

## STATEMENT OF WORK AND GRANT AWARD BUDGET

### PART I

**NAME OF GRANTEE:** Capitol Region Council of Governments (CRCOG)

**GRANT PROGRAM NAME:** Regional Services Grant (RSG)

**CONCISE GRANT PROGRAM SUMMARY (PROGRAM PURPOSE/INTENT/MISSION):**

The RSG Program provides annual grant-in-aid to regional councils of governments (COGs).

**OPM GRANT NUMBER:** (CRCOG): OPM Grant#: RSG-024-01

**GRANT AWARD AMOUNT:** (CRCOG): Grant Amount: **\$1,356,407.09**

### **INTRODUCTION:**

This Statement of Work and Grant Award Budget relates to the requirements of Connecticut General Statutes (CGS) Sections 4-66k and 4-66r and Section 8-31b. The Office of Policy and Management (OPM) is responsible for administering funds deposited to the Regional Planning Incentive Account, which is the source of RSG grant awards, and individual grant award amounts are determined through OPM's application of the statutory formula. Funds shall be used for planning purposes and to achieve efficiencies in the delivery of municipal services, without diminishing the quality of such services.

Each COG shall complete its Statement of Work and Grant Award Budget following the format prescribed in Part II below. Drop-down boxes are provided to reflect allowable budget category options. The total dollar amount for each budget category shall be provided to the right of the drop-down box.

Each budget category shall be followed by a listing of typical activities expected to be performed by COG staff and/or contractors, including administrative activities.

### **PART II – FY 24 RSG Budget Categories**

(Note: The sum of **Budget Amounts** listed below must add up to the total **Grant Award Amount** shown in Part I)

#### **1. Comprehensive Planning**

**Budget Amount: \$ \$649,466.83**

Expected Work Activities (There must be at least one activity listed per budget category. If more than one activity is listed, the last activity shall be preceded by “or”. Please expand the numbering beyond “5”, as necessary to reflect all expected work activities.)

### **1. Regional Planning**

- Completion of the update to the region’s **Plan of Conservation and Development** including a robust engagement efforts with members of the public and thematic roundtable discussions with experts to inform the plan. Engagement efforts could include incentivized discussions with nominal monetary stipends and incentivized focus groups.
- Engage local planning and economic development professionals and representatives on our local and regional planning commissions to participate in educational and roundtable discussions, including CRCOG’s quarterly **Planning and Development Forum**, to foster a deeper understanding of planning issues, legislative directives, and new best practices including efforts to help our local commission members meet their statutorily required land use training requirements.
- Carry out Statutory Planning Responsibilities: **Regional Plan of Conservation and Development** maintenance; input on land use, transit and active transportation components of the **Metropolitan Transportation Plan**; review of zoning and subdivision proposals along town boundaries, and municipal plans of conservation and development as statutorily required; review and support of municipal grant applications that advance regional plans and policies.
- Continue to provide planning and implementation assistance to municipal staff and explore how publications or other research or services to our towns can bring additional value to our communities.
- Support or engage in initiatives that provide housing to meet the needs of all our citizens. Collaborate with other regional agencies, such as the Local Initiatives Support Corporation and Journey Home, on housing and neighborhood community development initiatives.
- Continue utilizing advanced scenario planning software tools for use in a range of regional and corridor level planning initiatives.
- Work with CT APA, UCONN and other key partners on bringing an accredited urban planning degree program to Connecticut and support other efforts related to workforce development and retention as it specifically relates to increasing local capacity for our towns.
- Engage member municipalities to implement mitigation activities identified in the Capitol Region Natural Hazards Mitigation Plan.
- Utilize advanced scenario planning tools to continue efforts to better integrate transportation, community development, municipal services, natural hazard mitigation and public safety activities within CRCOG that are related to building and maintaining livable and sustainable communities; or

## **2. Transit Oriented Development and Sustainability**

- Engage towns in discussion of transit-oriented development (TOD) opportunities linked to the **CTfastrak** and the **CTrail-Hartford Line** investments, review of the progress of these projects, and discussion of issues of common concern through convening the **CTrail-Hartford Line and CTfastrak Corridor Advisory Committee (CAC)** and/or reinvigorating the efforts of the **Transit-Oriented Development/Town Center Action Collaborative** to coordinate economic development efforts in the Capitol Region's transit corridors and centers of existing economic activity.
- Utilize statutorily required CROCOG reviews of municipal plans of conservation and development, zoning amendments, and subdivision proposals as an opportunity to provide comments on enhancements which could support implementation of TOD opportunities, increasing housing choice with a focus on housing affordability, and attention to complete streets per our regional Completes Streets policy. CROCOG staff will explore potential amendments to this process that will improve communication with town staff on these comments.
- Consider next steps for TOD planning in the region including potential strategies from the **TOD Roles, Visioning, Viability, and Tools Analysis Study** for the region.
- Help transit and rail corridors better link jobs, housing, and neighborhood revitalization by following up on implementation steps from the RPIP-funded study, **Next Steps in Engaging Anchor Institutions and Neighborhoods in Transit Oriented Development**.
- Initiate the EPA's **Climate Pollution Reduction Grants Program (CPRGP)** and complete the first of three deliverables required as part of this four-year grant by completing the **Priority Climate Action Plan** by early 2024 and begin the subsequent deliverable for the **Comprehensive Climate Action Plan**.
- Encourage municipal participation in the Sustainable CT municipal certification program and continue to host Sustainable CT Fellows at CROCOG to assist municipalities in gaining and maintaining Sustainable CT status.
- Use the regional statutory land-use review process to make recommendations to local planning and zoning commissions on actions which would advance regional sustainability. Provide CROCOG support to municipal open space grant applications; or

## **3. Economic Development and Brownfields Program**

- Update and implement the **Capitol Region Comprehensive Economic Development Strategy (CEDS)**.
- Obtain Economic Development District (EDD) designation from the federal Economic Development Administration.
- Carry out MetroHartford Brownfields Program through continued management of the Assessment component of this program and working to identify and complete projects funding under the Revolving Loan Fund; or

#### **4. Micromobility and Complete Streets**

- Support expansion of the regional pedestrian and bicycle network through planning and conducting **CRCOG Bike and Pedestrian Committee** meetings and conducting the **Bike/Ped Count and Active Transportation Audits** to monitor the current walkability/bikeability of count locations and identify trends in walking/biking in the region, and working to improve this process.
- Continue work on the **Active CT** received through the Connecticut Department of Public Health State Physical Activity and Nutrition (SPAN) Grant and successfully launch the next five-year program if awarded the new SPAN funding.
- Serve on the **Hartford Complete Streets Task Force** and on the **State of Connecticut Vision Zero Subcommittees**.
- Continue to work toward a regional micromobility program by facilitating communication between towns and our current scooter provider to begin pilot programs in other communities, exploring the potential for a Micromobility Collective per the Feasibility Study, and building on our partnerships with CTDOT to utilize MDS data to support infrastructure investments that will support the system as well as bicyclists.
- Monitor progress under **CRCOG Action Plan to Increase Walking and Walkability** and continue involvement recently started with **Smart Growth America's Complete Streets Land Use Academy** to further use of quick-build demonstration projects on state roads.
- Continue to evaluate LOTCIP selection criteria and process for integration of complete streets and participate in the review of LOTCIP transportation funding applications complete streets elements and exception form approvals; or

#### **5. Other Areas**

- Provide staff assistance to the **CRCOG Foundation**. Implement Foundation priorities for FY 2023-2024.
- Represent CRCOG on the Central Connecticut Water Utility Coordinating Committee (WUCC).
- Represent CRCOG on the Connecticut Resource Conservation and Development Council (CTRC&D). Assist with Environmental Review Team analyses as appropriate; or

#### **6. Transportation Planning**

- Complete update of Public Participation Plan and Transportation Improvement Program (2025-2028).
- Continue to work to advance new projects under new IIJA funding sources including discretionary grant programs.
- Continue to update Regional Transportation Safety Plan using SS4A Action Grant funds. **Regional Service Grants** will be used to match the SS4A planning Grant.
- With CTDOT, Plainville, and New Britain, work to progress the awarded "CTrail Connections" RAISE Grant project through design and construction, which will complete

the Farmington Canal Heritage Trail through Plainville, and to link that trail to the CTfastrak trail in New Britain.

