

PROJECT APPLICATION FORM
FY2022 Unified Planning Work Program

Applications should be no more than 4 pages (excluding any maps and letter of support from your governing body to document the availability of the local match and commitment of staff time). **A Project Application Form must be submitted for each project request. If you are submitting more than one request, please indicate projects in order of priority. There are separate forms to request transportation counts and infrastructure inventories – please submit one form per request. Deadline for receipt of completed submissions is Friday, January 22, 2021. Please email completed forms in Word format to mdistel@ccrpcvt.org.** All forms are available on the CCRPC website: <http://www.ccrpcvt.org/about-us/commission/annual-work-plan-budget-finances/>.

1. GENERAL INFORMATION

Submitted by (Name, Title): Jon Rauscher, DPW Director
Municipality/Agency/Organization: City of Winooski
Telephone: 802.655.6410
Email: jrauscher@winooskivt.gov

2. PROJECT INFORMATION

a. Project Title: *Traffic Calming Policy*

b. Project Location (name of roadway, intersection, geographic area, etc.):
City-wide local streets (class 3)

c. Project Description (100 words max):
This request is for transportation engineering support to prepare a traffic calming policy/manual for the City of Winooski. We anticipate that the manual would define the evaluation process as well as provide a description of applicable treatments and measures for use.

d. Budget, Scope of Work & Project Schedule:
Please describe the tasks and anticipated schedule to complete the project. If you are able to estimate the budget for each task, please include that information. CCRPC staff are available to assist you.

Task (add rows if needed)	Month/Year	Task Budget (if known)
Draft Traffic Calming policy/manual	Start July 21'	See below
Commission/ public feedback review	TBD	TBD
Finalize policy/manual for potential adoption	TBD	Total: \$50,000

Will you accept a partial award? (Yes/No)	Y
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Is Request for CCRPC Staff Assistance Only? (Yes/No)	N
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For Transportation and Transportation-related Land Use/Water Quality Project Requests:

Total Project Cost (100%)	\$50,000
Local Match Required (20% of Total Cost)	\$10,000

For Other Land Use Project Requests (this is a fee-for-service program, cost TBD with Staff):

CCRPC staff hours requested:	NA
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Please contact Regina Mahony (rmahony@ccrpcvt.org, 802-846-4490 ext. *28) to discuss land use project and budget needs.

For Non-Transportation Water Quality Project Requests, please contact Dan Albrecht (dalbrecht@ccrpcvt.org, 802 846-4490 ext. *29) to discuss project and budget needs.

NOTE: Requested amount is expected to be spent by June 30, 2022. Be sure to account for any potential direct expenses in proposed budget. Please note if you are requesting CCRPC staff assistance only. Contact us so we can help determine the appropriate hours/cost and potential match requirement.

e. Expected Deliverables:

- If this is a phased project spanning multiple fiscal years, identify deliverables for this specific phase and other phases where applicable.
- Non-municipal partners are expected to submit a year-end report describing the impacts and outcomes of your program/efforts as a requirement of funding.

Final Traffic Calming Policy/Manual

f. Other Project Participants (e.g., other municipalities, agencies, non-profits, consultants, community groups): NA

g. Project Match Requirement:

Please refer to the **FY22 UPWP PROGRAM SUMMARY** for a description of match requirements and check below which applies to your proposal. If matching funds are required, municipalities should attach a letter of support from your governing body to document the availability of the local match and commitment of staff time. Non-municipal partners should provide a letter from their Board or other governing body demonstrating knowledge and support of project request, ability and intent to provide matching funds, etc.

- **Transportation, Land Use and Stormwater Planning**
 - Transportation and transportation-related land use/water quality projects – 20% non-federal cash match required.
 - Non-transportation projects (including plan and bylaws) – this is a fee-for-service program, cost TBD. We encourage municipalities to also seek [Municipal Planning Grants](#).
 - The CCRPC may waive the local match requirement for municipal projects deemed to be regionally significant.

- **Major or Minor Technical Assistance**
 - Transportation projects – no local match required.
 - Non-transportation projects – there is no fee for projects requiring less than 12 hours of CCRPC staff time. Projects over 12 hours will be charged a rate of \$60 per hour.

- **Major Data Collection/Asset Management**
 - 20% non-federal cash match required.

- **Non-Municipal Partner Program Assistance**
 - 20% match required.

h. Public Meeting Requirement:

All municipal applications (local or regional), including match amounts, must be presented to and approved by the governing body at a warned public meeting by the end of March 2021. For non-municipal partners, a public meeting is not required but applications should be approved by a Board or similar governing body. If available, please provide documentation by the January 22 deadline. Not applicable for “Minor Technical Assistance” projects identified in the FY22 UPWP PROGRAM SUMMARY packet.

3. BENEFITS TO REGIONAL AND LOCAL PLANNING (please keep your responses brief)

a. Identify at least one of the CCRPC’s top 10 actions or 8 ECOS strategies that this project will primarily address (http://www.ecosproject.com/wp/wp-content/uploads/2017/09/2018-ECOS-Plan-Summary_20180807_FINAL.pdf).

This initiative will support the following action item; *“Invest in our transportation system by maintaining our existing transportation system, **addressing safety** and localized congestion issues on our roadways and investing in Intelligent Transportation Systems to facilitate traffic flows on our arterials and minimize the need for major roadway expansion projects; and supporting our areas planned for growth by **expanding bike and pedestrian infrastructure**...”* The policy will allow the city to implement measures to slow traffic thereby improving safety. Lower vehicle speeds will also promote pedestrian and bike mobility.

b. Demonstrate where this project is identified in a local plan, or how it addresses an existing, documented need. Or, is this a newly identified project for which there is a sense of urgency? Please describe. Development of a traffic calming policy is called out as an action item in the City's Transportation Masterplan.

c. For transportation and land use projects, how will the project benefit the following:

- The safe, efficient operation of the transportation system? Implementation of appropriate traffic calming measures will provide safer streets for all traffic modes.
- Regional and/or local economic development? A concern of new building development is the impact of traffic on local streets. The traffic calming policy would be a potential tool to help alleviate this concern which would support continued development.
- Multimodal travel options, connections, and/or reduce travel delays for people and goods? Implementation of traffic calming measures would promote bike/ped travel.
- Increase the livability of local communities? Implementation of traffic calming measures was initiated in part because of the COVID pandemic. The City received multiple requests from community members working from home to address observed speeding. This policy tool will help us address those concerns and support safety concerns.
- Complement other local/regional activities or initiatives? Developing the traffic calming study is complementary to the City's form-based code initiative along the gateway corridors. The traffic calming policy will help maintain lower vehicle speeds adjacent to these higher traffic volume corridors where necessary.

d. For other planning projects, please describe how the project benefits the local community.

e. Consider the public engagement needs of your project:

(see the CCRPC's 2014 Public Participation Plan for resources: <http://www.ccrpcvt.org/our-work/our-plans/public-participation-plan/>)

- Are there traditionally underserved populations in the project study area and will this project require more than routine public engagement to reach these populations?
- How will this project help to achieve greater equity?
- How are disparities for disadvantaged communities improved through this project?
- How will you evaluate the success of your public engagement efforts?

f. How does the project demonstrate a cost-effective solution to a potential or recognized problem? Support from an experienced transportation professional will help ensure the City is not spending funds on a calming measure that may be inappropriate. A policy will also help reduce staff time in evaluating potential measures.

g. How will this project be implemented after planning is complete?

The Policy/Manual will be presented to the City Council for adoption.