" will include testing of the Indirect Cost Rate, and in-kind match in accordance with the latest approved procedure for implementing use of in-kind non-federal matching funds for the work plan

tasks.

If the Subrecipient should expend less than \$500,000 in aggregate federal awards in any single fiscal year, the Subrecipient will provide an audit performed by a certified, independent auditor, which, at a minimum, will include a schedule of federal financial assistance and include testing of the Indirect Cost Rate. The federal financial assistance schedule will list the grants by title, Code of Federal Domestic Assistance (CFDA) number, pass-through grantor’s number, award amount, receipts, and expenditures. The audit will be submitted within nine months of the end of the fiscal year, but no later than December 31.

A single audit is required if the Subrecipient has expended \$500,000 or more in federal funds (in all programs, not just this one) during the fiscal year. If you are not required to have a single audit, you may not charge this to the TPI program. Otherwise, you are required to conduct a program-specific audit and this may be charged to the TPI program. For more information, refer to Attachments C and D.

3.2.10. Enforcement

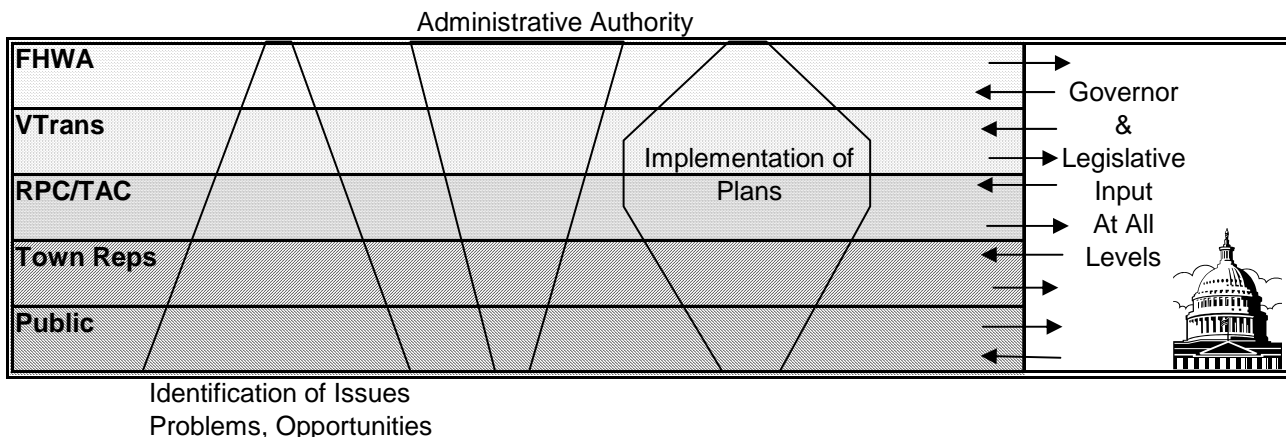
If a Subrecipient materially fails to comply with any term of an award whether stated in Federal statute or regulation, an assurance, in a State plan or application, a notice of award, or elsewhere, VTrans may take action ranging from withholding cash payment to termination of the current award.

4. Planning Guidelines & Activities

All of the planning work that is done within the framework of the TPI program must be defined in the yearly work plan. This is an integral part of the yearly contract, called the Cooperative Agreement (CA), between VTrans and the Subrecipient. The following describes what elements can be in a typical work plan and how they are to be organized and documented.

4.1. What are the Roles and Relationships between Participants?

This illustrates the relative roles and powers of the different levels of government. For example the identification of priorities and issues goes on at the local level much more than at the state or federal level. FHWA, on the other hand, has final administrative authority over (federal) funding although it typically keeps out of the local decision-making process.



4.2. Work Plan Content: Task 1: Program Administration

Part of the Work Plan is to administer and monitor the planning activities. This should include all activities related to the management of financial, reporting and auditing requirements of this program. This includes overhead, preparing the indirect cost rate proposal, preparing the Work Plan itself, evaluating it, monthly status reports, mid-year review, documentation, billings 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.

Examples include but are not limited to:

- Direct program support;
- Purchase of computers and other equipment directly related to TPI activities;
- Administration of the cooperative agreement with the State;
- Administrative tasks associated with consultant agreements
- Development of work plans and budgets and employee time devoted to mid-year reviews;
- Indirect cost rate proposals and audit activities.

4.3. Work Plan Content: Task 2: Public Participation and Coordination

One of the main goals of the TPI program is public participation, so this is an important activity. The goal of this task is to ensure that residents and users have the opportunity to participate in the regional transportation planning process both individually and through their locally elected officials. Activities should help inform, educate and get input from participants about transportation opportunities. This work activity also involves coordination of activities and information between local, regional and state planning bodies.

Examples include but are not limited to:

- Planning, attending and facilitating meetings;
- Publicizing meetings and the TPI process;
- TAC meetings;
- Training for both staff and participants;
- Newsletters and publications;
- Interagency coordination;
- Citizen participation;
- Coordination with the transportation disadvantaged through the respective county Elders and Persons with Disabilities advisory group;
- Serving on various transportation related task forces and study committees;
- Access management outreach.

Local governments should be actively involved in all local planning projects from inception to completion. The final work product should be endorsed by the affected town/s.

The Work Plan should include how the TAC members communicate back with their local planning commissioners and selectboard members on a regular basis.

TAC members should review the yearly Work Plan with their towns. The TAC recommends approval

and the Subrecipient should give final approval.

4.4 Work Plan Content – Planning Activities:

4.4.1. Overview

When the TPI program started, one of the first activities to be funded was a regional transportation plan for each region. This set the framework for the region's transportation plans, priorities and projects.

Today, approximately 15 years later, all regions have an approved regional transportation plan and VTrans releases a Statewide Transportation Improvement Plan each year for the upcoming four fiscal years. The TPI program is currently evolving in light of this situation. Within these new circumstances there are many opportunities for TPI program activities that were not envisioned 15 years ago. Regions can now concentrate on their regional project prioritization inventory and updates and revisions to the Regional Transportation plans, and plan for change as our environment changes. Regions can now put more emphasis on public transit and alternative modes of transportation, computerized geographic information systems (GIS) data and mapping support, materials research, management systems, project scoping and technical assistance to communities.

4.4.2 Task 3: Long Range Transportation Planning

One of the most basic components of the regions' planning efforts should be (if not already done) a systematic review of the existing transportation system and an assessment of the land use patterns and future land use growth. Transportation needs should be determined and investments identified to meet those needs. This can take the form of a regional transportation plan &/or update, together with the annual project prioritization list. The regional transportation plan should be updated no less than every five years.

All modes of transportation should be considered and integrated into the overall transportation system. Public transit, rail, air, waterway, bicycle and pedestrian travel are all part of our system, as well as the various options of ride sharing, van pooling etc. All modes of transportation should work well together.

Transit operators and Subrecipient should include each other in the development of their respective long and short range planning efforts. There should be interaction and coordination between the transit operator and the Subrecipient in the planning process. While the transit operators will concentrate on operating effectiveness for the current system, when issues extend beyond that (i.e. significantly revised service areas) then decisions should be reached in the context of the TPI program.

Typical eligible activities might include but are not limited to:

- Creating and updating the Regional Transportation Plan;
- Multi-modal system classification (corridor determinations, overlay analyses, corridor analyses);
- Coordination of intermodal, multimodal and freight transportation activities, taking into account the transportation needs of different groups of users – businesses, commuters, students, persons with special needs etc.
- Coordinating inter-regional efforts such as the Scenic Byways Program, Public Transit and others;
- Assessing and forecasting future travel demand as well as long range efforts to guide this demand;

- Access management activities, with the goal of improving service without large scale investments in new infrastructure;
- Transit planning, including route mapping and analysis, and route schedules (in conjunction with transit providers);
- Examination, analysis and recommendations for system-wide opportunities, such as traffic calming, use of shoulders for bicycles, guard rails, historic bridges, safety inventories and more;
- Modal database development and maintenance
- GIS development and maintenance (floodplains, farmland, critical wildlife habitat and hazardous materials);
- Bike/pedestrian analysis and systems planning (preparation of a bike/ped suitability map and subsequent network plan);
- Access to Jobs transportation planning;
- Preparation of build out scenarios/trip generation;
- Preparation of road and bridge codes and standards relating to FEMA natural disaster activities;
- Corridor Management Planning;
- Act as liaison with the public transit provider(s) and their employers in developing commuter solutions, for instance, funding, schedules;
- Passenger and freight rail planning;
- Develop origin/destination studies for both intra and inter regional movement;
- Develop Vermont specific transportation planning tools (trip generation studies; signal delay; gap acceptance and saturation flow analyses);
- Wildlife corridors, crossings, and other environmental transportation connections.

4.4.3. Task 4: Short Range Transportation Planning

The short range transportation planning goals are defined by the longer range view. There are many activities that can contribute to realizing both long term and short term goals. Usually these tasks address specific problems of a non-recurring nature.

Examples include but are not limited to:

- Evaluation and prioritization of specific local and/or regional transportation problems/issues including air and rail;
- Update Regional Project Priority List;
- Assistance to local communities in monitoring and maintaining their transportation system such as levels of service analyses, parking studies and more;
- Assessment of transportation problems on regional corridors and alternatives analysis;
- Feasibility studies, cost-effectiveness studies, origin/destination and capacity studies;
- Evaluations of specific transportation problems including safety inventories and audits;
- Park and Ride (including usage counts and origin/destination studies);
- Evaluation of downtown transportation issues (e.g. economic development; parking and circulation and traffic calming);
- Class II town highway structures, including their location, size, deficiencies, conditions and estimated repair costs;
- Short range transit planning (assisting VTrans consultant with preparation of plan);
- Identify and evaluate opportunities for regional multi-modal centers
- Update Ped/Bike language

4.5. Task 5: Work Plan Content - Project Development Planning

Once goals have been identified through the long range planning process, and projects identified through the short range planning process, each project goes through a process of planning and development. Many small scale decisions are made that influence the efficacy and cost/benefit ratio of the project. Resources are limited, and the over arching goal of the project development process is to maximize the benefit of each project.