- Continue to update the web-based tool for mapping LOTCIP and TIP projects and work with CTDOT on their E-STIP project.
- Continue to program LOTCIP funding, minimizing carryover amounts, and monitor legislation related to future LOTCIP bonding authorizations.
- Continue to work with CTDOT and CRCOG municipalities to help streamline LOTCIP program guidelines. Manage on-call consultants to assist CRCOG with LOTCIP project submission reviews and program management.
- Complete a solicitation for 2024 LOTCIP projects (pending committee approvals).
- Continue to program and obligate federal STBG funding for municipally initiated projects. Work with CTDOT to ensure projects of regional significance are advanced through the STBG program and coordinated with the CTDOT Capital Plan.
- Work with municipalities, CTDOT, and FHWA to advance TA Set-Aside and CMAQ projects within the Capitol Region. Work with CTDOT on related solicitations as needed.
- Provide technical assistance to towns to solve traffic problems, resolve project funding problems, and/or mediate transportation related design issues with CTDOT.
- Continue to monitor regional traffic and congestion as part of a continuous Congestion Management Process.
- Continue to work with the City of Hartford, CTDOT, and other stakeholders to advance the Greater Hartford Mobility Study.
- Continue to be a resource to CTDOT as they work to implement the CTfastrak autonomous vehicle pilot project.
- Continue to support CTDOT and affected communities as it relates to CTrail Hartford Line Rail service, including future double-tracking, new stations, and increased service.
- In partnership with CTDOT and CTtransit, continue to advocate for implementation of recommendations from the Capitol Region Transit Priority Corridors Study and Comprehensive Transit Service Analysis of CTtransit's Hartford and New Britain/Bristol Divisions.
- Continue to work with CTDOT to select and prioritize projects for funding under the FTA 5310 program (Enhanced Mobility of Seniors and Individuals with Disabilities Program).
- Coordinate with CTDOT and recipients to ensure completion of necessary maintenance paperwork for Demand Responsive Transportation (Municipal Grant Program).
- Continue to conduct biannual utilization counts at the Region's commuter park and ride lots. Update related infographics.
- Continue to work with municipalities on updating the GIS system in the Region and collect updated municipal data layers for Web GIS Site.
- Continue to update the region's online interactive TIP and LOTCIP maps.

- Continue to work with municipalities and emergency responders to improve traffic incident management within the Hartford Urbanized Area, utilizing the Greater Hartford TIM Coalition as a steering group for these efforts.
- Support Vision Zero and regional transportation safety strategies to reduce fatalities and serious injuries.
- Coordinating with Public Safety, continue to work to improve transportation-related response to emergencies.
- Complete the Roundabout Screening Study, Farmington Connectivity Study, East Coast Greenway Gap Closure Study, and Route 190 Corridor Study in Enfield.
- Continue work on Route 20 Corridor Study in Windsor Locks and Route 44 Corridor Study in Canton.
- Initiate Regional Bicycle/Pedestrian Priority Network Plan and Regional Warehousing Land Use and Traffic Study.
- Build on completed Scenario Planning efforts, measuring transportation outcomes resulting from variable Land Use and Transportation Infrastructure scenarios.
- Continue to work with UConn's Traffic Signal Circuit Rider Program to advance traffic signal management initiatives throughout the region.
- Continue to participate in regional and project-specific traffic management discussions related to construction activities in the Greater Hartford Area.

## 2. Regional Services

**Budget Amount: \$ 506,072.78**

Expected Work Activities (There must be at least one activity listed per budget category. If more than one activity is listed, the last activity shall be preceded by "or". Please expand the numbering beyond "5", as necessary to reflect all expected work activities.)

1. **Regional GIS.** Continue to support CRCOG's Regional Parcel Viewer and GIS portal and continue to make improvements to its data and functionality.
  - Continue adding automatic Computer Assisted Mass Appraisal (CAMA) data processors in member municipalities.
  - Add town-specific data layers upon request.
  - Leverage ArcGIS Portal to enhance functionality and feedback capabilities.
  - Maintain and update regional GIS datasets such as land use and zoning; or
2. **Municipal Services**
  - Continue to seek out new opportunities for inter-municipal service sharing and help identify funding sources to implement these programs and services for cost-savings and municipal efficiency, cooperative purchasing, and increased member participation..
  - Through CRCOG's Municipal Services Committee, provide member municipalities opportunities to learn about topics critical to effective local government operations through presentations and sharing of information among municipalities. Undertake periodic surveys, workshops, and research projects on behalf of member municipalities. Attend conferences and workshops to educate staff on topics of importance.
  - Develop additional offerings through CRCOG Municipal Services to include, but not limited to, additional software offerings on the Nutmeg Network. Respond to partnership

opportunities as is consistent with the goals and objectives of the Municipal Services Department.

- Monitor the State of CT Property Assessment and Tax Collection Initiative and respond with appropriate resources.
- Continue outreach to CRCOG member municipal staff through in-person site visits to access municipal needs and encourage collaboration on programs and services; or

### 3. **Human Resources Initiative**

- Expand upon the Interview Panel Database to include a larger participant base.
- Continue support of the CCM Salary Survey
- Continue to convene and encourage collaborative partnerships with CRCOG's Human Services Coordinating Council, such as CLASS and other human and/or social service organizations, on issues of importance to municipal Human Services and Social Services Directors (e.g., opioid epidemic settlement, affordable housing); or

### 4. **Implement Regional Performance Incentive Program (RPIP) Grants**

- **Shared Assessment:** Continue recruitment of interested towns and develop programs and services.
- **Shared Building and Code Enforcement:** Establish per-diem program and services and enter into agreements with interested municipalities.
- **Shared Animal Control:** Explore and establish sub-regional programs for sharing Animal Control Officers.
- **Regional Services Grant** will be used for CRCOG staff resources for the RPIP grants; or

5. Expand on SCRCOG, WestCOG, MetroCog, NEECOG, NVCOG, and SECCOG collaborative partnerships to promote CRCOG's statewide regional fee-for-service programs; or

### 6. **Crumbling Foundations**

- Continue to support municipalities affected by crumbling foundations as directed by the Ad-Hoc Working Committee and the Municipal Services Committee.
- Implement the HUD remediation program
- Continue small town assistance meetings and expand opportunities for small towns; or

### 7. **Waste Management and Diversion, including Organics and Recycling**

- Seek effective and sustainable opportunities and strategies to advance regional Waste Management and Diversion programs, services, and solutions long-term..
- Continue explore viable and sustainable medium-and long-term opportunities and strategies, regarding waste management and diversion in our region.
- Continue to explore, support, fund, implement, and administer additional waste management and diversion opportunities and strategies in our region, including textile recycling, extended producer responsibility (EPR), food waste/organics, and other viable and sustainable waste-related programs and services.
- Continue collaborative participation in ongoing food waste pilots in the CRCOG region and beyond to establish best practices, model policies and procedures, and implement viable and sustainable programming and services.
- Continue to promote textile recycling programs and services and increase participation; or

## **8. IT Services Cooperative**

- Continue expansion of Voice over Internet Protocol (VOIP) and Hosting Services membership.
- Work with Novus Insight, LLC to offer additional services over the Nutmeg Network that fit into the overall service sharing strategic plan developed by the Municipal Services Department.
- Continue to promote the Nutmeg Network for local government through legislative and other advocacy. Coordinate directly with other state-wide organizations (CCM, CTCMA and COST) to encourage effective implementation and sustainable funding of this important resource.
- Continue to administer and expand program and service offerings through CROG's Regional Online Permitting System program..
- Complete amendment and execution of new Master Contracts with Municipality (ICC-CDS) and ViewPoint (OpenGov) for online permitting programs and services.
- Promote Cybersecurity Services available through Novus Insight, LLC and the Cybersecurity Model Polices. Stay ahead of Cybersecurity risks and expand the offering of the Cybersecurity Program.
- Reassess viability and municipal interest in regional job portal pilot program; or

## **9. Capitol Region Purchasing Council**

- Continue administration of the Capitol Region Purchasing Council (CRPC) Program, and expand program offerings, guided by the CRPC Executive Committee
- Promote membership with the CRPC to all municipalities and public agencies in the state. Attend procurement professional meetings to inform of CRPC activities and acquire knowledge to enhance cooperative opportunities through CRPC.
- Promote and administer the job order contracting program (eziQC).
- Continue pursuit of state agency partnerships with our cooperative purchasing programs.
- Continue to monitor opportunities within the Natural Gas marketplace and evaluate potential opportunities for the consortium and if marketplace conditions are favorable, re-vitalize the consortium.

