



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: April 8, 2014
Subject: Grant/Position Request

Enclosed please find four (4) items that the Joint Fiscal Office has received from the administration. Seventeen (17) limited service positions are associated with these items.

JFO #2673 – \$52,000 grant from the Massachusetts Attorney General to the Vermont Office of the Attorney General. These funds will be used to offer a training program for data security certification. The Vermont Attorney General will host the International Association of Privacy Professionals training on behalf of a number of participating state Attorneys General. The training will include participants from Vermont. [JFO received 03/25/14]

JFO #2674 – In-kind donation of \$150,000 worth of services from Smart Growth America to the Vermont Agency of Transportation. Smart Growth America will provide technical assistance (in the form of facilitated outreach and training) for the development of an update to the Vermont State Design Standards. [JFO received 3/25/14]

JFO #2675 – \$150,000 grant from the U.S. Department of Energy to the Vermont Public Service Department. These funds will pass through the Clean Energy States Alliance, Inc., to the Public Service Department. The funding will be used to develop a plan for reducing “soft costs” associated with photovoltaic installations in Vermont, with a particular emphasis on the Burlington area. Soft costs are construction costs other than labor and materials, such as architectural, engineering, and legal costs. [JFO received 03/25/14]

JFO #2676 – **Seventeen (17) limited service positions** in the Agency of Human Services. These positions will assist in the process of bidding, evaluating, and selecting a new Medicaid Management Information System (MMIS) vendor. The positions are 90% federally funded (salary and benefits) and funding is included in the AHS annual budget. [JFO received 03/28/14]

Please review the enclosed materials and notify the Joint Fiscal Office (Nathan Lavery at (802) 828-1488; nlavery@leg.state.vt.us) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by April 18 we will assume that you agree to consider as final the Governor’s acceptance of these requests.

State of Vermont
 Department of Finance & Management
 109 State Street, Pavilion Building
 Montpelier, VT 05620-0401

[phone] 802-828-2376
 [fax] 802-828-2428

Agency of Administration

JFO 2674

**STATE OF VERMONT
 FINANCE & MANAGEMENT GRANT REVIEW FORM**

| | | | | | | | | | | | |
|---|--|--------------|--------------------|--------------|--|---|--|--------------|--|-----------------|--|
| Grant Summary: | | | | | | Technical assistance for a work program to update the Vermont State Design Standards through a facilitated outreach and training process. | | | | | |
| Date: | | | | | | 3/7/2014 | | | | | |
| Department: | | | | | | AOT - Policy and Planning 8100002200 | | | | | |
| Legal Title of Grant: | | | | | | Multi Modal Development and Delivery: Vermont State Design Standards Update Assessment | | | | | |
| Federal Catalog #: | | | | | | N/A | | | | | |
| Grant/Donor Name and Address: | | | | | | Smart Growth America, 1707 L St. NW, Suite 1050, Washington, D.C. 20036 | | | | | |
| Grant Period: | | From: | | 3/1/2014 | | To: | | 6/30/2015 | | | |
| Grant/Donation | | | | | | The value of the assistance is estimated at \$150,000.00. No funding will pass through the State. | | | | | |
| | | SFY 1 | | SFY 2 | | SFY 3 | | Total | | Comments | |
| Grant Amount: | | \$0 | | \$ | | \$ | | \$ | | Estimated | |
| Position Information: | | | # Positions | | | Explanation/Comments | | | | | |
| | | | | | | No fiscal effect on the State. | | | | | |
| Additional Comments: | | | | | | | | | | | |
| Department of Finance & Management | | | | | | SC | | (Initial) | | | |
| Secretary of Administration | | | | | | AC 03/11/14 | | (Initial) | | | |
| Sent To Joint Fiscal Office | | | | | | 3/21/14 | | Date | | | |

436/14



STATE OF VERMONT REQUEST FOR GRANT (*) ACCEPTANCE (Form AA-1)

BASIC GRANT INFORMATION

| | | | |
|---|--|----------|----------------------|
| 1. Agency: | Agency of Transportation | | |
| 2. Department: | Program Development Division | | |
| 3. Program: | Highway Safety and Design | | |
| 4. Legal Title of Grant: | Multi Modal Development and Delivery: Vermont State Design Standards Update Assessment | | |
| 5. Federal Catalog #: | Not Applicable | | |
| 6. Grant/Donor Name and Address: | Smart Growth America 1707 L St. NW, Suite 1050 Washington, DC 20036 | | |
| 7. Grant Period: | From: | 3/1/2014 | To: 6/30/2015 |

8. Purpose of Grant:
 Develop a work program to update the Vermont State Design Standards (VSS) through a facilitated outreach and training process. The VSS provides clear technical direction to the designers of transportation infrastructure in Vermont. A multi-disciplinary Stakeholders Group will be established consisting of representatives of public and private sector entities from the various modes of transportation and interest groups affected by the Vermont State Standards. The Group shall include engineers, planners, resource specialists, operations staff, and legal staff. The purpose of the Stakeholders Group will be to provide the Agency with critical input in revising the Standards. The value of the project is estimated at approximately \$150,000.