Examples include but are not limited to:

- Feasibility and location studies;
- Identification of local issues that relate to scoping analysis;
- Evaluation of various scoping alternatives including cost/benefit analysis;
- Preparation of historical and environmental studies;
- Facilitation and participation in the public decision making process for project development;
- Identification of possible alternative sites/adaptive uses for truss bridges;
- Development of multi-modal facility plans, which consider location and integration of modes (pursuant to Sec. 27 of Act 144 of 1998 Transportation Capital Program);
- Assist and review communities' Local Transportation Facilities projects that can be funded and developed outside the statewide prioritization system (such as Enhancements, Bike/Ped and other locally managed projects);
- Participation in the Project Definition Team meetings, the VTrans forum to decide project parameters;
- Project Prioritization - By February 1 of each year, VTrans will produce a project list from the Capital Program; at that time, the Subrecipients will be asked to prioritize all of their respective regions' Candidate projects, and all Development and Evaluation (D&E) projects that were not prioritized the previous year. This list is due annually on or before June 1.

4.6. Work Plan Content – Task 6: Technical Assistance/Other

One of the primary goals of the transportation planning initiative is to integrate land use planning policies and objectives with intermodal transportation planning strategies. The transportation plans should take land use plans and goals into account, and municipal and regional land use plans should have a comprehensive transportation element. The TPI can assist with this by giving towns enough information so that they can prioritize transportation projects with general land use goals in mind. Below is a list of typical activities that can further these goals. Again, this is meant to be illustrative but not exhaustive:

- Help towns incorporate good access management guidelines into their local zoning ordinances and development review process;
- Review and provide recommendations on transportation elements of town plans;
- Review transportation impacts of Act 250 proposals;
- Review traffic impacts of local development proposals;
- Provide assistance to communities on matters regarding local or regional intermodal transportation problems.

5. FORMS AND BOILERPLATES

5.1 Sample Grant Agreement

All of the above elements will be appended to a grant agreement, to be signed by VTrans and the Subrecipient. The following is an example of the grant agreement. VTrans Contract Administration prepares this and sends to the Subrecipient for signature after the Subrecipient and VTrans have approved the yearly work plan.

STATE OF VERMONT STANDARD GRANT AGREEMENT

Contract # _____

1. Parties: This is a Grant Agreement for services between the State of Vermont, Agency of Transportation (hereinafter called "State"), and _____, a public body formed pursuant to 24 VSA, Section 4341(a), with principal place of business at _____, (hereinafter called "Subrecipient"). Subrecipient is required by law to have a Business Account Number from the Vermont Department of Taxes. The Account Number is (#_____/not required by law).

2. Subject Matter: The subject matter of this Grant is to involve towns in a regional planning effort; to maintain a working transportation plan for the region consistent with state and federal guidelines; to continue to review a prioritized needs/project list for the region; to provide transportation assistance to towns; and to engage in activities which implement the Regional Transportation Plan. Detailed services to be provided by the Subrecipient are described in Attachment A.

3. Maximum Amount: In consideration of the services to be performed by Subrecipient, the State agrees to pay Subrecipient, in accordance with the payment provisions specified in Attachment B, a sum not to exceed _____ (\$ _____).

4. Grant Term: The period of Subrecipient's performance shall begin on _____ and end on _____.

5. Source of Funds:

Federal – funds from Federal Highway Administration (FHWA) EA, Sub/Job (_____)
(\$ _____)

State – _____ (\$ _____)

Local – _____ (\$ _____)

CFDA Title: _____; FHWA funds; CFDA Number 20.205; Award Name: _____
_____; Award Number: _____; Award Year ____; Federal Granting Agency: Federal Highway Administration; Research and Development Grant? Yes ____ No X_____.

6. Prior Approvals: If approval by the Attorney General's Office is required by the granting agency, neither this Grant nor any amendment to it is binding until it has been approved by the Attorney General's Office.

- Approval by the Attorney General's Office is required.

- 7. Amendment: No changes, modifications, or amendments in the terms and conditions of this Grant shall be effective unless reduced to writing, numbered, and signed by the duly authorized representative of the State and Subrecipient.
- 8. Cancellation: This Grant may be cancelled by either party by giving written notice at least five (5) days in advance.
- 9. Attachments: This Grant consists of thirteen (13) pages including the following attachments which are incorporated herein:

Attachment A - Scope of Work to be Performed and Budget
 Attachment B - Payment Provisions
 Attachment C - Customary State Grant Provisions
 Attachment D – Other Provisions

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

STATE OF VERMONT
 AGENCY OF TRANSPORTATION

Subrecipient:
 Fed. ID/S.Sec. # _____

Signature: _____
 Name: _____
 Title: [Deputy] Secretary of Transportation
 Date: _____, 20__

Signature: _____
 Name: _____
 Title: _____
 Date: _____, 20__

APPROVED AS TO FORM:

DATE: _____

 ASSISTANT ATTORNEY GENERAL

ATTACHMENT A
SCOPE OF WORK TO BE PERFORMED BY Subrecipient

The Subrecipient agrees to perform or cause to be performed the services as set forth in the Scope of Work described in F.Y. 200_ Regional Planning Work Plan for the Subrecipient dated _____, and attached hereto and hereby made a part of this Agreement as Attachment A. All work shall be performed in accordance with Attachment A.

The Subrecipient shall assume responsibility for the general supervision of the work and shall be responsible for all procedures, standards, methods of analysis, interpretations, conclusions and the contents of this Work Plan.

The Subrecipient and the STATE shall be jointly responsible for liaison necessary to further the work under this Agreement.

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

**ATTACHMENT B
PAYMENT PROVISIONS**

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

- A. General. In accordance with Attachment A, F.Y. 200_ Regional Planning Work Plan dated _____, and Attachment B, Budget Detail by Task Category dated _____, the total estimated cost of all activities to be performed under this Agreement is (\$) (\$) in federal funds, \$ in STATE funds and \$ in local funds). The STATE agrees to pay the Subrecipient and the Subrecipient agrees to accept, as compensation for the performance of all services, expenses and materials encompassed under this Agreement, ninety percent (90%) of the actual cost of the work performed in accordance with Attachment A, dated _____, which is attached hereto. All costs necessary to carry out the activities described in Attachment A, are to be determined by actual cost records kept by the Subrecipient and any contractors of the Subrecipient in accordance with the provisions of this Agreement, the cost principals established by 49 CFR 18.22 and OMB Circular A-87, and are subject to review under the Single Audit Act of 1984. The total of such payments made shall be adjusted to conform to determination made in such final audit in accordance with these provisions.

- B. Maximum Limiting Amount. The total amount to be paid to the Subrecipient for services related to Attachment A, Work Plan, under this Agreement shall not exceed the maximum limiting amount of (\$).

The STATE shall pay, or cause to be paid, to the Subrecipient progress payments which may be monthly or as otherwise agreed to by the parties for actual costs incurred as determined by using cost records for each Task and expense line items such as labor, benefits and direct and indirect costs of the required services covered by this Agreement. Requests for payment shall be accompanied by progress reports and be made directly to the STATE, for all work. Request for payment for Contractor activities shall be included with the Subrecipient submittals, but will be documented separately.

The STATE shall pay for all approved services, expenses and materials accomplished or used during the period of this Agreement, and only that effort will be included on invoices under this Agreement.

The above payments shall be ninety percent (90%) of the amount expended during the invoice period, and paid promptly, in accordance with applicable STATE and Federal regulations. The STATE shall seek to make payments within thirty (30) days of receipt of an invoice from the Subrecipient.

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

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

Payment must be requested using a Cash Request Form (invoice in format approved by the STATE).

All completed forms should be submitted to:

Name: Director of Policy & Planning
Address: Vermont Agency of Transportation
National Life Building
One National Life Drive
Montpelier, VT 05633-5001

**ATTACHMENT C
CUSTOMARY GRANT PROVISIONS**

- 1. Entire Agreement:** This Grant Agreement represents the entire agreement between the parties on the subject matter. All prior agreements, representations, statements, negotiations, and understandings shall have no effect.
- 2. Applicable Law:** This Grant Agreement will be governed by the laws of the State of Vermont. The Subrecipient must comply with all the federal requirements pertaining to the expenditure of federal funds.
- 3. Appropriations:** If this Grant Agreement extends into more than one fiscal year of the State (July 1 to June 30), and if appropriations are insufficient to support this Grant, the State may cancel at the end of the fiscal year, or otherwise upon the expiration of existing appropriation authority.
- 4. Availability of Federal Funds:** This contract is funded in whole or in part by federal funds. In the event the federal funds supporting this contract become unavailable or are reduced, the State may cancel this contract immediately, and the State shall have no obligation to pay Subrecipient from State revenues.
- 5. No Employee Benefits For Subrecipient:** The Subrecipient understands that the State will not provide any individual retirement benefits, group life insurance, group health and dental insurance, vacation and sick leave, workers compensation or other benefits or services available to State employees, nor will the State withhold any state or federal taxes except as required under applicable tax laws, which shall be determined in advance of execution of the Grant Agreement. The Subrecipient understands that all tax returns required by the Internal Revenue Code and the State of Vermont, including, but not limited to income, withholding, sales and use, and rooms and meals, must be filed by the Subrecipient, and information as to grant income will be provided by the State of Vermont to the Internal Revenue Service and the Vermont Department of Taxes.
- 6. Independence, Liability:** The Subrecipient will act in an independent capacity and not as officers or employees of the State. The Subrecipient shall indemnify, defend and hold harmless the State and its officers and employees from liability and any claims, suits, judgments, and damages arising as a result of the Subrecipient's acts and/or omissions in the performance of this Grant.
- 7. Insurance:** Before commencing work on this Grant the Subrecipient must provide certificates of insurance to show that the following minimum coverages are in effect. It is the responsibility of the Subrecipient to maintain current certificates of insurance on file with the State through the term of the Grant.

Workers Compensation: With respect to all operations performed, the Subrecipient shall carry workers compensation insurance in accordance with the laws of the State of Vermont.

General Liability and Property Damage: With respect to all operations performed under the grant, the Subrecipient shall carry general liability insurance having all major divisions of coverage including, but not limited to:

Premises - Operations
Products and Completed Operations
Personal Injury Liability
Contractual Liability

The policy shall be on an occurrence form and limits shall not be less than:

\$1,000,000 Per Occurrence
\$1,000,000 General Aggregate
\$1,000,000 Products /Completed Products Aggregate
\$ 50,000 Fire Legal Liability

Automotive Liability: The Subrecipient shall carry automotive liability insurance covering all motor vehicles, no matter the ownership status, used in connection with the grant. Limits of coverage shall not be less than:

\$1,000,000 Combined Single Limit

No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of the Subrecipient for the Subrecipient's operations. These are solely minimums that have been set to protect the interests of the State.