## **3. Municipal Technical Support**

**Budget Amount: \$ 200,867.48**

Expected Work Activities (There must be at least one activity listed per budget category. If more than one activity is listed, the last activity shall be preceded by "or". Please expand the numbering beyond "5", as necessary to reflect all expected work activities.)

1. Continue to work through the Capitol Region Emergency Planning Council to help our municipalities with public safety and homeland security planning, training and exercising; or
2. Complete work on the FFY 2020 and FY 2021 Homeland Security, MMRS, and HAZMAT projects; or
3. Commence work on the FY 2022 and 2023 Homeland Security, MMRS, and HAZMAT projects; or
4. Continue to facilitate all of our Emergency Support Functions (ESF's); or
5. Continue to submit grant applications for the Capitol Region Medical Reserve Corps and Capitol Region Metropolitan Medical Response System; or
6. Complete work on our Improvement Plan for our After-Action Review of the region's response during the Covid pandemic; or



7. Continue to manage Public Health Emergency Preparedness (PHEP) funding to include planning, training and exercising; or
8. Continue to administer CAPTAIN (CRCOG's mobile data communication system for police and fire users) and finalize the transition off the system; or
9. Continue to enhance the Regional Emergency Support Plan and work with the State Department of Emergency Management and Homeland Security to standardize across all regions; or
10. Continue to maintain the Get Ready Capitol Region citizen preparedness website and bolster the ambassador program; or
11. Continue to add Community Emergency Response Teams in our communities and conduct regional training sessions; or
12. Continue work on the public safety centered service sharing projects; or
13. Continue to hold training sessions and conduct exercises; or
14. Continue to support the Cybersecurity Task Force and other vested interests; or
15. Review and update of regional plans (including the Training and Exercise Plan and Tactical Interoperable Communications Plan)



# STATEMENT OF WORK AND GRANT AWARD BUDGET

## PART I

**NAME OF GRANTEE:** **Metropolitan Council of Governments (MetroCOG)**

**GRANT PROGRAM NAME:** Regional Services Grant (RSG)

**CONCISE GRANT PROGRAM SUMMARY (PROGRAM PURPOSE/INTENT/MISSION):**

The RSG Program provides annual grant-in-aid to regional councils of governments (COGs).

**OPM GRANT NUMBER: (MetroCOG): OPM Grant#: RSG-024-02**

**GRANT AWARD AMOUNT: (MetroCOG): Grant Amount: \$702,499.61**

### **INTRODUCTION:**

This Statement of Work and Grant Award Budget relates to the requirements of Connecticut General Statutes (CGS) Sections 4-66k and 4-66r and Section 8-31b. The Office of Policy and Management (OPM) is responsible for administering funds deposited to the Regional Planning Incentive Account, which is the source of RSG grant awards, and individual grant award amounts are determined through OPM's application of the statutory formula. Funds shall be used for planning purposes and to achieve efficiencies in the delivery of municipal services, without diminishing the quality of such services.

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## **PART II – FY 24 RSG Budget Categories**

(Note: The sum of **Budget Amounts** listed below must add up to the total **Grant Award Amount** shown in Part I)

## 1. Comprehensive Planning

**Budget Amount: \$ 255,000**

Expected Work Activities (There must be at least one activity listed per budget category. If more than one activity is listed, the last activity shall be preceded by “or”. Please expand the numbering beyond “5”, as necessary to reflect all expected work activities.)

1. Natural Hazard Mitigation Plan – 2024 Update
2. Regional Zoning referrals;
3. Conservation Technical Advisory Committee coordination;
4. Coordination on Plans of Conservation and Development (Regional/Municipal);
5. Municipal Transportation Planning Assistance;
6. Regional Plan of Conservation and Development;
7. Regional Environmental Planning, including resilience, brownfields, and green infrastructure;
8. Regional Land Use Planning; OR
9. Regional Economic Development planning.

## 2. Regional Services

**Budget Amount: \$ 272,499.61**

Expected Work Activities (There must be at least one activity listed per budget category. If more than one activity is listed, the last activity shall be preceded by “or”. Please expand the numbering beyond “5”, as necessary to reflect all expected work activities.)

1. Continued development of the regional electronic content management system, document management, and municipal digital business process creation;
2. Regional GIS program – including web parcel viewers, municipal viewers, data collection and analysis, continued maintenance/support, and oblique imagery collection;
3. Regional Economic Development website;
4. Solid Waste Coordination/Assistance/Planning;
5. Regional Household Hazardous Waste Collection ; OR
6. Wireless Telecommunications, Small Wireless Facilities and 5G.

### 3. Municipal Technical Support

**Budget Amount: \$ 175,000**

Expected Work Activities (There must be at least one activity listed per budget category. If more than one activity is listed, the last activity shall be preceded by “or”. Please expand the numbering beyond “5”, as necessary to reflect all expected work activities.)

1. State and federal grant identification, coordination, writing, and administration/management;
2. Mapping, data analysis, and web-based application development for municipal projects/programs;
3. Land use training;
4. Regional Sanitary Sewer Evaluation Study; OR
5. Assist with municipal planning efforts including zoning (re-zoning), affordable housing plans, and future development.



# Lower Connecticut River Valley Council of Governments

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## FY24 RSG STATEMENT OF WORK AND GRANT AWARD BUDGET June 30, 2023

### **PART I**

**NAME OF GRANTEE:** Lower Connecticut River Valley Council of Governments (RiverCOG)

**GRANT PROGRAM NAME:** Regional Services Grant (RSG)

**CONCISE GRANT PROGRAM SUMMARY (PROGRAM PURPOSE/INTENT/MISSION):**

The RSG Program provides annual grant-in-aid to regional councils of governments (COGs).

**OPM GRANT NUMBER:** (RiverCOG): OPM Grant#: RSG-024-03

**GRANT AWARD AMOUNT:** (RiverCOG): Grant Amount: \$550,145.71

### **INTRODUCTION:**

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# RiverCOG

## **PART II – FY 24 RSG Budget Categories**

(Note: The sum of **Budget Amounts** listed below must add up to the total **Grant Award Amount** shown in Part I)

### **1. Comprehensive Planning**

**Budget Amount: \$ 275,000**

Expected Work Activities (There must be at least one activity listed per budget category. If more than one activity is listed, the last activity shall be preceded by “or”. Please expand the numbering beyond “5”, as necessary to reflect all expected work activities.)

1. Implement adopted Regional Plan of Conservation and Development and State Plan of Conservation and Development. Amend / update the Regional Plan of Conservation and Development, if necessary
2. Review of zoning and subdivision proposals for intermunicipal impacts and review of municipal plans of conservation and development
3. Staff the Regional Planning Committee
4. Submit the Lower Connecticut River Valley Region’s first Comprehensive Economic Development Strategy (CEDS) for approval by U.S. EDA
5. Apply to become a federally recognized Economic Development District
6. Staff the Regional Housing Committee
7. Work on implementing housing strategies identified in the Regional Housing Plan and municipal CGS 8-30j plans
8. Supporting the Thriving Communities Technical Assistance Grant from USDOT for Transit Oriented Development plans for Middletown, Clinton, Westbrook, and Old Saybrook
9. Continue work with our regional land trusts and municipalities on the implementation of the Regional Conservation Plan
10. Support efforts to steward and protect natural resources and functions, agricultural production, and improve energy efficiency and adoption of clean energy
11. Work with the Connecticut River Gateway Commission of viewshed protections and preservation of the cultural and scenic resources of the Connecticut River
12. Work on updates or implementation of regional Natural Hazard Mitigation Plans, and work with CIRCA and CT DEEP and others on other mitigation efforts as we respond to the effects of climate change
13. Maintain and expand regional GIS data and capabilities
14. Create maps for planning efforts

15. Partner with OPM state GIO and others to address GIS data issues
16. Supporting regional transportation planning work not included in the MPO's Unified Planning Work Program or LoTCIP program, or
17. Engage contractors to assist with comprehensive planning, if needed

## 2. Regional Services

**Budget Amount: \$ 175,000**

Expected Work Activities (There must be at least one activity listed per budget category. If more than one activity is listed, the last activity shall be preceded by "or". Please expand the numbering beyond "5", as necessary to reflect all expected work activities.)