9. Impact on existing program if grant is not Accepted:
 Without the technical assistance and staff support provided by Smart Growth America, VTrans will not have the resources to take this critical first outreach and evaluation step necessary to update the VSS. The current version of the VSS was completed in 1996 under the direction of a multi-disciplinary committee established by the Legislature and officially adopted in 1997. Since then, the Agency has prepared engineering guidance and policy and planning documents related to roadway design, access management, bicycle and pedestrian design, Complete Streets, and safety that provide supplemental direction to the VSS. The VSS is approaching twenty-years of age, and it should be updated to reflect these advances in best design practices..

10. BUDGET INFORMATION

| | SFY 1 | SFY 2 | SFY 3 | Comments |
|-------------------------|---------|---------|-------|----------|
| | FY 2013 | FY 2014 | FY | |
| Expenditures: | | | | |
| Personal Services | \$0 | \$0 | \$ | |
| Operating Expenses | \$0 | \$0 | \$ | |
| Grants | \$0 | \$0 | \$ | |
| Total | \$0 | \$0 | \$ | |
| Revenues: | | | | |
| State Funds: | \$0 | \$0 | \$ | |
| Cash | \$0 | \$0 | \$ | |
| In-Kind | \$0 | \$0 | \$ | |
| Federal Funds: | \$0 | \$0 | \$ | |
| (Direct Costs) | \$0 | \$0 | \$ | |
| (Statewide Indirect) | \$0 | \$0 | \$ | |
| (Departmental Indirect) | \$0 | \$0 | \$ | |

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STATE OF VERMONT REQUEST FOR GRANT (*) ACCEPTANCE (Form AA-1)

| | | | | |
|-----------------|-----|-----|----|-------------------------------|
| Other Funds: | \$0 | \$0 | \$ | |
| Grant (source) | \$0 | \$0 | \$ | |
| Total | \$0 | \$0 | \$ | No fiscal effect on the state |

| | | | |
|--------------------------|--|----------------|----|
| Appropriation No: | | Amount: | \$ |
| | | | \$ |
| | | | \$ |
| | | | \$ |
| | | | \$ |
| | | | \$ |
| | | | \$ |
| | | Total | \$ |


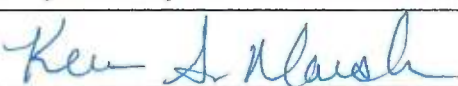
PERSONAL SERVICE INFORMATION

11. Will monies from this grant be used to fund one or more Personal Service Contracts? Yes No
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.
 Appointing Authority Name: Not Applicable Agreed by: _____ (initial)

| | | |
|--|--------------------|--------------|
| 12. Limited Service Position Information: | # Positions | Title |
| | 0 | |
| | 0 | |
| | 0 | |
| | 0 | |
| Total Positions | 0 | |

12a. Equipment and space for these positions: Is presently available. Can be obtained with available funds.

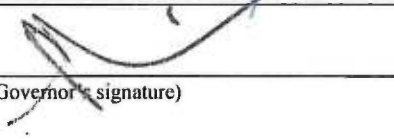
13. AUTHORIZATION AGENCY/DEPARTMENT

| | | |
|--|---|---------------|
| I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable): | Signature:  | Date: 2/20/14 |
| | Title: Brian R. Searles Secretary of Transportation | |
| | Signature:  | Date: 2/20/14 |
| | Title: Kevin Marsia, Assistant Director, Program Development Division | |

14. SECRETARY OF ADMINISTRATION

Approved:  (Secretary or designed signature) Date: 03/10/14


15. ACTION BY GOVERNOR

Accepted  (Governor's signature) Date: 3/21/14

Rejected

16. DOCUMENTATION REQUIRED

Memorandum

To: Jason Aronowitz
From: Joe Segale, PE/PTP 
Vermont agency of Transportation
Policy and Planning Manager
Date: February 20, 2014
Subject: Request for Grant Acceptance: Vermont State Standards Update Assessment

Please find attached a State of Vermont Request for Grant Acceptance (Form AA-1), Notice of Award, Grant Agreement and Scope of Work from Smart Growth America (SGA) for technical assistance to update the Vermont State Design Standards.