8. Reliance by the State on Representations: All payments by the State under this Grant will be made in reliance upon the accuracy of all prior representations by the Grantee, including but not limited to bills, invoices, progress reports and other proofs of work.

9. Requirement to Have a Single Audit: If the subrecipient expends \$500,000 or more in federal assistance during its fiscal year, it is required to have a single audit conducted in accordance with the Single Audit Act, except when it elects to have a program specific audit.

The subrecipient may elect to have a program-specific audit if it expends funds under only one federal program and the federal program's

laws, regulating or grant agreements do not require a financial statement audit of the entity.
A subrecipient is exempt if the entity expends less than \$500,000 in total federal assistance in one year.

10. Records Available for Audit: The Subrecipient will maintain all books, documents, payroll papers, accounting records, and other evidence pertaining to costs incurred under this Grant Agreement and make them available at reasonable times during the period of the Grant and for three years thereafter for inspection by any authorized representatives of the State or Federal Government. If any litigation, claim, or audit is started before the expiration of the three-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved. The State, by any authorized representative, shall have the right at all reasonable times to inspect or otherwise evaluate the work performed or being performed under this Grant Agreement.

11. Fair Employment Practices and Americans with Disabilities Act: Subrecipient agrees to comply with the requirement of Title 21 V.S.A. Chapter 5, Subchapter 6, relating to fair employment practices, to the full extent applicable. Subrecipient shall also ensure, to the full extent required by the Americans with Disabilities Act of 1990 that qualified individuals with disabilities receive equitable access to the services, programs, and activities provided by the Subrecipient under this Grant Agreement. Subrecipient further agrees to include this provision in all subgrants.

12. Set Off: The State may set off any sums which the Subrecipient owes the State against any sums due the Subrecipient under this Grant Agreement; provided, however, that any set off of amounts due the State of Vermont as taxes shall be in accordance with the procedures more specifically provided hereinafter.

13. Taxes Due to the State:

a. Subrecipient understands and acknowledges responsibility, if applicable, for compliance with State tax laws, including income tax withholding for employees performing services within the State, payment of use tax on property used within the State, corporate and/or personal income tax on income earned within the State.

b. Subrecipient certifies under the pains and penalties of perjury that, as of the date the Grant Agreement is signed, the Subrecipient is in good standing with respect to, or in full compliance with a plan to pay, any and all taxes due the State of Vermont.

c. Subrecipient understands that final payment under this Grant Agreement may be withheld if the Commissioner of Taxes determines that the Subrecipient is not in good standing with respect to or in full compliance with a plan to pay any and all taxes due to the State of Vermont.

d. Subrecipient also understands the State may set off taxes (and related penalties, interest, and fees) due to the State of Vermont, but only if the Subrecipient has failed to make an appeal within the time allowed by law, or an appeal has been taken and finally determined and the Subrecipient has no further legal recourse to contest the amounts due.

14. Child Support: (Applicable if the Subrecipient is a natural person, not a corporation or partnership.) Subrecipient states that, as of the date the Grant Agreement is signed, he/she:

a. is not under any obligation to pay child support; or

b. is under such an obligation and is in good standing with respect to that obligation; or

c. has agreed to a payment plan with the Vermont Office of Child Support Services and is in full compliance with that plan.

Subrecipient makes this statement with regard to support owed to any and all children residing in Vermont. In addition, if the Subrecipient is a resident of Vermont, Subrecipient makes this statement with regard to support owed to any and all children residing in any other state or territory of the United States.

15. Subgranting: Subrecipient shall not assign or subgrant the performance of this Grant or any portion thereof to any other Subgrantee without the prior written approval of the State. Subrecipient also agrees to include in all subgrant agreements a tax certification in accordance with paragraph 11 above.

16. No Gifts or Gratuities: Subrecipient shall not give title or possession of any thing of substantial value (including property, currency, travel and/or education programs) to any officer or employee of the State during the term of this Grant Agreement.

17. Copies: All written reports prepared under this Grant Agreement will be printed using both sides of the paper.

18. Suspension and Debarment: Non-federal entities are prohibited by Federal Executive Orders 12549 and 12689 from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement contracts for goods or services equal to or in excess of \$100,000 and non-procurement transaction (grants to subrecipients). By signing this Grant Agreement, current Subrecipient certifies as applicable, that the contracting organization and its principals are not suspended or debarred by GSA from federal procurement and non-procurement programs.

ATTACHMENT D OTHER GRANT AGREEMENT PROVISIONS

1. **Cost of Materials:** Subrecipient will not buy materials and resell to the State at a profit.
2. ~~**Identity of workers:** The Subrecipient will assign the following individuals to the services to be performed under the provisions of this agreement, and these individuals shall be considered essential to performance. [cite individuals]. Should any of the individuals become unavailable during the period of performance, the State shall have the right to approve any proposed successors, or, at its option, to cancel the remainder of the agreement.~~
3. **Work Product Ownership:** Upon full payment by the State, all products of the Subrecipient's work, including outlines, reports, charts, sketches, drawings, art work, plans, photographs, specifications, estimates, computer programs, or similar documents, become the property of the State of Vermont and FHWA and may not be copyrighted or resold by Subrecipient.
4. ~~**Prior Approval/Review of Releases:** Any notices, information pamphlets, press releases, research reports, or similar other publications prepared and released in written or oral form by the Subrecipient under this grant agreement shall be approved/reviewed by the State prior to release.~~
5. **Ownership of Equipment:** Any equipment purchased by or furnished to the Subrecipient by the State under this grant agreement is provided on a loan basis only and remains the property of the State.

All property acquired by Subrecipient, partially or wholly funded under this Agreement, is to benefit the public by providing planning services. Subrecipient is a trustee of said property and acknowledges

that State and FHWA retain a controlling interest in all such property throughout its useful life. Title to vehicles, real property, and other property with an acquisition cost of \$5,000.00 or more per item continues to vest in State until State relinquishes its property rights in writing after the expiration of the useful life of said property. The determination of the useful life of property is solely the decision of the Administrator acting for State and shall be consistent with State and FHWA guidance.

6. **Subrecipient's Liens:** Subrecipient will discharge any and all contractors' or mechanics' liens imposed on property of the State through the actions of subcontractors.
7. ~~**Performance Bond:** The Subrecipient shall, prior to commencing work under this grant agreement, furnish to the State a payment and performance bond from a reputable insurance company licensed to do business in the State of Vermont, guaranteeing the satisfactory completion of the grant agreement by the Subrecipient and payment of all subcontractors, suppliers and employees.~~
8. ~~**Professional Liability Insurance:** Before commencing work on this grant agreement and throughout the term of this grant agreement, Subrecipient shall procure and maintain professional liability insurance for any and all services performed under this grant agreement, with minimum~~

coverage of \$100,000.00 per occurrence.

9. **~~Davis-Bacon Act:~~** ~~The subrecipient will comply with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276e and 18 U.S.C. § 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction sub-agreements.~~
10. **Health Insurance Privacy & Portability Act:** The confidentiality of any health care information acquired by or provided to the independent subrecipient shall be maintained in compliance with any applicable State or federal laws or regulations.
11. **Indirect Cost Rate Proposals:** A minimum of no less than annually, the Subrecipient will prepare an Indirect Cost Rate Proposal and supporting documentation as specified in OMB Circular A-87, Attachment E., and certification by the Subrecipient's chief executive officer in the form prescribed in OMB Circular A-87, Attachment E. "Certificate of Indirect Costs". The Indirect Cost Rate Proposal and Certification will be for the period for which the financial assistance is requested.

The indirect cost rate calculated in the proposal will be stated as a "fixed rate" and used in preparing the Work Plan and budget submitted to the state in support of their application for financial assistance. The certification by the Subrecipient's chief executive officer will be included in the application.

The approved indirect rate will be stated in the financial agreement between the state and the Subrecipient as a "fixed rate" as defined in OMB Circular A-87, Attachment E. In addition to stating the approved indirect rate in the financial agreement, the state will, upon the request of the Subrecipient, issue a letter to the Subrecipient confirming the rate approved for use, which the Subrecipient may use in informing other agencies awarding federal funds.

The "fixed rate" is not subject to adjustment during the period of performance of the financial agreement except upon Subrecipient's application, and State approval, to formally amend the Indirect Cost Rate Proposal. As a "fixed rate" the difference between the estimated costs and the actual, allowable costs for the period covered by the approved rate may be carried forward by the Subrecipient as an adjustment to the rate computation of a subsequent period.

The subrecipient will maintain the indirect cost rate proposal and supporting documents, and certification by the chief executive officer, for audit in accordance with OMB Circular A-87 and as provided in paragraph 9. Records Available for Audit in the Customary Grant Provisions of this agreement.

12. **Audit Requirement:** The independent audit specified in Attachment C, Customary Grant Provisions, paragraph 9., "Requirement to Have a Single Audit" will include testing of the Indirect Cost Rate, and in-kind match in accordance with the latest approved procedure for implementing use of in-kind non-federal matching funds for UPWP tasks.

If the Subrecipient should expend less than \$500,000 in aggregate federal awards in any single fiscal year, the Subrecipient will provide an audit performed by certified, independent auditor, which, at a minimum, will include a schedule of federal financial assistance and include testing of the Indirect Cost Rate. The federal financial assistance schedule will list the grants by title, Code

of Federal Domestic Assistance (CFDA) number, pass-through grantor's number, award amount, receipts, and expenditures. The audit will be submitted within nine months of the end of the fiscal year.

13. Drug Free Workplace: As an employer, the Subrecipient is responsible for maintaining safe, efficient working conditions for its employees by providing a drug free workplace. Therefore, employees shall not engage in the unlawful manufacture, distribution, possession or use of controlled substances (drugs) on the job or on any State work site.

An employee who is under the influence of any drug on the job may pose serious safety and health risks not only to the user but to co-workers and the general public at large.

5.2 Application Instructions and Sample Transportation Planning Initiative Work Plan

The Work Plan is a yearly document is prepared by the Subrecipient in the early summer. It is refined after review by VTrans. The TAC and Subrecipient should approve it before it is finalized. Every Work Plan will be a bit different, depending on the region, the year, and the specific needs for tasks that have developed over the year. Included herein is a SAMPLE only, and must be tailored to each region's specific conditions.

Application Instructions

Purpose:

This circular provides guidance for preparing applications for funding through the Transportation Planning Initiative Program (TPI), administered by the Policy and Planning Division, Vermont Agency of Transportation (VTrans).