1. Work on municipal document digitization to support shared staffing and departments
  - a. Continue to work with municipalities to digitize document and work flows
  - a. Establish a common document management system that will support shared building and land-use departments
  - b. Participate in other regional and state efforts to create standards for digital building records and shared building officials
2. Staff and support the Regional Agriculture Council (RAC)
  - a. Continue and expand RAC projects to support the region's farmers
  - b. Maintain and expand RAC shared farm equipment program
  - c. Support farmers selling more products online, at farmers markets, at farm stores and farm stands
3. Shared approaches to waste disposal and recycling
  - a. Continue the regional Household Hazardous Waste collections and paper shredding events
  - b. Work on solid waste issues, including studying regional solutions for solid waste
  - c. Work statewide on new and emerging product stewardship programs (how about supporting new programs that are not product stewardship programs)
  - d. Continue programs like the compost bin and rain barrel sales to preserve and protect natural resources
4. Support Social / Human Services Coordination
  - a. Including supporting the work of the Shore Line Basic Needs Taskforce
  - b. Continue to support environmental justice for all residents
  - c. Include equal opportunities in all contracts
5. Regional Election Advisor
  - a. Apply for the new Regional Election Advisor program and funding. Support municipalities as they prepare for early voting in 2024
6. Support Regional and Municipal Land Trusts
  - a. Hold meetings of the Lower Connecticut River Land Trust and Land Trust Exchange on shared services between land trusts to ensure the resiliency of our conservation organizations

7. Operate a region aquatic invasive surveillance and removal project on the Connecticut River and other fresh water bodies in the region
8. Emergency / Disaster Preparedness or
  - a. Support DEMHS Regions 2, 3, and 4, as needed, on the behalf of member municipalities
  - b. Seek funding for regional natural hazard mitigation plans and mitigation funds
9. Engage contractors to assist with regional shared services, if needed
  - a. Potential contractors could support regional shared human resources or grant writing, among other needed services as identified by the RiverCOG

### 3. Municipal Technical Support

**Budget Amount: \$ 100,145.71**

Expected Work Activities (There must be at least one activity listed per budget category. If more than one activity is listed, the last activity shall be preceded by “or”. Please expand the numbering beyond “5”, as necessary to reflect all expected work activities.)

1. Provide technical support on comprehensive planning, shared service projects, and statutory mandates to member municipalities; transit districts; state agencies, committees, and commissions; federal agencies; local, regional, and state non-profits; land trusts; federal and state legislative delegations; municipal legislative bodies; municipal land use commissions; and other statewide partners: including CTCOG, CT RC&D, CIRCA and others
2. Provide training to RiverCOG and municipal officials and staff on relevant topics, including diversity, equity, and inclusion in the region
  - a. Advance programs to increase diversity in planning professionals through internships
3. Provide expert assistance, such IT technical support or legal fees to cover legal opinions for use by all member municipalities
4. Engage consultants for assistance with municipal technical support, if needed, or
5. Administer the RSG grant, provide reporting to OPM and the General Assembly, and work with OPM on the FY25 RSG grant





# STATEMENT OF WORK AND GRANT AWARD BUDGET

## PART I

**NAME OF GRANTEE:** **Naugatuck Valley Council of Governments (NVCOG)**

**GRANT PROGRAM NAME:** Regional Services Grant (RSG)

**CONCISE GRANT PROGRAM SUMMARY (PROGRAM PURPOSE/INTENT/MISSION):**

The RSG Program provides annual grant-in-aid to regional councils of governments (COGs).

**OPM GRANT NUMBER:** **(NVCOG): OPM Grant#: RSG-024-04**

**GRANT AWARD AMOUNT:** **(NVCOG): Grant Amount: \$827,756.06**

### **INTRODUCTION:**

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## **PART II – FY 24 RSG Budget Categories**

(Note: The sum of **Budget Amounts** listed below must add up to the total **Grant Award Amount** shown in Part I)

### **1. Comprehensive Planning**

**Budget Amount: \$ 435,000.00**

Expected Work Activities (There must be at least one activity listed per budget category. If more than one activity is listed, the last activity shall be preceded by “or”. Please expand the numbering beyond “5”, as necessary to reflect all expected work activities.)

The Naugatuck Valley Council of Governments (NVCOG) conducts a wide range of community, land use, comprehensive and regional planning activities each year to support our member communities, as well as those which are mandated by multiple state statutes and regulations.

Key elements of this task include:

1. Conduct Regional Studies and Plans:
  - a. Conduct a comprehensive Regional Blight Study (consultant services may be required):
    - Identify the common issues and challenges regarding blight enforcement throughout the region.
    - Analyze the negative municipal and regional economic impact of localized blighted conditions.
    - Review best practice alternatives to address different causes of blight.
    - Identify the legal basis for implementation and enforcement of a blight ordinance.
    - Support the development of a Regional Performance Incentive Grant in FY 25 that would offer a regional enforcement mechanism to address problem properties.
  - b. Conduct Studies related to supporting and incentivizing Transit Oriented Developments (Consultant services may be required):
    - Conduct a Real Estate Market Analysis and survey of real estate broker community to determine current market trends, market segmentation and consumer preferences within areas most likely to experience TOD as a result of enhanced commuter rail service implemented in 2022 on the Waterbury Line.
    - Undertake business surveys and SWOT analyses of areas in vicinity of Waterbury Rail Line train stations.
    - Perform parking Condition and Design-Life Analysis for municipal parking structures serving the Waterbury Rail Line stations to determine future capital programming needs and funding sources.
    - Conduct a Transit-Oriented Development Analysis and Yield Study that examines the region's opportunities and potential for transit-oriented development and identifies land use typologies that support a regional and place-based planning approach to transit-oriented development planning.
  - c. Conduct a Regional Food and Agriculture Study (consultant services may be required):
    - Identify food deserts and other constraints on universal access to a reliable and varied supply of nutritious foods (engage the Department of Agriculture and local non-profits).
    - Offer targeted consulting services to support the continuing economic viability of heritage and non-traditional agricultural activity in the region.
    - Support initiatives in the areas of Brownfields to health fields, as well as more general urban agriculture programs.
    - Identify resources to support labor-force training in sustainable plant selection, pest management and waste management.

- Evaluate opportunities to bring non-traditional labor sources into the landscaping and forest management fields.
  - d. Prepare a Regional Guide for Infill Development:
    - Support the development of urban pocket parks, urban farms, small-scale multi-family residential.
    - Assist municipalities to evaluate private-sector or non-profit development proposals that meet similar objectives.
  - e. Complete the Naugatuck Valley Regional Plan of Conservation and Development (RPOCD), preparing the final draft, conducting public outreach and securing endorsement from member municipalities.
  - f. Produce a Regional Guide for Planning for the Needs of an Aging Population:
    - Partner with the CT Age Well Collaborative to produce the guide for senior resources, responding to the needs of an aging population and increasing incidence of dementia.
2. Perform and complete Local/Neighborhood Level Comprehensive Studies and Plans incorporating comprehensive neighborhood level visioning and planning.
  3. Prepare housing studies to address current housing opportunities and challenges.
  4. Prepare a regional housing needs and gap analysis to support municipalities in their updates of municipal Plans of Conservation and Development and Affordable Housing Plans.
  5. Support and promote Professional Development, education and training:
    - a. Conduct quarterly Land Use Lunch & Learn Series targeted at NVCOG’s regional land use professionals to gain awareness of national trends and best practices.
    - b. Initiate and host periodic Housing Lunch & Learn Series to gain awareness of national housing trends and best practices.
    - c. Prepare a quarterly Land Use Brief to publicize updates of planning and zoning tools and strategies oriented to regional land use professionals.
    - d. Prepare a quarterly Land Use Newsletters on planning and zoning issues.
    - e. Participate in housing-related skills development and professional outreach activities.
    - f. Participate in educational and training events sponsored by national organizations, such as the AMPO, NARC, APA and other regional organization conferences.
  6. Administration:
    - a. Administer the Regional Services Grant activities, prepare the Annual Progress report and submit financial reports to OPM.
    - b. Participate in inter-COG coordination meetings (CTCOG) and other shared initiatives that may arise during SFY 2024.
    - c. Build regional planning capacity via participation and attendance at APA, AMPO, NARC and other professional organizations.