The purpose of this project is to conduct a facilitated outreach and training process that will inform a work program to update the Vermont State Design Standards (VSS). The VSS provides clear technical direction to the designers of transportation infrastructure in Vermont. The current version of the VSS was completed in 1996 under the direction of a multi-disciplinary committee established by the Legislature and officially adopted in 1997. Since then, the Agency has prepared engineering guidance and policy and planning documents related to roadway design, access management, bicycle and pedestrian design, Complete Streets, and safety that provide supplemental direction to the VSS. The VSS is approaching twenty-years of age, and it should be updated to reflect these advances in best design practices.

SGA will facilitate the outreach process and bring in national experts to provide training on related subject areas. The concept and purpose for the project was developed collaboratively by SGA and VTrans staff and was approved by the VTrans Executive Staff.

SGA is dedicated to helping state and local elected, civic and business leaders design and implement effective smart growth strategies. SGA is a not-for-profit organization founded in 2002. Headquartered in Washington, DC, SGA is primarily funded by foundation and government grants and member contributions. SGA has a staff of twenty organized to conduct advocacy and outreach, communications, research and policy implementation, and technical assistance. SGA provided technical assistance to VTrans in 2013 to prepare a Smart Growth-Transportation Demonstration Project that evaluated Agency planning, policies and practices relative to supporting the state land use planning goals in 24 V.S.A § 4302. One outcome of that project was a recommendation to update the VSS. We are grateful that SGA has offered to assist VTrans with implementation of this recommendation.

The value of the project is estimated at approximately \$150,000. SGA and their participation will be funded entirely by a grant from the Rockefeller Foundation directly to SGA. There will be no funds provided directly to, or through VTrans or any other state agency.

Thank you for your consideration and please contact me with any questions or comments at 828-3968 or joe.segale@state.vt.us.

Attachments



January 30, 2014

Brian R. Searles
Secretary of Transportation
Vermont Agency of Transportation
One National Life Drive - 5th Floor
Montpelier, VT 05633-5001

Re: Notice of Grant Award

Dear Secretary Searles:

Smart Growth America (SGA) is pleased to inform you that the Vermont Agency of Transportation (VTrans) has been selected to receive a grant of technical assistance from our organization. The grant will provide SGA staff and consultant expertise to conduct a demonstration project with VTrans. The demonstration project is one of several, funded by the Rockefeller Foundation, being conducted around the country to put reforms in place to advance smart transportation in the states in question, to serve as models for other states, and to inform federal policy. The Vermont demonstration project will be called: *M2D2 – Multi Modal Development and Delivery*.

The Vermont Agency of Transportation (VTrans) and Smart Growth America (SGA) recently partnered to demonstrate that policies and programs at VTrans that connect smart growth and transportation strengthen the state's economy and support the Agency's vision for a safe, efficient, and multimodal transportation system. A Project Stakeholder Group, consisting of a broad spectrum of representatives from the public and private sectors, served as the steering committee for the project. Together, VTrans, SGA and the Project Stakeholder Group identified improvements that build on Vermont's strong track record in smart growth and address the following important question – Working with its partners, how can VTrans best support state designated community centers and regional and local plans within the constraints of its overall budget?

The evaluation of alternative strategies focused on better ways to coordinate, measure, and incentivize public and private actions consistent with statewide goals, policies, and programs. The basic premise has been that if the performance measures, standards, and guidelines that

shape plans, programs, and projects fully complement state and VTrans goals and objectives, then so will the outcomes. The recommended strategies include:

1. Strengthen and expand the VTrans corridor management planning program.
2. Revise VTrans guidance and procedures for identifying, defining, and prioritizing transportation projects to incorporate and measure consistency with state land use, economic development, environmental, energy, and community development goals.
3. Consolidate and update VTrans design standards to support multimodal objectives.
4. Improve VTrans review and participation under Act 250 and the state highway access permitting process (Section 1111) to encourage development in state designated community centers and improve consistency with regional and local plans and state land use planning law.
5. Identify new policies and programs to support private sector development in state designated community centers and consistent with regional and local plans.
6. Document the smart growth benefits and costs of VTrans policies, programs, and investments.

To begin to implement these strategies VTrans and SGA propose to partner to explore the needs and expectations for each transportation mode and identify ways VTrans can balance those needs and modes collectively when multiple modes coexist. A series of workshops would identify systematic revisions to VTrans procedures, practices, standards, guidance documents and manuals, as well as recommendations for ongoing training and development activities for VTrans staff to understand and utilize the revised practices.