Applicant Eligibility:

Vermont Regional Planning Commissions (Subrecipients).

References:

Information pertaining to program policy, objectives, eligibility, and guidance is contained in the TPI Program Manual.

General Overview:

Funds may be authorized for reimbursement of eligible transportation planning expenses for up to a twelve-month period, the period of eligibility coinciding with the Federal fiscal year (October 1 through September 30). The reimbursement may be made for ninety percent (90%) of the expenses incurred under a work plan and budget approved by the VTrans and the Federal Highway Administration (FHWA) under the terms and conditions of a fully concluded Grant Agreement with Local Governments for Planning Services. Any task level funding shifts in excess of 10% will require a formal agreement amendment. Changes less than 10% will require correspondence (letter of request and confirmation).

Application Deadline:

A fully complete application must be received by the VTrans Transportation Planning Coordinator no later than July 1 of each year, to permit sufficient time for the VTrans and FHWA to review the work plans and for the VTrans to process all the cooperative agreements by October 1. To avoid unnecessary delays in reviewing the work plans, Subrecipients are encouraged to work out any problems or questions concerning application form, content or eligibility with their Coordinator well in advance of preparing an application. The best way to do this is by sharing a draft work plan and budget with the Coordinator prior to the due date.

Application Format:

A fully complete application will consist of nine (9) products:

- 1) Narrative work plan delineating the major tasks proposed for the twelve month period, organized by major task categories (Exhibit I)
- 2) Budget Detail by Task Category (Exhibit II)
- 3) Budget Detail by Expense Category (Exhibit III)
- 4) Time/Task/Cost Summary (Exhibit IV)
- 5) Certificate of Indirect Costs
- 6) Procurement System of Self-Certification
- 7) Subrecipient Schedule of Federal Expenditures
- 8) Certification Audit Requirement
- 9) Proof of Insurance, naming the State of Vermont as an additional insured.

Budgets should reflect only costs necessary for performing the proposed work. The types of costs that are eligible for reimbursement are as indicated in the federal Office of Management & Budget Circular A-87. However, for purposes of preparing an application, costs should be summarized into the planning cost categories listed in Exhibit II.

In addition, if indirect costs (overhead) are to be charged, the indirect rate must be supported by a cost allocation plan/indirect cost proposal prepared in accordance with federal Office of Management and Budget Circular A87, updated within the twelve month period prior to the beginning of the proposed new scope of work (in most instances October 1). Alternatively, you may use an indirect rate confirmed in your most recent audit accepted by VTrans. Additionally, there are some new federal regulations governing eligibility with respect to indirect costs. A description of these changes has previously been sent to each Subrecipient.

Project Approval:

Unless indicated otherwise in writing by the VTrans, approval will be in the form of a Cooperative Agreement with Local Governments for Planning Services between the VTrans and the Subrecipient. Costs incurred prior to the period of performance stated in the agreement, normally the beginning of the federal fiscal year, cannot be reimbursed. No costs can be reimbursed prior to the full signatory approval of the Subrecipient and VTrans.

Information/Guidance:

For additional information or assistance, the Subrecipients should contact their VTrans Transportation Planning Coordinator.

Funding Reallocation:

Three months prior to the expiration of the contract, the Subrecipient is responsible for report to VTrans as to whether or not they anticipate any surplus funds. These funds are then made available for use for other planning activities as determined by VTrans. If the change involves 10% or more of the year Work Plan cost, then a formal amendment will be required (refer to Paragraph 3.2.6. regarding Cost Increases/Changes in Scope of Work).

EXHIBIT 1

TRANSPORTATION PLANNING INITIATIVE WORK PLAN

Overall Goals

The regional transportation planning program is intended to achieve the following goals:

- 1 To improve linkages between transportation planning and planning for land use, economic development, and natural resources at the regional and local levels;
- 2 To provide for increased participation by municipalities and members of the public, in making transportation decisions; and
- 3 To facilitate implementation of transportation projects through greater understanding of transportation issues and opportunities.

The transportation planning activities to be conducted by the ABC Regional Planning Commission (Subrecipient) will be in cooperation with its XX member municipalities (in one or multiple counties) and the VTrans. The Work Plan outlined is for the period of October 1, _____ through September 30, _____. The Subrecipient will work to meet the following **objectives:**

Task 1. Administration

Includes basic overhead and costs of general administrative work directly chargeable to the planning project.

Examples include but are not limited to:

- a) Direct program support
- b) Purchase of computers and other equipment directly related to T.P.I. activities
- c) Administration of the cooperative agreement with the State
- d) Administrative tasks associated with consultant agreements
- e) Developing work plans and budgets & employee time devoted to mid-year project reviews
- f) Audit activities related to the TPI program

Task 2. Public Involvement and Coordination

Includes activities educating the public about VTrans and regional transportation planning initiatives, statewide and regional planning needs, and facilitating coordination among state,

regional, municipal and public stakeholders.

Examples include but are not limited to:

- a) Interagency coordination
- b) Citizen participation
- c) Public information and meetings
- d) Newsletters
- e) Coordination with the transportation disadvantaged
- f) Facilitation of VTrans meeting/hearings
- g) Joint TAC meetings
- h) Serve on various transportation related task forces and study committees
- i) Access management education/outreach

Task 3. Long Range Transportation Planning

Includes activities specifically emphasizing long range transportation system planning and analysis.

Examples include but are not limited to

- a) Long range transportation system management activities
- b) Corridor Management Planning (corridor determinations, overlay analyses, corridor analyses)
- c) Access management development, inventory and classification of State Highways and Class I Town Highways into access categories, and continue implementation support to VTrans
- d) Long range travel forecasting and modeling (including Tran Plan)
- e) Modal database development and maintenance
- f) GIS development and maintenance (floodplains, farmland, critical wildlife habitat, and hazardous materials)
- g) Updates and revisions to the Regional Transportation Plan
- h) Bike/pedestrian analysis and systems planning (prepare a bike and pedestrian suitability GIS data and provide assistance with the update of the statewide modal plan)
- j) Preparation of build out scenarios/trip generation
- k) Preparation of road and bridge codes and standards relating to FEMA natural disaster activities
- l) Transit planning (in conjunction with transit providers)
- m) Rail and aviation planning
- n) Scenic roads and byways classification
- o) Develop origin/destination studies for both intra and inter regional movement
- p) Develop Vermont specific transportation planning tools (trip generation studies; signal delay; gap acceptance; and saturation flow analyses)

Task 4. Short Range Transportation Planning

This task includes activities specifically emphasizing short-range transportation system analysis and problem solving of a one-time or short-term duration.

Examples include but are not limited to:

- a) Evaluation and prioritization of specific local and/or regional transportation problems/issues including air and rail
- b) Review, evaluation, and prioritization of VTrans capital construction projects

- c) Corridor studies (with a specific focus or short term analytical objective)
- d) Cost effectiveness studies
- e) Traffic monitoring and flow analysis (emphasis to be placed on Class II roads)
- f) Origin/destination and capacity studies
- g) Focused transportation problem studies and alternatives analysis
- h) Evaluations of specific transportation problems including safety inventories and audits
- i) Park and ride (including usage counts and origin/destination studies)
- j) Evaluation of downtown transportation issues (e.g. economic development; parking and circulation; and route calming/traffic calming)
- k) Class 2 town highway structures, including their location, size, deficiencies, conditions and estimated repair costs.
- l) Prepare an analysis of unmet needs for special services transportation. This would involve looking at the transportation need of the elderly and persons with disabilities, all the programs that fund the services and define the needs by category (social, medical, etc.) that are not met.
- m) Identify and evaluate opportunities for regional multi-modal centers
- n) Organize and facilitate quarterly Regional Public Transit Advisory Committees (RPTACs) for the Elders and Persons with Disabilities Program (FTA 5311). Elderly and Disabled Transportation Services application preparation (FTA 5311, Elders & Persons with Disabilities Program)
- o) Local bridge and culvert inventory data (to be gathered in accordance with the adopted standard and entered into the VTrans Vermont Online Bridge Inventory Tool).

Task 5. Project Development Planning

Includes activities specifically emphasizing project level planning and analysis.

Examples include but are not limited to:

- a) Feasibility and location studies
- b) Cost/benefit analysis
- c) Scoping tasks (manage pre-scoping efforts; ensure that all projects on the P+E and candidate lists are scoped)
- d) Preparation of historical and environmental studies
- e) Review of Enhancement and Bike/Pedestrian projects
- f) Development of multi-modal facility plans, which consider location and integration of modes (pursuant to Sec. 27 of Act 144 of 1998 Transportation Capital Program)

Task 6. Other Activities

Includes those planning activities whose primary emphasis is unrelated to the specific types of activities described above.

EXHIBIT II:
FY Budget Detail by Task Categories
Regional Planning Commision Agreements

Task Number	Task Category Description	Agreement Amount
Task 1	Administration	\$ _____
Task 2	Public Participation and Coordination	\$ _____
Task 3	Long Range Transportation Planning	\$ _____
Task 4	Short Range Transportation Planning	\$ _____
Task 5	Project Development Planning	\$ _____
Task 6	Other Activities	\$ _____
AGREEMENT TOTAL		\$ _____

EXHIBIT III

FY Budget Detail by Expense Category

1. Regional Planning Commission Staff:

	Hours	Rate	Total
Executive Director			
Assist Director			
GIS/IT Mgr			
Transportation Planner			
GIS Tech			
Administrative Assistant			
Tran/Emer Planner			
Intern			
Total Staff Costs			_____

2. Indirect Costs (based on audited rate)

Estimated Rate: %			_____
-------------------	--	--	-------

3. Direct Costs

Travel			
Equipment			
Supplies			
Contract (lay-out, technician, engineering)			
Postage			
Phone			
Copies/Printing (brochures, reports, misc)			
Meetings/Hearings (notices, space)			
Data/Reference Materials			
Total Direct Costs			_____

4. Consultants:

Consultant 1: Rail Trail Coordination*			
Consultant 2: Rail Trail Graphics			
Consultant 3:Lampkin Street			
Consultant 4: Exit 20			
Total Consultant Costs			_____

Total			_____
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EXHIBIT IV: TIME/TASK/COST SUMMARY

A. PERSONNEL (Hours by Task)

TASK #	TASK DESCRIPTION	EXEC DIR	LU PLNR	AST DIR	GIS MGR	TRAN PLAN	GIS TECH	TRAN/EMER	INTERN	ADMN AST	TOT HRS
1	Administration										
2	Public Participation/Coordination										
3	Long Range Planning										
4	Short Range Planning										
5	Project Development Planning										
6	Other Activities										
TOTAL (HRS)											