7. Coordinate land use and environmental planning activities funded by the RSG grant with the broader range of activities at NVCOG through informal and formal coordination between disciplines.
8. Data Assistance for Studies and Plans:
  - a. Provide assistance in the areas of data analysis and general technical support to member municipalities in support of their local studies and planning efforts.
  - b. Maximize the awareness and utility of NVCOG's Geographic Information Systems staff to enhance local studies and plans.
9. Assess the possible impact to adjacent municipalities of land use, zoning and subdivision changes and decisions (Statutory Regional Referral), or
10. Conduct planning efforts to address the environmental health and resilience of the Naugatuck Valley planning region:
  - a. Provide technical assistance on environmental issues and concerns to municipalities, local non-profit environmental organizations, and state commissions and councils.
  - b. Provide administration and oversight related to the Kinneytown Dam remediation and removal project. NVCOG will serve as the Grant and Program Administrator, overseeing grants management, procurement, compliance, and reporting, and will be responsible for all aspects of federal requirements, including procurement, compliance, MBE/WBE/DBE, and reporting requirements.
  - c. Offer on-call certified Flood Plain Manager. NVCOG staff will pursue training and certification to fulfill this role for municipalities which do not have certified staff.
  - d. Perform watershed planning studies and enhance the dialogue between towns regarding regional coalitions.
  - e. Supplement the Congressionally Directed Spending being received by the NVCOG through the USDA/USFS for a Regional Open Space Inventory and Tree Canopy Assessment, including the following project elements: oversight and administration; municipal and public outreach; and development of municipal tree ordinance language.
  - g. Provide support for the development of Climate Pollution Reduction Grant plans for the Bridgeport-Stamford, New Haven-Milford and Hartford MSAs which were awarded grant funds from the US Environmental Protection Agency.
  - h. Provide outreach and professional support services to enhance the environmental health of the region through watershed planning, stormwater and MS4 planning, and natural hazard mitigation planning.
  - i. Participate as a voting member of the Western CT Water Utility Coordinating Committee (WUCC).
  - j. Track the State water planning process and provide input as the region's Water Planning Council Advisory Group (WPCAG) representative, or.
  - k. Monitor implementation and compliance with the MS4 general permit requirements and assist member municipalities in compliance.
  - l. Participate on the Governor's Climate Change Council (GC3) and working groups.

- m. Work in partnership with Connecticut Institute for Resilience & Climate Adaption (CIRCA) in developing a regional climate adaptation and resiliency plan.
- n. Support efforts to restore migratory fish to the Naugatuck River as part of the Naugatuck River Restoration Coalition.
- o. Provide technical assistance to Housatonic Valley Association and Save the Sound for projects assessing road-stream crossings in the region for flood risk and wildlife passage.
- p. Provide regional support for the CT Trail Census project, collecting data about trail use and users of multiuse trails, and the CT Trail Finder, providing information about CT Trails to residents and visitors.
- q. Promote the SolSmart program and assist our member communities who wish to pursue designation within the program, including a review of municipal regulations pertaining to renewable energy and provide information about and assistance with implementing best practices.
- r. Oversee and administer the Naugatuck River Greenway Steering Committee and aid municipalities in planning, designing, and constructing sections of the NRG Trail.
- s. Maintain and update the regional Natural Hazard Mitigation Plan, completed and endorsed in 2021, pursue funding for projects identified in the NHMP, and provide technical implementation assistance to municipalities who request it.

## 2. Regional Services

**Budget Amount: \$ 172,756.00**

Expected Work Activities (There must be at least one activity listed per budget category. If more than one activity is listed, the last activity shall be preceded by “or”. Please expand the numbering beyond “5”, as necessary to reflect all expected work activities.)

The NVCOG has been operating a regional services delivery program since the consolidation of councils of governments in 2015. The main objective of the program is to facilitate and direct the implementation of municipal services that would realize efficiencies by a regional approach. The program has investigated opportunities to institute several municipal services that would be feasible to deliver on a regional basis. This task also includes research and coordination in support of several regional agencies and commissions such as regional workforce investment boards (WIB’s) and the Naugatuck Valley Corridor Economic Development District (NVCEDD). This task also includes administrative support for the RSG program, including preparation of the Statement of Work and annual progress report, and coordination among COG directors, IJJA infrastructure program development and grant assistance.

1. Facilitate and direct the implementation of the NVCOG’s Regional Shared Services Program:
  - a. Identify new opportunities for intermunicipal coordination.
  - b. Staff the Regional Shared Services Committee.
  - c. Investigate creation of a regional waste authority and work towards the development of the authority.

- d. Develop the scope of a Comprehensive Materials Management Strategy.
  - e. Administer and expand the regional Household Hazardous Waste program, with multiple events throughout the region during FY 2024.
  - f. Investigate regional Unit Based Pricing (UBP) for MSW.
  - g. Conduct surveys and outreach to municipalities to determine unmet needs.
  - h. Work with the Office of Telecommunications and Broadband at the state Department of Energy and Environmental Protection to incorporate incentives for regional broadband projects and work with interested towns and cities to pursue this funding regionally to provide economy of scale and efficiency benefits.
  - i. Research options for sharing law enforcement resources and capital facilities, potentially including a regional lock-up facility.
  - j. Investigate new shared capital construction, major equipment, and Mutual Aid agreements.
2. Complement and provide additional support to the regional Brownfields Partnership and Brownfields Assessment and Remediation Program, as needed.
  3. Conduct and maintain a comprehensive and proactive Information Sharing, Communications, Community Engagement and DEI Program:
    - a. Establish community outreach plans for activities funded by Regional Services Grant monies to ensure equitable engagement and public involvement on projects, plans, and programs.
    - b. Establish and maintain partnerships with key stakeholders and shareholders throughout the region, including but not limited to, community-based organizations, member municipalities, academic institutions, and others active in our fields of practice.
    - c. Conduct community outreach in a wide range of settings and audiences to increase awareness of NVCOG's function, work program and regional planning goals.
    - d. Complement NVCOG's commitment to increasing social equity and inclusion for traditionally under-represented populations and specifically targeting event formats, times and locations to reach these groups.
    - e. Disseminate federal and state grant information and application assistance through sharing of municipal best practices.
    - f. Maintain and update the NVCOG website, prepare and disseminate the regional newsletter, and share NVCOG information through social media and other sources.
    - g. Engage in a regional initiative to promote the NVCOG's Diversity, Equity and Inclusion (DEI) Program and enhance community engagement – implement and adhere to a hybrid public outreach policy that includes virtual meetings.
    - h. Assist in writing, designing, and publishing plans, programs, and studies funded by the Regional Services Grant monies.
  4. Provide grant financial administration and assistance to municipalities, as needed, or.

5. Conduct staff activities for the NVCOG Regional Planning Commission and facilitate meetings of the RPC, or.
6. Provide regional shared service planning and enforcement activities.

### 3. Municipal Technical Support

**Budget Amount: \$ 220,000.06**

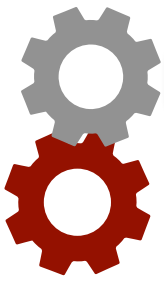
Expected Work Activities (There must be at least one activity listed per budget category. If more than one activity is listed, the last activity shall be preceded by “or”. Please expand the numbering beyond “5”, as necessary to reflect all expected work activities.)