Grant Objectives

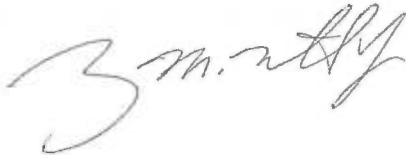
1. Create a project stakeholder group (PSG) including VTrans staff and representatives of other state agencies, regional and local government, the business community, advocacy groups, and the traveling public with a state-of-the practice understanding of the capabilities and requirements of each transportation mode and the opportunities and tradeoffs that exist in a multimodal environment. The purpose of the PSG is to review the current Vermont State Standards (VSS) and identify areas of that document that require modification to be current with state-of-practice. In fulfilling this primary duty, the PSG will also identify other related VTrans and federal practices, standards and guidance that would need to be addressed to align with the revised VSS.
2. Work with the PSG to understand barriers, gaps, and opportunities that exist in current VTrans practices, standards and guidance to address the needs of all modes in a variety of contexts. Document the opportunities that exist to modify the existing VSS to meet current state of the industry practices.

3. Complete an implementation plan and associated schedule for addressing the various components of the VSS that require modification that will ultimately lead to a revised VSS.

With your permission, I will work with VTrans staff to complete the required grant documentation and initiate the project. SGA looks forward to working with VTrans and other Vermont agencies and individuals to complete this important work. Please let me know if you would like additional detail.

Sincerely,

Smart Growth America

A handwritten signature in cursive script, appearing to read "R. Millar".

Roger M. Millar, PE, AICP
Vice President

- c. Geoff Anderson, President, Smart Growth America
Chris Cole, Director of Policy, Planning and Intermodal Development, VTrans
Joe Segale, PE/PTP, Policy and Planning Manager, VTrans

M2D2 – Multi Modal Development and Delivery: Vermont State Design Standards Update Assessment

A project to support the Vermont Agency of Transportation's mission to provide for the safe and efficient movement of people and goods and its vision for a safe, efficient and multimodal transportation system that promotes Vermont's quality of life and economic wellbeing by improving the Agency's institutional capacity to plan, design, construct, operate and maintain Vermont's transportation system for multiple modes.

Project Summary

Rebuilding our economy and creating new jobs is the most important issue of our generation. Thriving local economies need access to workers, to materials, and to markets. Transportation investment is key to economic recovery and prosperity, and Vermont has much to gain by creating communities that attract and retain people and attract and retain jobs.

The Vermont Agency of Transportation (VTrans) and Smart Growth America (SGA) recently partnered to demonstrate that policies and programs at VTrans that connect smart growth and transportation strengthen the state's economy and support the Agency's vision for a safe, efficient, and multimodal transportation system. A Project Stakeholder Group, consisting of a broad spectrum of representatives from the public and private sectors, served as the steering committee for the project. Together, VTrans, SGA and the Project Stakeholder Group identified improvements that build on Vermont's strong track record in smart growth and address the following important question – Working with its partners, how can VTrans best support state designated community centers and regional and local plans within the constraints of its overall budget?

The evaluation of alternative strategies focused on better ways to coordinate, measure, and incentivize public and private actions consistent with statewide goals, policies, and programs. The basic premise has been that if the performance measures, standards, and guidelines that shape plans, programs, and projects fully complement state and VTrans goals and objectives, then so will the outcomes. The recommended strategies include:

1. Strengthen and expand the VTrans corridor management planning program.
2. Revise VTrans guidance and procedures for identifying, defining, and prioritizing transportation projects to incorporate and measure consistency with state land use, economic development, environmental, energy, and community development goals.
3. Consolidate and update VTrans design standards to support multimodal objectives.
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5. Identify new policies and programs to support private sector development in state designated community centers and consistent with regional and local plans.

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6. Document the smart growth benefits and costs of VTrans policies, programs, and investments.

To begin to implement these strategies VTrans and SGA propose to partner to explore the needs and expectations for each transportation mode and identify ways VTrans can balance those needs and modes collectively when multiple modes coexist. A series of workshops would identify systematic revisions to VTrans procedures, practices, standards, guidance documents and manuals, as well as recommendations for ongoing training and development activities for VTrans staff to understand and utilize the revised practices.