B. OTHER DIRECT COSTS

TASK #	TASK DESCRIPTION	CONTRACT	TRAVEL	SUPPLIES	DATA/REF	POSTAGE	PHONE	CPY/PRNT	MEETING	EQUIP	TOTAL
1	Administration										
2	Public Participation/Coordination										
3	Long Range Planning										
4	Short Range Planning										
5	Project Development Planning										
6	Other Activities										
TOTAL (\$)											

Contract: technician/traffic counting, RSMS, engineering services as needed (problem evaluation, cost estimates for enhancement grants)
 Supplies: Office/mapping supplies used for transportation planning
 Data/Ref: Reference materials
 Copies/Printing: reproduction costs, including photocopies and rail trail brochures (\$7,000), bike/hike guides (\$4,000)
 Meetings: meeting room space, legal notices, other associated costs/fees
 Travel: mileage, rooms, meals
 Equipment: traffic counter equipment, computer upgrades

C. COST PROPOSAL SUMMARY

TASK #	TASK DESCRIPTION	EXEC DIR	LU PLNR	AST DIR	GIS MGR	TRAN PLAN	GIS TECH	TRAN/EMER	INTERN	ADM ASST	TOT STAFF	INDIRECT	CNSLT 1	CNSLT 2	CNSLT 3	CNSLT 4	DIRECT	TOTAL
	Estimated Rate	\$39.21	\$21.35	\$32.20	\$23.36	\$23.33	\$19.96	\$28.22	\$11.85	\$19.05	NA	84.00%	Rail Trail	RT Graphics	Lampkin St	Exit 20	NA	
1	Administration																	
2	Public Participation/Coordination																	
3	Long Range Planning																	
4	Short Range Planning																	
5	Project Development Planning																	
6	Other Activities																	
TOTALS (\$)																		

Consultant 1: Rail Trail Coordination
 Consultant 2: Exit 20 Study, continued from FY 05
 Consultant 3: Franklin Sidewalk Study, continued from FY 05
 Consultant 4: Intersection Study in Fairfax
 Labor Rates include fringe

Note: consultant rates include overhead.

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5.3. Certificate of Indirect Costs

CERTIFICATE OF INDIRECT COSTS

This is to certify that I have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal [identify date] to establish billing or final indirect costs rates for [identify period covered by rate] are allowable in accordance with the requirements of the Federal award(s) to which they apply and OMB Circular A 87, "Cost Principles for State, Local, and Indian Tribal Governments." Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct.

Governmental Unit: _____

Signature: _____

Name of Official:

5.4. Procurement System Self-Certification

PROCUREMENT SYSTEM SELF-CERTIFICATION

**In Accordance With
49CFR Part 18.36(g)(3)(ii)**

A. ORGANIZATION'S NAME:

B. ORGANIZATION'S ADDRESS:

C. Summary of Significant Procurement Areas:

- 1. Summary of the organization's contract administration system; i.e., structure of procurement office, delegations of authority and responsibility, reporting relationships, identification of formal documents setting forth these elements.**

- 2. Summary of written code of standards of conduct governing the performance of the organizations' employees engaged in the award and administration of contracts.**

- 3. Summary of procedures for review of proposed procurements to avoid purchase of unnecessary or duplicative items.**

- 4. Summary of selection procedures for procurement transactions in accordance with 49CFR, Part 18.36(c)(3)(i) and (ii).**

- 5. Summary of small purchase procurement procedures if an organization intends to use this method of procurement for items that do not cost more than \$10,000 in the aggregate.

- 6. Summary of method for conducting technical evaluation of proposals and selection, if an organization uses the competitive proposal method of procurement.

- 7. Summary of bonding policy and requirements (or a statement that the organization uses the minimum requirements set forth in 49CFR Part 18.36(h).

D. Grantee has attached a copy of its full bid protest procedure.

E. Organization Certification:

I, as the authorized official of the organization listed above, hereby certify that Procurement System of the

(Organization's Name)

meets all the applicable requirements of OMB Circular 49CFR, Part 18.36.

Executed this _____ date of _____, 19_____.

BY: _____ TITLE: _____

ORGANIZATION: _____

5.5. Subrecipient Schedule of Federal Expenditures

**STATE OF VERMONT
SUBRECIPIENT SCHEDULE OF FEDERAL EXPENDITURES**

FISCAL YEAR ENDING DATE: _____ **VENDOR NUMBER:** _____

SUBRECIPIENT NAME: _____

ADDRESS: _____

CFDA Number	Awarding Agency	Grant Number	Expenditures
Total			

1. **Fiscal Year Ending:** The ending date of the subrecipient's fiscal year covered by this report.
2. **CFDA number:** The Catalog of Federal Domestic Assistance identification number.
3. **Awarding Agency:** The federal, state, or other pass-through entity awarding funds to this subrecipient.
4. **Grant Number:** The number assigned by the awarding agency to identify specific grant awards.
5. **Expenditures:** Expenditure/expense transactions associated with carrying out the requirements of the federal grant, regardless of whether or not reimbursement has been made by the granting agency. Include, in schedule or notes, the value of federal awards expended for non-cash assistance.

Complete one form for each organization, including all federal funds expended by the organization. List each grant award separately, attaching a separate sheet if more lines are needed.

This form is required only from those subgrantees not requiring a single audit. It should be completed once annually for all federal grant expenditures incurred by the organization at the conclusion of its fiscal year. This form must be completed by the Chief Financial Officer, Controller, Treasurer, Business Manager, or other person responsible for the financial records of the organization.

Attach to the Certification of Audit Requirement and mail to:
 Department of Finance & Management
 Financial Operations Division
 109 State Street, 4th Floor
 Montpelier, VT 05609-5901

I certify that the above information is correct:

Name: _____ Title: _____

Signature: _____ Date: _____

Phone: _____ Email: _____

5.6. Certification of Audit Requirement

**STATE OF VERMONT
CERTIFICATION OF AUDIT REQUIREMENT**

Pursuant to OMB Circular A-133, " Audits of States, Local Governments, and Non-Profit Organizations", a subrecipient that expends \$500,000 or more in federal assistance during its fiscal year is required to have a single audit conducted in accordance with the Single Audit Act, except when it elects to have a program specific audit. The subrecipient may elect to have a program specific audit if it expends funds under only one federal program and the federal program's laws, regulations or grant agreements do not require a financial statement audit of the entity.

A subrecipient is exempt from having a Single Audit if the entity expends less than \$500,000 in total federal assistance in its fiscal year. If the subrecipient is not required to have a single audit a **Subrecipient Schedule of Federal Expenditures** must be completed and be submitted with this form.

SUBRECIPIENT NAME: _____

ADDRESS: _____

SINGLE AUDIT IS REQUIRED FOR THE ABOVE FISCAL YEAR:

YES

NO

If a single audit is required, the subrecipient must submit a copy of it to the State within nine (9) months after its fiscal year-end. The State of Vermont will assign a Primary Pass-Through Entity and that entity will notify the subrecipient of that assignment. The subrecipient will submit its audit to that entity as well as any other pass-through entity that requests it. Do not submit a copy of the single audit report with this form, or directly to the Department of Finance and Management.

This form must be completed by the Chief Financial Officer, Controller, Business Manager, Treasurer, or other person responsible for the financial records of the organization. (Under normal circumstances, it should not be completed by the program manager.) Completed forms are required annually, within forty-five (45) days after the end of the organization's fiscal year.

Submit to:
Department of Finance and Management
Financial Operations Division
109 State Street, 4th Floor
Montpelier, VT 05609-5901

I certify that the above information is correct:

Name: _____ Title: _____

Signature: _____ Date: _____

Phone: _____ Email: _____

5.7. Billing Procedures and Procurement Guidelines

Federal procurement procedures are detailed in 49CFR18.36. The following summarizes what participants in the TPI program must do to meet these regulations. This summary is meant as guidance and does not replace what is contained in the codes of federal regulations.

TPI participants may use their own regular procurement procedures, provided these meet the minimum requirements outlined here. The underlying principle is that full, open and fair competition shall be maintained. Full competitive procurement procedures according to 49CFR18.36 must be maintained when the total cost of the services is \$75,000 or greater.

Please refer to the following table and descriptions that follow to guide you through the acquisition process:

Cost of Eligible Service	Applicable Procurement Procedure
Under \$1,000	Minor Acquisition
\$1,000 to \$10,000	Small Purchase
\$10,000 to \$75,000	Simplified Acquisition
Over \$75,000	Formal Acquisition

Minor Acquisition

Between 0 and < \$1,000

If services are less than \$1000, the TPI participant will research the price and availability and may contact known suppliers to determine which offers the most economical price for the quantity and quality specified. When research is completed, a determination is made from which the source purchase shall be made. The TPI participant must place in the official project file, documentation of how they made their decision.

Agreements for procurements under \$1,000 may be brief. The brief agreement format may consist of a single sheet labeled “contract” stating the parties and essential terms. The essential terms should include the services to be performed, anticipated deliverables, the beginning and ending dates, the amount payable and payment provisions.

SMALL PURCHASE PROCUREMENT

Between \$1,000 and < \$10,000

The TPI participant may solicit price quotations and/or proposals from three or more sources that customarily offer the services. (This solicitation may be by phone, provided you document it). It is important that you solicit three or more proposals, but it is acceptable to receive fewer. You may make your choice based on one or two proposals. Choice of service providers is not based solely on cost. The project manager should provide a description of the qualifications sought in their solicitation and why the chosen source meets their needs. A description of the prices charged by the sources and an explanation as to why such charges are both cost effective and reasonable should be provided. The TPI participant must place the following documentation in the official project file:

- ◆◆ A description of the work and qualifications sought.
- ◆◆ Who, how, and when you contacted the three sources that offer such services.

- ◆◆ The proposal you accepted, its price, and your explanation of why it is cost effective and reasonable.
- ◆◆ It is important that you solicit three or more proposals, but it is acceptable to receive fewer. You may make your choice based on one or two proposals.

SIMPLIFIED ACQUISITION PROCUREMENT

Between \$10,000 and <\$75,000

The TPI participant must prepare a scope of services and a cost estimate for the services sought (for internal use). Solicitation of written price quotations and proposals will be sought from three or more sources that customarily offer these services. The sponsor shall clearly state to all sources what the basis of selection will be; awards generally are made on the basis of technical merit and responsiveness to the scope of services. The comparative costs of the proposals may be considered but may not be the main basis of selection; the financial data received should be reviewed to ensure the prospective source is capable of performing the work.