This task includes provision of technical assistance to local planning, zoning, and building staff, regional GIS, and administrative activities associated with the NVCOG’s municipal shared services programs. Activities within this task include:

1. Conduct multiple Planning & Zoning and Environmental Commissioner training sessions to meet the new training requirements enacted by State statute in 2022.
2. Regional Geographic Information Services (GIS) Program:
  - a. Support a regional GIS program through data sharing and information exchange.
  - b. Maintain and update municipal and regional parcel maps.
  - c. Develop regional demographic profiles.
  - d. Create online story maps to explain regional initiatives and projects.
  - e. Provide mapping services in support of individual member town requirements.
  - f. Share data via the NVCOG website.
  - g. Offer technical assistance and support with demographic data as the region’s municipalities complete their legally required Affordable Housing Plans.
  - h. Maintain and disseminate 2020 Census Data and 2022 American Community Survey.
  - i. Serve as a central GIS data warehouse.
  - j. Provide parcel hosting.
  - k. Maintain a regional open space geospatial layer and assist municipalities with open space planning.
  - l. Host an online geospatial viewer showing 2023 land cover (seven categories including tree canopy).
3. Regional Environmental Services:
  - a. Conduct semi-annual composter and rain barrel sales.
  - b. Staff Regional Hazardous Waste Collection events.
  - c. Program speakers for the Environmental Sustainability Working Group, or
  - d. Offer and provide assistance with local environmental plan updates.
4. Regional Land Use Planning:
  - a. Zoning Enforcement Officer support and training.
  - b. Develop and maintain environmental, transportation and land use planning libraries.
  - c. Prepare and update the Regional Demographic Profile and Economic Profile.

- d. Provide planning advisory services regarding new State legislation.
- e. Offer and provide assistance with municipal POCD updates, as well as statutory review of municipal zoning and subdivision regulation changes – regional referrals.
- f. Offer and provide assistance with affordable housing plan updates, or.
- g. Promote public outreach and information sharing as well as respond to any FOIA-related requests for information.





# NECCOG

Northeastern Connecticut Council of Governments

Ashford - Brooklyn - Canterbury - Chaplin - Eastford - Hampton - Killingly - Plainfield  
Pomfret - Putnam - Scotland - Sterling - Thompson - Union - Voluntown - Woodstock

*Results through Regionalism*

## Statement of Work and Grant Award Budget

CGS - Sections 4-66k and 4-66r and Section 8-31b

(Revised 6/27/23)

### PART I

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- Name of Grantee: **Northeastern Connecticut Council of Governments (NECCOG)**
- Grant Program Name: **Regional Services Grant (RSG)**
- Concise Grant Program Summary (Program Purpose/Intent/Mission): **The RSG Program provides annual grant-in-aid to regional councils of governments (COGs)**
- OPM Grant Number: **(NECCOG): OPM Grant#: RSG-024-05**
- Grant Award Amount: **(NECCOG): Grant Amount: \$470,851.88**

### PART II – FY 24 RSG Budget Categories

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#### 1. Comprehensive Planning, \$100,000

- COVID-19 Response and Recovery**
  - Economic Recovery and Resilience Plan
  - Entrepreneurial Enhancement
  - On-Line Presence to Assist in the Economic Recovery
- Public Safety**
  - Pre-Hospital Emergency Care
  - DEMHS Region IV Emergency Planning
- Natural Hazard Mitigation and Resource Protection**
  - Natural Hazard Mitigation Plan
- Planning and Engineering Services**
  - Regional Engineering Program
  - Plan of Conservation and Development

#### 2. Regional Services, \$250,000

- General**
  - Intergovernmental Relations

- Town Administrative Services
- Town Technical Assistance
- Crumbling Foundations
- Regional Property Revaluation Program
- Human Services Coordination Council

**GIS Services**

- Regional Viewer
- General Mapping Services
- Asset Management Pilot
- Tier II Viewer

**Public Safety**

- Paramedic Intercept Program

**Natural Hazard Mitigation and Resource Protection**

- Environmental Depot

**Animal Services Program**

- Regional ASP
- Trap, Neuter, Release and Maintain Program

**Planning and Engineering Services**

- Regional Engineering Program
- Land Use Technical Assistance
- Regional Building Official Program
- Regional Land Use Enforcement program

**Economic Development**

- Comprehensive Economic Development Strategy/Economic Development District
- Eastern Connecticut Enterprise Corridor Administration

**Grants Management**

- ARPA, RPIP, IIJA, LOCTCIP, Small Cities and available state and federal grants

**Northeastern Connecticut Transit District Administration**

**Transportation Planning and Technical Assistance**

- UPWP
- IIJA Transportation Safety Grant

**3. Municipal Technical Support, \$120,851.88**

**General**

- Town Administrative Services
- Town Technical Assistance

- Crumbling Foundations
- Regional Elections Advisor Program

**GIS Services**

- Town Parcel Updates and Tax Maps
- General Mapping Services

**Planning and Engineering Services**

- Regional Engineering Program
- Statutory Referrals
- Land Use Technical Assistance

**Economic Development**

- Branding/Marketing Plans
- Project Assistance

**Grants Management**

**Transportation Planning and Technical Assistance**



# STATEMENT OF WORK AND GRANT AWARD BUDGET

## PART I

**NAME OF GRANTEE:** Northwest Hills Council of Governments (NHCOCG)

**GRANT PROGRAM NAME:** Regional Services Grant (RSG)

**CONCISE GRANT PROGRAM SUMMARY (PROGRAM PURPOSE/INTENT/MISSION):**

The RSG Program provides annual grant-in-aid to regional councils of governments (COGs).

**OPM GRANT NUMBER:** (NHCOCG): OPM Grant#: RSG-024-06

**GRANT AWARD AMOUNT:** (NHCOCG): Grant Amount: \$488,097.53

## **INTRODUCTION:**

This Statement of Work and Grant Award Budget relates to the requirements of Connecticut General Statutes (CGS) Sections 4-66k and 4-66r and Section 8-31b. The Office of Policy and Management (OPM) is responsible for administering funds deposited to the Regional Planning Incentive Account, which is the source of RSG grant awards, and individual grant award amounts are determined through OPM's application of the statutory formula. Funds shall be used for planning purposes and to achieve efficiencies in the delivery of municipal services, without diminishing the quality of such services.

Each COG shall complete its Statement of Work and Grant Award Budget following the format prescribed in Part II below. Drop-down boxes are provided to reflect allowable budget category options. The total dollar amount for each budget category shall be provided to the right of the drop-down box.

Each budget category shall be followed by a listing of typical activities expected to be performed by COG staff and/or contractors, including administrative activities.

## **PART II – FY 24 RSG Budget Categories**

(Note: The sum of **Budget Amounts** listed below must add up to the total **Grant Award Amount** shown in Part I)



## 1. Comprehensive Planning

**Budget Amount: \$ \$195,239.02**

Expected Work Activities (There must be at least one activity listed per budget category. If more than one activity is listed, the last activity shall be preceded by “or”. Please expand the numbering beyond “5”, as necessary to reflect all expected work activities.)

1. Comply with statutory planning responsibilities including maintenance of Regional Plan of Conservation and Development, review of zoning and subdivision proposals for intermunicipal impacts along town boundaries, and review of municipal plans of conservation and development;
2. Provide technical support, continuing education, and workshops for various local land use related entities and staff;
3. Implement adopted Regional Plan of Conservation and Development goals and initiatives;
4. Maintain/update website and social media presence and information sharing;
5. Conduct a comprehensive update of the region’s 5-year Comprehensive Economic Development Strategy, including a robust public participation process, and implementation of the same once complete in support of the region's Economic Development District (EDD);
6. Provide staff support to conservation organizations including support for preservation initiatives involving land trusts, municipalities and other stewardship partners;
7. Support the newly established Rural Health Resources Initiative to support the multi-faceted health resource network for municipal and constituent quality of life improvements region-wide;
8. Encourage municipal participation in the Sustainable CT municipal certification program and continue to host Sustainable CT Fellows to assist municipalities in gaining and maintaining sustainability improvements and recognition;
9. Continue ongoing outreach to members via in-person site visits to coordinate individual needs, provide assistance, and generate potential regional solutions, including RPIP;
10. Participate and coordinate with other COGs on an as-needed basis for planning and services including regional initiatives that may cross over boundaries of adjacent COG regions;
11. Implement other regional plans when necessary including the Regional Natural Hazard Mitigation Plan; OR
12. Administrative activities associated with Comprehensive Planning tasks.



## 2. Regional Services

**Budget Amount: \$ \$195,239.02**

Expected Work Activities (There must be at least one activity listed per budget category. If more than one activity is listed, the last activity shall be preceded by “or”. Please expand the numbering beyond “5”, as necessary to reflect all expected work activities.)