Project Objectives

1. Create a project stakeholder group (PSG) including VTrans staff and representatives of other state agencies, regional and local government, the business community, advocacy groups, and the traveling public with a state-of-the practice understanding of the capabilities and requirements of each transportation mode and the opportunities and tradeoffs that exist in a multimodal environment. The purpose of the PSG is to review the current Vermont State Standards (VSS) and identify areas of that document that require modification to be current with state-of-practice. In fulfilling this primary duty, the PSG will also identify other related VTrans and federal practices, standards and guidance that would need to be addressed to align with the revised VSS.
2. Work with the PSG to understand barriers, gaps, and opportunities that exist in current VTrans practices, standards and guidance to address the needs of all modes in a variety of contexts. Document the opportunities that exist to modify the existing VSS to meet current state of the industry practices.
3. Complete an implementation plan and associated schedule for addressing the various components of the VSS that require modification that will ultimately lead to a revised VSS.

Work Plan

1. Scoping and background information

- Meet with lead agency staff to review and refine scope of work.
 - Confirm scope and schedule
 - Discuss VTrans background material on regulatory reform
- Place language in the 2014 Transportation Bill recognizing that VTrans is performing a review and update of Vermont State Design Standards and will report back by March 1, 2015 on the work plan.
- Identify the VTrans members of the PSG, including representatives of:
 - Program Development
 - Operations
 - Policy, Planning and Intermodal Development
 - Finance and Administration
 - Federal Highway Administration
 - Federal Transit Administration
 - Federal Railroad Administration
 - Others as identified by lead agency staff
- Conduct an initial gap analysis with the VTrans members of the PSG
 - Present the national state-of-the-practice in design standards to the VTrans members of the PSG
 - Discuss and document lessons learned in implementing the VSS since the Agency began using them in 1997.
 - Identify and document other Agency resources that would need to be updated and/or modified to be in alignment with current state of the practice.
- Develop a “lessons learned” presentation for VTrans Executive staff and ultimately the full PSG based upon the discussion with the VTrans members
- Recruit other members of the PSG
 - Review PSG membership for previous VTrans/SGA partnership and revise as appropriate
- Conduct a second gap analysis with the full PSG
 - Present the national state-of-the-practice in design standards to the full PSG
 - Discuss and document lessons learned in implementing the VSS since the Agency began using them in 1997.
 - Identify and document other Agency resources that would need to be updated and/or modified to be in alignment with current state of the practice.
- Identify list of issues needing to be modified, rewritten or strengthened in the current VSS.

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- Create an initial list of existing VTrans practices, standards and guidance that may be subject to revision. Identify any FHWA and/or FTA rules, practices, standards and guidance that may need revision.
- Review list of VTrans/FHWA/FTA practices, standards and guidance with PSG and revise as appropriate.

2. Conduct Workshops with PSG

- Review existing SGA workshop curriculum and revise as appropriate to meet VTrans expectations
- Schedule and conduct workshops on each mode.
- Schedule and conduct a two-day multimodal integration workshop to refine the initial gap analysis given the benefit of the workshop curriculum and discussions.
- Compile recommendations from each workshop in a “next steps” memorandum.
- Review memorandum with PSG and revise as appropriate.

3. Recommend modifications and/or augmented practices, standards, and guidance in response to workshop findings

- Review list of issues needing to be modified, rewritten or strengthened in the current VSS developed in Task 1 and 2 and revise/augment list as appropriate based upon input from the workshops.
- Review list of practices, standards, and guidance developed in Tasks 1 and 2 and revise/augment list as appropriate based upon input from the workshops.
- Draft work plan for revisions.
- Identify any FHWA and/or FTA practices, standards and guidance that may need clarification/revision in order to implement VTrans work plan.
- Review work plan with PSG and revise as appropriate.
- Review work plan with VTrans management and revise as appropriate.
- VTrans implements work plan

4. Communicate recommended process to VTrans staff, partners and customers

- Draft summary report to describe the study process, findings and recommendations for submittal to the legislature.
- Draft a communications and training plan for engaging VTrans staff, partners and customers in developing the revised VSS.
- Review communications and implementation plan with PSG and modify as appropriate
- Review communications and implementation plan with VTrans management and revise as appropriate

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- VTrans implements process to revise the VSS.

Demonstration Project Deliverables

- Documentation of PSG meetings
- Draft and final curriculum
- Draft and final workshop documentation
- Draft and final work plan for revision to VSS.
- Draft list of related VTrans and related federal partner standards, practices and guidance that will require modification to align with the revised VSS.
- Draft and final communications plan

Technical support for this demonstration project is being provided by Smart Growth America through a grant from the Rockefeller Foundation. Smart Growth America is the only national organization dedicated to researching, advocating for and leading coalitions to bring smart growth practices to more communities nationwide. From providing more sidewalks to ensuring more homes are built near public transportation or that productive farms remain a part of our communities, smart growth helps make sure people across the nation can live in great neighborhoods. For additional information visit www.smartgrowthamerica.org.