You must place the following documentation in the official project file:

- ◆◆ The scope of services you prepared and your internal cost estimate.
 - ◆◆ Your RFP including the written statement of what the basis for selection and award will be.
 - ◆◆ Who, how, and when you solicited written proposals from the three or more sources that offer such services.
- ◆◆ A copy of the selected proposal.

FORMAL ACQUISITION PROCEDURE

\$75,000 or greater

Must be according to 49CFR18.36.

<http://www.fhwa.dot.gov/legsregs/directives/cfr49toc.htm>

Section 5.4 is a good example of procurement procedures which not only comply with the above mentioned federal regulations and procurement self-certification requirements, but are clear and familiar to the community of firms that will be competing for these contracts.

PROCUREMENT BY NON-COMPETITIVE NEGOTIATION

Procurement by noncompetitive negotiation is procurement through solicitation from only one source, or after solicitation of a number of sources, competition is determined inadequate. Procurement by non-competitive negotiation may be used only when the award of a contract is not feasible under a competitive process and one of the following circumstances applies:

- 1) The service is available only from a single source; 2) There is an emergency which will not permit the time necessary to conduct competitive negotiation; 3) VTrans authorizes non-competitive negotiation; or

A written sole source justification must be prepared for review and approval by the VTrans Transportation Planning Coordinator. The TPI participant will ensure that VTrans approval is

obtained **before** entering into negotiations or making an award of a non-competitive awarded agreement.

ENGINEERING AND DESIGN SERVICES

http://www.access.gpo.gov/nara/cfr/cfrhtml_00/Title_23/23cfr172_00.html

In general, TPI funds should not be used for engineering and design services. These are considered part of the project development process (e.g. detailed engineering plans, environmental permitting, architectural plans, etc.). Most services procured with TPI funds fall under the category of “planning activities,” including conceptual alignment analyses and preliminary environmental investigations and conceptual designs.

On the rare occasion where this might be an issue, the TPI participant must obtain the advance written approval of VTrans and FHWA beforehand. Procurement of engineering and design related services shall be in accordance with Title 19, Chapter 1, §10a, VSA; and 23 CFR Part 172. This involves a qualifications-based award process as part of the competitive procurement process.

***EQUIPMENT ***

<http://www.fhwa.dot.gov/legsregs/directives/cfr49toc.htm>

Equipment purchased with TPI funds should be recorded, managed, and disposed with, according to the conditions set forth in the cooperative agreement between VTrans and the TPI participant and with the written approval of the VTrans Transportation Planning Coordinator. This is in accordance with the provisions of 49 CFR 18.32.

5.7.1. Sample Procurement Procedures

Regional Planning Commission Procurement Procedures

1.0 Purpose and Authority:

The purpose of this document is to describe the process through which the Regional Planning Commission will procure consultant services and equipment for the accomplishment of assignments under the Transportation Planning Initiative beyond the ability of the Commission staff due to workload or available in-house expertise.

This document is intended to satisfy the requirements to self-certify Subrecipient procurement procedures as in compliance with applicable federal regulations (pursuant to 49 CFR 18.36(g)3.)

These policies and procedures have been developed in accordance with the following state and federal statutes and regulations:

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

Vermont Agency of Administration Administrative Bulletin 3.5
Contracting Procedures for Services.

Title 49 Code of Federal Regulations (CFR) Part 18 - Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

U.S. Office of Management and Budget (OMB) Circulars as follows:

- ◆ OMB A-87 - costs Principles for State and Local Government.
- ◆ OMB A-102 - Administrative Requirements for Grants-in-Aid for States and Local Governments.
- ◆ OMB A-133 - Audits of States, Local Governments, and Non-Profit Organizations

2.0 Definitions:

Agency - Vermont Agency of Transportation.

Contractor - Any third party providing services or materials to the Subrecipient for the purpose of accomplishing the Work Plan. Equipment - Tangible, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

Federal Agency - Federal Highways Administration, U.S. Dept. of Transportation.

FHWA - Federal Highways Administration, U.S. Dept. of Transportation.

Subrecipient - Regional Planning Commission.

Planning Coordinator - VTrans Policy and Planning Division staff responsible for the coordination of work accomplished under the Planning Initiative.

VTrans - Vermont Agency of Transportation.

Work Plan - The schedule of work elements for which financial support is requested under the VTrans' Transportation Planning Initiative.

3.0 General Procurement:

- a. The Subrecipient will maintain a contract administration system which ensures that contractors perform in accordance with the terms, conditions and specifications of their contracts or purchase orders.
- b. The Subrecipient will maintain a written code of standards of conduct as part of the Subrecipient Personnel Policies governing the performance of their employees engaged in the award and administration of contracts under this program. In addition, no employee, officer or agent of the Subrecipient shall participate in the selection, award or administration of a contract supported by State or Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:
 - i. The employee, officer or agent or,
 - ii. Any member of his immediate family or,
 - iii. His or her partner, or
 - iv. Any organization which employs, or is about to employ, any of the above has a financial or other interest in the form selection for award.

The Subrecipient officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. The Subrecipient may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. To the extent permitted by State or local law or regulations, such standards of conduct will provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the Subrecipient officers, employees or agents, by consultants or their agents.

c. The Subrecipient will review proposed procurement to avoid purchase of unnecessary or duplicative items. Consideration will be given to consolidating or breaking out procurement to obtain a more economical purchase. Where appropriate, an analysis should be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

d. In order to foster greater economy and efficiency, the Subrecipient will endeavor to enter into State and local intergovernmental agreements for procurement or use of common goods and services.

e. The Subrecipient will endeavor to use federal and state excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

f. The Subrecipient will maintain records sufficient to detail the significant history of procurement. These records will include, but not be limited to, the rationale of the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

The Subrecipient will use time and material-type contracts only:

g. a. after a determination that no other contract is suitable, and

b. if the contract includes a ceiling price that the contractor exceeds at its own risk.

h. The Subrecipient alone will be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protest, disputes, and claims. These standards do not relieve the Subrecipient of any contractual responsibilities under its contracts.

i. The Subrecipient will have protest procedures to handle and resolve disputes as part of all contracts awarded, and shall, in all instances of such occurrences, disclose information regarding the protest to the Agency. A protestor must exhaust all State and local potential remedies before pursuing a protest with the Federal Agency. Review by the Federal agency will be limited to alleged violations of federal laws or regulations, or Subrecipient protest procedures.

j. All procurement transactions will be conducted in a manner providing full and open competition. The Subrecipient will be alert to organizational conflicts of interest or noncompetitive practice among contractors that may restrict or eliminate competition or otherwise restrain trade. Awards will be made to the contractor whose offer is most responsive to the solicitation and is most advantageous to the Subrecipient.

k. Solicitations for goods and services shall be based upon a clear and accurate description of the technical requirements for the material, product or service to be procured. Such a description shall not, in competitive procurement, contain features which unduly restrict competition. Brand name or equal description may be used as a means to define the performance of other salient requirements of procurement, and when so used, the specific features of the name brand, which must be met by bidders, shall be clearly specified.

l. Positive efforts shall be made by the Subrecipient to utilize Vermont's small businesses and minority-owned businesses as sources of supplies and services. Such efforts will allow these sources the maximum feasible opportunity to compete for contracts.

m. Some form of price or cost analysis shall be made in connection with every procurement action. Price analysis may be accomplished in various ways, including the comparison of price quotations submitted, market prices and similar indications together with discounts. Cost analysis is the review and evaluation of each element of cost to determine reasonableness, allocability and allowability. The Subrecipient must make independent estimates before receiving bids or proposals.

n. All bids must be binding. Increases may be granted only in cases in which the

Subrecipient and VTrans agree in writing that there is work required beyond that in the scope of the original bid specifications.

o. Small purchases (below \$10,000 in aggregate) may be procured using a process, which solicits price, or rates quotations obtained from at least three qualified sources, and receives approval from the Planning Coordinator. Small purchases (below \$250 aggregate) of consumable supplies shall be exempt from this requirement.

p. For those purchases above \$10,000, the Subrecipient shall use either a sealed bid or a competitive proposal process. In either case, provision shall be made to publicly advertise the solicitation and secure an adequate number of bid/proposals. The Subrecipient will develop and use technical evaluation and review criteria, and choose the contractor proposal which best responds to the bid/proposal specifications.

q. Procurement by non-competitive proposals may be used within the written approval of VTrans only if it is determined that either the small purchase, sealed bid or competitive proposal process is not feasible, AND one of the following circumstances applies:

8 The item is available only from a single source;

8 The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

8 After solicitation from a number of sources, competition is determined inadequate.

The following requirements shall apply in a competitive negotiation situation:

1 Proposals shall be solicited from an adequate number of qualified sources to permit reasonable competition, consistent with the nature and requirements of the procurement. All qualified sources may submit a proposal. The request for proposals shall be publicized.

2 The request for proposal shall identify all significant evaluation factors, including price or cost where required and their relative importance.

3 Provision shall be made for technical evaluation of the proposals received, determinations of responsible offerors for the purpose of written or oral discussions, and selection for contract award.

4 Award may be made to the responsible offeror whose proposal will be most advantageous, price and other factors considered. Unsuccessful offerors will be notified promptly.

r. All solicitations for engineering and design-related services shall follow the procurement process outlined in 23 CFR, Part 172.

s. The Subrecipient will comply with 19 VSA 10a for procurement of Architectural Engineering (A/E) and related professional services. Only Agency pre-qualified firms for A/E may be used as approved by program engineer.

t. The Subrecipient procurement file must contain the Planning Coordinator's written approval of:

2 The technical specifications for all proposed procurement (purchases or personal services contracts).

2 The list of firms to be notified about a procurement request. Full and open competition is required.

2 The final draft contract or agreement or purchase order including submission of the Subrecipient cost estimates, a description of the cost on price analysis performed by the Subrecipient, and the technical evaluation of all proposals.

u. A procurement selection committee shall be established appointing the planning coordinator as a non-voting member.

v. The Subrecipient shall use VTrans provided pro-forma contracts and agreements for

contractual compliance with State and Federal requirements.

- w. The Subrecipient shall prepare a technical evaluation for the proposals received.
- x. The Agency will be billed direct, eligible costs associated with the Work Plan at actual cost or less.