1. Manage the program, equipment needs and finances of the regional Public Works Equipment Collaborative including semi-annual meetings of Road Supervisors, Town Engineers and Public Works Directors in the region;
2. Continue to provide regional cost sharing opportunities to achieve economies of scale for materials such as chip sealing, crack sealing, full depth reclamation, plow blades and road salt through competitive bidding pricing as needed;
3. Continue to provide for regional engineering services acquired through competitive bid pricing;
4. Assist the region with waste stream management, including MSW, organic waste diversion practices and other recycling opportunities as they develop and to find new shared approaches to achieve efficiencies;
5. Coordinate and staff multiple annual Household Hazardous Waste Collection Days within the region;
6. Conduct outreach to encourage private investment in CEDS initiatives including the Day Trips Guides and local business directory intended to support businesses that rely on tourism;
7. Support Regional Food Hub and other food sharing programs and regional social and health resource service programs;
8. Support the promotion and ongoing development of the region’s events, destinations, and jobs website;
9. Faciliate and lead periodic Economic Development events in the region, including an annual Economic Development Forum;
10. Provide regional GIS services in-house with sufficient staffing and software/hardware support functions and/or consultant oversight;
11. Assess opportunities for additional regional services; OR
12. Administrative activities in support of Regional Service tasks.



### 3. Municipal Technical Support

**Budget Amount: \$ \$97,619.49**

Expected Work Activities (There must be at least one activity listed per budget category. If more than one activity is listed, the last activity shall be preceded by “or”. Please expand the numbering beyond “5”, as necessary to reflect all expected work activities.)

1. Assist municipalities with requests for information and services, including affordable housing, planning and zoning, GIS services, and general policies and procedures;
2. Offer training workshops for municipal officials, particularly land use officials in partnership with allied organizations to fulfill state statutory requirements;
3. Development of a regional document sharing library for municipal assistance in goals and policy development at the local level (HR, Public Works, Town Management, etc);
4. Engage with contractors to assist with regional shared services as needed;
5. Provide staff support for the NHCOCG Legislative Committee and participate with partner organizations as needed;
6. Continue to provide research, support or services to members that can bring additional value or service capability to members and their constituents;
7. Encourage or assist members in the implementation of mitigation strategies and harden infrastructure as identified in the regional Natural Hazards Mitigation Plan;
8. Provide assistance if necessary on Homeland Security and Emergency Support Functions beyond the basic service levels outlined in each funding package;
9. Provide other Local Technical Assistance at the request of municipal members; OR
10. Administrative activities associated with Municipal Technical Support functions.



**SOUTH CENTRAL REGIONAL COUNCIL OF GOVERNMENTS**

*Planning for Our Region's Future*

Bethany Branford East Haven Guilford Hamden Madison Meriden Milford  
New Haven North Branford North Haven Orange Wallingford West Haven Woodbridge

Carl J. Amento, Executive Director

## **STATEMENT OF WORK AND GRANT AWARD BUDGET**

### **PART I**

**NAME OF GRANTEE:** **South Central Regional Council of Governments (SCRCOG)**

**GRANT PROGRAM NAME:** Regional Services Grant (RSG)

**CONCISE GRANT PROGRAM SUMMARY (PROGRAM PURPOSE/INTENT/MISSION):**

The RSG Program provides annual grant-in-aid to regional councils of governments (COGs).

**OPM GRANT NUMBER:** **(SCRCOG): OPM Grant#: RSG-024-07**

**GRANT AWARD AMOUNT:** **(SCRCOG): Grant Amount: \$948,501.80**

### **INTRODUCTION:**

This Statement of Work and Grant Award Budget relates to the requirements of Connecticut General Statutes (CGS) Sections 4-66k and 4-66r and Section 8-31b. The Office of Policy and Management (OPM) is responsible for administering funds deposited to the Regional Planning Incentive Account, which is the source of RSG grant awards, and individual grant award amounts are determined through OPM's application of the statutory formula. Funds shall be used for planning purposes and to achieve efficiencies in the delivery of municipal services, without diminishing the quality of such services.

Each COG shall complete its Statement of Work and Grant Award Budget following the format prescribed in Part II below. Drop-down boxes are provided to reflect allowable budget category options. The total dollar amount for each budget category shall be provided to the right of the drop-down box.

Each budget category shall be followed by a listing of typical activities expected to be performed by COG staff and/or contractors, including administrative activities.



## **PART II – FY 24 RSG Budget Categories**

(Note: The sum of **Budget Amounts** listed below must add up to the total **Grant Award Amount** shown in Part I)

### **1. Comprehensive Planning**

**Budget Amount: \$ 141,084.74**

Expected Work Activities (There must be at least one activity listed per budget category. If more than one activity is listed, the last activity shall be preceded by “or”. Please expand the numbering beyond “5”, as necessary to reflect all expected work activities.)

1. Collaborate with other CT Councils of Governments (COGs) and participate in CTCOG meetings;
2. Provide comprehensive support to the region’s municipalities in the areas of land use, environment and housing planning;
3. Review land use referrals and provide support to the South Central Regional Planning Commission (RPC);
4. Serve as the lead agency for the region’s EPA Climate Pollution Reduction Grant planning efforts;
5. Provide GIS mapping support to the region’s municipalities;
6. Update Regional Recreational Trails Mapping Program;
7. Create a series of workshops and trainings dedicated to tools and techniques for furthering the development of housing throughout the region, engage the region’s community members in discussions and educational forums. FY24’s programing will be designed to offer regional and local support to member municipalities as they implement recommendations offered in local Affordable Housing Plans;
8. Create a digital data dashboard designed to display the region’s demographic data and automatically update on an annual basis;
9. Partner with an Institution of Higher Education to update the SCRCOG 2018 Tree Canopy Study;
10. Compile Certified Asset Management Assessor (CAMA) data and submit to OPM;
11. Participate in UConn MPP Intern Program; or

### **2. Regional Services**

**Budget Amount: \$ 807,417.06**

Expected Work Activities (There must be at least one activity listed per budget category. If more than one activity is listed, the last activity shall be preceded by “or”. Please expand the numbering beyond “5”, as necessary to reflect all expected work activities.)

1. Provide grant writing and administration resources, including trainings/workshops, maintain an updated list of relevant municipal grant opportunities, and offer individualized grant writing and application review support to member municipalities;

2. Participate in the Capitol Region Purchasing Council (CRPC) and through SCRCOG Regional Purchasing Consortium, seek out new opportunities for regional collaboration through responding to the identified needs of the region's municipalities;
3. Provide Risk Management services to member municipalities including best practices, workshops, trainings and resources;
4. Continue offering regional cybersecurity support services including quarterly meetings of the Cybersecurity Working Group, quarterly tabletop exercises in conjunction with DEMHS ESF-17 Chair, offer educational opportunities, and provide best practices for the region's municipalities. SCRCOG will continue to provide cyber-awareness training for member municipality staff free of charge;
5. Provide support to the region's municipalities that were recipients of the CT DEEP Sustainable Materials Management (SMM) grant;
6. Create educational programming focused on recycling, food waste diversion, and developing municipal composting programs, offer regular meetings to discuss relevant issues and provide best practices and assistance in converting existing municipal leaf and brush composting sites into composting facilities which accept collected food waste.
7. If awarded, SCRCOG staff will support the creation of a Regional Waste Authority Visioning Plan; or

### **3. Municipal Technical Support**

**Budget Amount: \$ 0.00**

Expected Work Activities (There must be at least one activity listed per budget category. If more than one activity is listed, the last activity shall be preceded by "or". Please expand the numbering beyond "5", as necessary to reflect all expected work activities.)

- 1.
- 2.
- 3.
- 4.
- 5.

# SOUTHEASTERN CONNECTICUT COUNCIL OF GOVERNMENTS

5 Connecticut Avenue, Norwich, Connecticut 06360

(860) 889-2324/Fax: (860) 889-1222/Email: [office@seccog.org](mailto:office@seccog.org)

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## STATEMENT OF WORK AND GRANT AWARD BUDGET

### PART I

**NAME OF GRANTEE:** [Southeastern Connecticut Council of Governments \(SECCOG\)](#)

**GRANT PROGRAM NAME:** Regional Services Grant (RSG)

**CONCISE GRANT PROGRAM SUMMARY (PROGRAM PURPOSE/INTENT/MISSION):**

The RSG Program provides annual grant-in-aid to regional councils of governments (COGs).