5.7.2. Purchase of Equipment:

All equipment must be approved as part of the approval of the overall annual work plan. Title to the equipment shall be jointly held between VTrans and the Subrecipient. The purchased equipment must be directly related to the implementation of the work plan and is to be used only for the originally authorized purpose. If the equipment is no longer needed, the Subrecipient will notify VTrans of this for possible use on other projects or programs supported by VTrans or FHWA. However, when acquiring replacement equipment approved by VTrans, the Subrecipient may use the equipment to be replaced as a trade-in or sell the equipment and use the proceeds to offset the cost of the replacement equipment.

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

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

- a. Property records must be maintained that include a description of the property, a serial number or other identification number, the source of the property, who holds title, the acquisition date, the cost of the property, When original or replacement equipment acquired under an agreement is no longer needed for the original project or program, disposition of the equipment will be made as follows:

the location and use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.

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

- a. Items of equipment with a current per-unit market value of less than \$5,000 may be retained, sold or otherwise disposed of with no further obligation.

- b. Items of equipment with a current per-unit market value in excess of \$5,000 may be retained or sold and VTrans shall have the right to an amount calculated by multiplying the current market value or proceeds from sale by VTrans' share of the equipment.

In cases where the Subrecipient fails to take appropriate disposition actions, VTrans may direct the Subrecipient to take excess property and disposition actions. The Federal Government may reserve the right to transfer title to the Federal government or a third party when such a third party is otherwise

eligible under existing statutes. Such transfers shall be subject to the following standards:

a. The property shall be identified in the agreement or otherwise made known to the Subrecipient in writing.

b. The Federal awarding agency (FHWA) shall issue disposition instructions within 120 calendar days after the end of the Federal support of the project for which it was acquired. If the Federal government fails to issue disposition instructions within the time frame, the Subrecipient will follow the instructions as described above. When title is transferred, the Subrecipient will be paid an amount calculated by applying the percentage of participation in the purchase to the current fair market value.

5.7.3 Purchase of Supplies:

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

Adopted by the Subrecipient Board of Commissioners, DATE

Executive Director

5.8. Billing Procedures

The Subrecipient should bill VTrans once a month. Each bill should include the following:

- ◆ A cover letter;
- ◆ A progress report: A list of tasks that were accomplished this month with appropriate explanations;
- ◆ Billing and Task Summary;
- ◆ Billing detail;
- ◆ Invoices or documentation for any in-kind match;
- ◆ Invoices for any expenses;
- ◆ If there are consultant bills, these should be included, along with a short description of work accomplished.

Each part should always have a heading, stating the following information: Who are you; Date of current invoice; VTrans number; Invoice number and billing period.

5.8.1 Sample Cover Letter: (Use letterhead paper if possible. In any case, include all information.)

_____ Regional Planning Commission
Address and Telephone Number

Date: _____

To: Transportation Coordinator VT
Agency of Transportation National
Life Building, Montpelier VT 05633-
5001

Re: Transportation Planning Initiative VAOT STP SPR PL-1(99) EA # 0001099 Subjob #706

Dear TC,

Enclosed is Invoice # __, covering the period of month/year under the FY?? contract. This invoice includes billing for sub-consultants in the amount of \$_____.

The Subrecipient is billing the Agency for a total of \$18,000 with 10% (\$1,800) allocated to the local share and **\$16,200** as VTrans' share.

Staff have reviewed the costs and believe they accurately reflect the work performed.

Sincerely,

(Signature)
(Authorized signer and title)

enclosed: Progress report
 Billing and Task Summary;
 Billing detail;
 Invoices or documentation for any in-kind match;
 Invoices for any expenses;
 Consultant bills

5.8.2 Progress Report

This should accompany the monthly billing. This is a communications tool, and may be brief but should include a list of activities and a brief description of content and issues. The following can be used as a template for the progress report:

TASK	ACTIVITY DONE THIS MONTH
Task 1: Administration	
1.1 Administer Work Plan	Solicited information about purchasing a color printer.
1.2 Manage financial records and reporting	Submitted April billing.
Task 2: Public Participation and Coordination	
2.1 Staff Training	No work undertaken this month.
2.2 Coordination of transportation planning	Met with South Whoisit planner regarding sidewalk project.
2.3 Educate and inform public policy makers and local officials on transportation issues	Prepared mailing and held May TAC meeting and prepared minutes.
2.4 Encourage citizen input into TPI process	Published newsletter and prepared advertisement for TAC meeting.
Task 3. Long Range Transportation Planning	
3.1 Assess future demand	Worked on Traffic Model
3.2 Create Access Management Categories	Completed in January.
3.3 Update Regional Transportation Plan	Had kick-off meeting with consultant on 5/2.
Task 4. Short Range Transportation Planning	
4.1. Update Transportation Improvement Plan	No work undertaken this month
4.2 Develop regional bicycle conditions map	Met with VTrans staff and gave him info
4.3 Support transit providers in 5310 program	Completed in March
4.4 Assist towns in culvert inventories	Worked with two towns this month
Task 5. Project Development Planning	
5.1 Participate in 502 hearings and PDT mtgs.	Attended PDT meeting on 5/9.
5.2 Assist towns with grant applications	Spoke to town about Enhancements app.
Task 6. Other: Technical Assistance	
6.1 Review transportation element in town plan	Worked with one town on this.

5.8.3 Billing and Task Summary

_____ **Regional Planning Commission**
Invoice Number, Date & Contract Number

Contract Invoiced	Current Invoice
Task # & Description Amount Balance To Date	
Task 1 Administration \$ _____ \$ _____ \$ _____	\$ _____
Task 2 Public Participation and Coordination \$ _____ \$ _____ \$ _____	\$ _____
Task 3 Long Range Transportation Planning \$ _____ \$ _____ \$ _____	\$ _____
Task 4 Short Range Transportation Planning \$ _____ \$ _____ \$ _____	\$ _____
Task 5 Project Development Planning \$ _____ \$ _____ \$ _____	\$ _____
Task 6 Other Activities \$ _____ \$ _____ \$ _____	\$ _____
Total: \$ _____ \$ _____ \$ _____	\$ _____

Contract Invoiced	Current Invoice
Amount Balance To Date	
Labor \$ _____ \$ _____ \$ _____	\$ _____
Fringe (approved rate) \$ _____ \$ _____ \$ _____	\$ _____
Subtotal \$ _____ \$ _____ \$ _____	\$ _____
Indirect (approved rate) \$ _____ \$ _____ \$ _____	\$ _____
Direct \$ _____ \$ _____ \$ _____	\$ _____
Subconsultants \$ _____ \$ _____ \$ _____	\$ _____
Total: \$ _____ \$ _____ \$ _____	\$ _____

Local 10% Match:	\$ _____
Less In-Kind Match:	\$ _____
Total to be Paid This Invoice:	\$ _____

5.8.4 Billing Detail

_____ **Regional Planning Commission**
Date & Contract Number

Hours	Rate	Total
Executive Director	\$/hr _____	\$ _____
Transportation Planner	\$/hr _____	\$ _____
Planner	\$/hr _____	\$ _____
Clerical Staff	\$/hr _____	\$ _____
	\$/hr _____	\$ _____
	\$/hr _____	\$ _____
Total Staff		\$ _____
2. Indirect Costs:	Rate: _____ %	\$ _____
3. Direct Costs:	Cost	
Travel	\$ _____	
Equipment	\$ _____	
Supplies	\$ _____	
Contractual	\$ _____	
	\$ _____	
Total Direct		\$ _____
4. Consultants:	Cost	
	\$ _____	
	\$ _____	
Total Consultants		\$ _____

5.8.5 Invoices or Documentation for In-Kind Match

The Subrecipient local match requirement can be REDUCED by this amount. Volunteer time must be documented.

5.8.6. Invoices for Expenses:

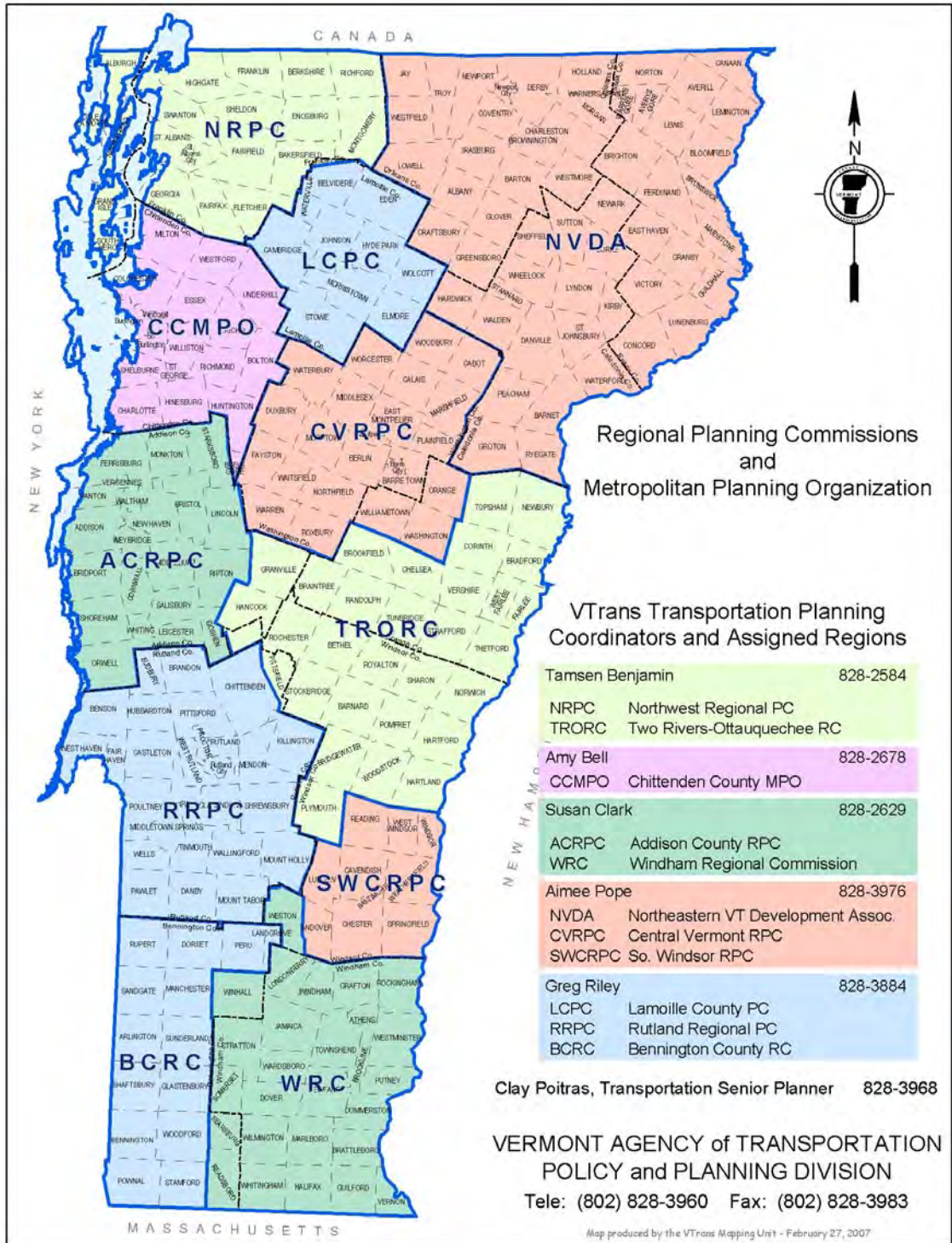
Make it clear what activity these expenses supported.

5.8.7 Consultant Invoices:

These should include a short description of work accomplished plus other pertinent information such as time period, name, date etc.

6. Statewide Planning Information & Resources

6.1 Regional Planning Coordinators and Regional Planning Commissions (map – next page)



6.2 Regional Planning Commission Names and Addresses

TWO RIVERS-OTTAUQUECHEE REGIONAL COMMISSION

3117 Rose Hill, Woodstock VT 05091

January 2007

VERMONT REGIONAL PLANNING COMMISSIONS STAFF LISTINGS

ADDISON COUNTY REGIONAL PLANNING COMMISSION

79 Court Street
Middlebury, VT 05753

Phone: 388-3141

Fax: 388-0038

Website: www.acrpc.org

Adam Lougee, Executive Director

alougee@sover.net

Kevin Behm, Assistant Director, GIS Data Manager

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Tim Bouton, Emergency Mgt Planner/Senior Planner

tbouton@sover.net

Jeffrey Owen, Planner

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Richard Kehne, Transportation Planner

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Amy Diller, Staff/Watershed Planner

adiller@sover.net

Pauline Cousino, Bookkeeper/Office Manager

pcousino@sover.net

BENNINGTON COUNTY REGIONAL COMMISSION

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Arlington, VT 05250

Fax: 375-1561

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James D. Sullivan, Assistant Director/Senior Planner (x5)

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Lissa Stark, Projects Specialist (x2)

brcr@rpc.bennington.vt.us

James Henderson, GIS-Senior Planner (x4)

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Collette Galusha, Executive Secretary-Bookkeeper (x0)

brcrccgal@verizon.net

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

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Phone: 229-0389

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Kelsey Rydland, GIS Planner

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Clare Bootle, Assistant Planner

clarebootle@cvregion.com

Laurie Emery, Office Manager

emery@cvregion.com

CHITTENDEN COUNTY METROPOLITAN PLANNING ORGANIZATION

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South Burlington, VT 05403-6839

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CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION

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NORTHEASTERN VERMONT DEVELOPMENT ASSOCIATION

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NORTHWEST REGIONAL PLANNING COMMISSION

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Rutland, VT 05702

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SOUTHERN WINDSOR COUNTY REGIONAL PLANNING COMMISSION

Ascutney Professional Building

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Jason Rasmussen, Transportation Planner
Marjorie LaFlam, Administrative Assistant
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Chris Sargent, Regional Planner
Crystal Loffler, Planner
Sally Mansur, Regional Planner
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WINDHAM REGIONAL COMMISSION

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Sue Fillion, Planner, (x112)
Rod Francis, Planner, (x108)
Kendall Gifford, Housing Rehab. Specialist, (x109)
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mshags@sover.net
erinf@sover.net

6.3. Public Transit Providers

**Agency of Transportation
Public Transit Section**

Public Transportation Agency	Contact Person	Telephone Number	Address	VTrans Public Transit Coordinator
Addison County Transit Resources	Jim Moulton, Executive Director	802-388-1946	PO Box 532 Middlebury, VT 05753	Krista Chadwick 802-828-5750
Advance Transit	Van Chesnut, Executive Director	802-295-1824	PO Box 1027 Wilder, VT 05088	Barrie Rosalinda 802-828-5577
Brattleboro, Town of	Rebecca Gagnon, Bee Line Bus Coordinator	802-254-4541	230 Main Street, Suite 208 Brattleboro, VT 05301	Brian Waterman 802-828-6521
Chittenden County Transportation Authority	Chris Cole, General Manager	866-864-0211	15 Industrial Parkway Burlington, VT 05402	Krista Chadwick 802-828-5750
Connecticut River Transit	Gary Fox, Executive Director	802-885-5165	PO Box 68 Springfield, VT 05156	Tom Logan 802-828-0450
Deerfield Valley Transit Association	Randy Schoonmaker, Executive Director	802-464-8487	PO Box 429 West Dover, VT 05356	Brian Waterman 802-828-6521
Green Mountain Community Network	Donna Baker, Executive Director	802-442-3554	215 Pleasant Street Bennington, VT 05201	Brian Waterman 802-828-6521
Green Mountain Transit Agency	Chris Cole, Executive Director	802-866-864-0211	c/o CCTA 15 Industrial Parkway Burlington, VT 05402	Krista Chadwick 802-828-5750
Marble Valley Regional Transit District	Larry Dreier, Executive Director	802-773-3244	158 Spruce Street Rutland, VT 05701	Barrie Rosalinda 802-828-5577
Northwest Vermont Public Transit Network	Gary Champy, Executive Director	802-527-2181	319 South Main Street, Suite 1 St. Albans, VT 05478	Barrie Rosalinda 802-828-5577
Rural Community Transportation	Mary Grant, Executive Director	802-748-8170	492 Bay Street St. Johnsbury, VT 05819	Barrie Rosalinda 802-828-5577
Stagecoach Transportation Services	David Palmer, Executive Director	802-728-3773	PO Box 356 Randolph, VT 05060	Krista Chadwick 802-828-5750

6.4 Prequalified Consultants List (VTrans link)

www.aot.state.vt.us/conadmin/relateddocs.htm

6.5 Planning Links

Statewide Long Range Transportation Plan www.aot.state.vt.us/planning/planning.htm

Statewide Bicycle/Pedestrian Plan www.aot.state.vt.us/planning/BIKEPED.htm

Vermont Transportation Enhancements Program

www.aot.state.vt.us/projdev/Sections/LTF/Enhancements%20Program/EnhancementsMainPage.htm

The Federal Highways Administration: www.fhwa.dot.gov

American Association of State Highway Transportation Officials:

www.aashto.org/aashto/home.nsf/FrontPage

Rails Trails Conservancy: www.railtrails.org/

Surface Transportation Policy Project: <http://www.transact.org/>

Scenic Byways: <http://www.byways.org/>

Lake Champlain Bikeways: <http://www.champlainbikeways.org/>

7. Statewide Information (Links)

7.1 VTrans GIS: www.aot.state.vt.us/omc/default.htm

7.2 Access Management & Functional Classification: www.aot.state.vt.us/TechServices/Default.htm

7.3 Traffic Data: www.aot.state.vt.us/TechServices/Default.htm

7.4 Traffic Modeling: http://www.aot.state.vt.us/planning/statewide_tdf.htm

7.5 Geodetic Surveys: <http://vcap.aot.state.vt.us/>

7.6 The Vermont Local Roads Program: <http://www.ltapt2.org/centers/vt.htm>

The Vermont Local Roads Program can help towns with many hands-on local road maintenance, inventory and assessment functions. They have developed a program to train towns to inventory town highway infrastructures (bridges, culverts and pavement conditions).

8. Keep it Legal: Rules and Regs

This manual is based on the Federal regulations that tell us exactly how to run this program. If you have

further questions you can either contact your VTrans regional planning coordinator (see Chapter 6.1) or you can look it up in the federal regulations yourself. VTrans and FHWA both have paper copies of these regulations, or you can go to the website yourself with the following links:

49CFR18:

<http://www.fhwa.dot.gov/legsregs/directives/cfr49toc.htm>

These are the federal uniform administrative requirements for grants and cooperative agreements to state and local governments.

23CFR172:

http://www.access.gpo.gov/nara/cfr/cfrhtml_00/Title_23/23cfr172_00.html

These are the federal uniform administrative requirements for administration of engineering and design related service contracts. Typically these will NOT be used in the TPI program.

OMB Circular A-87:

www.nhtsa.dot.gov/nhtsa/whatsup/tea21/GrantMan/HTML/02_OMB_CostPrn_OMBCirA87.html

This establishes the principles and standards for allowable costs – i.e. what is eligible for reimbursement?

OMB Circular A-133

www.nhtsa.dot.gov/nhtsa/whatsup/tea21/GrantMan/HTML/04_OMBAuditsOMBCirA133.html

This details the federal audit requirements.

9. Alphabet Soup: Guide to Obscure Acronyms

CFDA:	Catalog of Federal Domestic Assistance
CFR:	Code of Federal Regulations
DBE:	Disadvantaged Business Enterprise
FHWA:	Federal Highway Administration
FTA:	Federal Transit Administration
FFY:	Federal Fiscal Year (Oct – Sept)
FY:	Fiscal Year
GA	
GIS:	Geographical Information System
HPR:	Highway Planning and Research
ISTEA:	Intermodal Surface Transportation Efficiency Act (1991 – 1998)
LRTBP:	Long Range Transportation Business Plan
MPO:	Metropolitan Planning Organization
OMB:	Office of Management and Budget
RFP:	Request for Proposals
SAFETEA-LU	2005 Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
Subrecipient:	Regional Planning Commission

RTP:	Regional Transportation Plan
SOW:	Scope of Work
SPR:	State Planning and Research
STIP:	State Transportation Improvement Plan
TA:	Technical Assistance
TAC:	Transportation Advisory Committee
TEA-21:	Transportation Equity Act for the 21 st Century (1998 – 2003)
TIP:	Transportation Improvement Plan
TPI:	Transportation Planning Initiative
VAOT:	Vermont Agency of Transportation
VTrans:	Vermont Agency of Transportation
WP:	Work Plan

For a truly comprehensive guide to US government acronyms, go to:
www.ulib.iupui.edu/subjectareas/gov/docs_abbrev.html