**OPM GRANT NUMBER:** [\(SECCOG\): OPM Grant#: RSG-024-08](#)

**GRANT AWARD AMOUNT:** [\(SECCOG\): Grant Amount: \\$656,911.96](#)

### **INTRODUCTION:**

This Statement of Work and Grant Award Budget relates to the requirements of Connecticut General Statutes (CGS) Sections 4-66k and 4-66r and Section 8-31b. The Office of Policy and Management (OPM) is responsible for administering funds deposited to the Regional Planning Incentive Account, which is the source of RSG grant awards, and individual grant award amounts are determined through OPM's application of the statutory formula. Funds shall be used for planning purposes and to achieve efficiencies in the delivery of municipal services, without diminishing the quality of such services.

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Each budget category shall be followed by a listing of typical activities expected to be performed by COG staff and/or contractors, including administrative activities.

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#### **Member Municipalities:**

Bozrah \* Colchester \* East Lyme \* Franklin \* Griswold \* Borough of Jewett City \* City of Groton \* Town of Groton \* Lebanon \* Ledyard \* Lisbon \* Montville \* New London \* North Stonington \* Norwich \* Preston \* Salem \* Sprague \* Stonington \* Stonington Borough \* Waterford \* Windham

*If language assistance is needed, please contact SCCOG at 860-889-2324, [office@seccog.org](mailto:office@seccog.org)  
Si necesita asistencia lingüística, por favor comuníquese a 860-889-2324, [office@seccog.org](mailto:office@seccog.org).  
如果您需要语言帮助, 请致电860-889-2324或发送电子邮件至 [office@seccog.org](mailto:office@seccog.org).*

## **PART II – FY 24 RSG Budget Categories**

(Note: The sum of **Budget Amounts** listed below must add up to the total **Grant Award Amount** shown in Part I)

### **1. Comprehensive Planning**

**Budget Amount: \$ \$231,911.96**

Expected Work Activities (There must be at least one activity listed per budget category. If more than one activity is listed, the last activity shall be preceded by “or”. Please expand the numbering beyond “5”, as necessary to reflect all expected work activities.)

1. Provide overall program management, including updating the website and other communications materials
2. Implement 2017 Regional POCD and coordinate regarding next plan
3. Regional Organizations: Support and participate in the work of organizations including the Eastern CT Workforce Investment Board, Eastern CT Tourism District, Southeastern CT Cultural Coalition, health districts, and Southeastern CT Enterprise region (seCTer)
4. Defense Industry: Coordinate ongoing implementation activities recommended by the 2017 Joint Land Use Study and subsequent studies in partnership with the Department of Defense, CT Office of Military Affairs, and municipalities adjacent to SUBASE New London
5. Housing: Provide staff support to the Southeastern CT Housing Alliance, conduct housing plans and implementation tools
6. Environment: Support ongoing water planning efforts, implement recommendations of 2019 regional wastewater plan, 2023 Hazard Mitigation Plan/Resilient CT 2.0, conduct open space planning, advance resiliency planning
7. OR provide match to federal transportation planning grant funds (PL).

### **2. Regional Services**

**Budget Amount: \$ \$225,000**

Expected Work Activities (There must be at least one activity listed per budget category. If more than one activity is listed, the last activity shall be preceded by “or”. Please expand the numbering beyond “5”, as necessary to reflect all expected work activities.)

1. Provide staff support to SCCOG’s Regional Human Services Coordination Council
2. Referrals: Conduct review of proposed zone changes and projects of regional significance per CGS 8-3b and 4-124u
3. Collect municipal GIS parcel data and transmit data to State, per CGS 7-100I
4. Legislation: Develop annual legislative agenda, coordinate with members and legislators
5. Grants Development: Submit applications for federal and state funding and administer grants as needed

6. OR Shared Services: Continue to implement existing and new Shared Services, including the provision of planning and enforcement (Zoning, Building Official) services, on a permanent and/or interim basis. Purchase equipment and/or contract for building renovations to enable said services.

### 3. Municipal Technical Support

**Budget Amount: \$ \$200,000.00**

Expected Work Activities (There must be at least one activity listed per budget category. If more than one activity is listed, the last activity shall be preceded by “or”. Please expand the numbering beyond “5”, as necessary to reflect all expected work activities.)

1. Census: provide assistance to stakeholders in accessing Census and other data
2. Training: Provide training for Chief Elected Officials, municipal staff, and municipal commissions to ensure legal compliance, best practices, and regional coordination, including the support of SCCOG’s Regional Planning Commission, info sessions for municipal planners, mentorship, guidance documents, and an orientation program for new elected officials
3. Brownfields: Assist municipalities in obtaining and administering brownfields assessment/remediation funding, coordinate with resources including the Eastern CT Land Bank and UConn TAB program
4. Host and supervise Sustainable CT summer fellows assisting SCCOG towns with sustainability activities and certification
5. Coordinate efforts to address municipal solid waste challenges, including supporting an ad hoc Solid Waste working group
6. Grants: Provide information to municipal CEOs and staff regarding grant opportunities, provide letters of support and other assistance to municipalities and other partner entities seeking grant funding
7. Provide on-call services that may include grant writing and human resources assistance
8. OR Provide ongoing assistance to municipalities interested in pursuing stormwater authorities.

## STATEMENT OF WORK AND GRANT AWARD BUDGET

### PART I

**NAME OF GRANTEE:** [Western Connecticut Council of Governments \(WestCOG\)](#)

**GRANT PROGRAM NAME:** Regional Services Grant (RSG)

**CONCISE GRANT PROGRAM SUMMARY (PROGRAM PURPOSE/INTENT/MISSION):**

The RSG Program provides annual grant-in-aid to regional councils of governments (COGs).

**OPM GRANT NUMBER:** [\(WestCOG\): OPM Grant#: RSG-024-09](#)

**GRANT AWARD AMOUNT:** [\(WestCOG\): Grant Amount: \\$998,828.36](#)

### **INTRODUCTION:**

This Statement of Work and Grant Award Budget relates to the requirements of Connecticut General Statutes (CGS) Sections 4-66k and 4-66r and Section 8-31b. The Office of Policy and Management (OPM) is responsible for administering funds deposited to the Regional Planning Incentive Account, which is the source of RSG grant awards, and individual grant award amounts are determined through OPM's application of the statutory formula. Funds shall be used for planning purposes and to achieve efficiencies in the delivery of municipal services, without diminishing the quality of such services.

Each COG shall complete its Statement of Work and Grant Award Budget following the format prescribed in Part II below. Drop-down boxes are provided to reflect allowable budget category options. The total dollar amount for each budget category shall be provided to the right of the drop-down box.

Each budget category shall be followed by a listing of typical activities expected to be performed by COG staff and/or contractors, including administrative activities.

### **PART II – FY 24 RSG Budget Categories**

(Note: The sum of **Budget Amounts** listed below must add up to the total **Grant Award Amount** shown in Part I)

#### **3. Municipal Technical Support**

**Budget Amount: \$ 167,706.35**

Expected Work Activities (There must be at least one activity listed per budget category. If more than one activity is listed, the last activity shall be preceded by “or”. Please expand the numbering beyond “5”, as necessary to reflect all expected work activities.)

1. Data collection, research, analysis, reporting and presentation;
2. Development of/enhancements to digital systems (including GIS, telecommunications, online portals/processors/connectors;
3. or IT/IS, including cybersecurity assistance.

## **2. Regional Services**

**Budget Amount: \$ 623,341.51**

Expected Work Activities (There must be at least one activity listed per budget category. If more than one activity is listed, the last activity shall be preceded by “or”. Please expand the numbering beyond “5”, as necessary to reflect all expected work activities.)

1. Assessment services;
2. Payment and financial services;
3. Economic development and initiatives, including the WCEDD;
4. Broadband;
5. Flood adaptation/mitigation;
6. Water quantity/quality projects/programs;
7. or Coordination with federal and state government, grant (inc. IJJA and IRA) coordination/management.

## **1. Comprehensive Planning**

**Budget Amount: \$ 207,780.50**

Expected Work Activities (There must be at least one activity listed per budget category. If more than one activity is listed, the last activity shall be preceded by “or”. Please expand the numbering beyond “5”, as necessary to reflect all expected work activities.)

1. Land use referrals, planning/zoning assistance, agriculture planning;
2. Sustainability planning, including for climate change, renewable energy, resilience;
3. or Emergency/disaster planning and preparedness, affordable house and transit-oriented development initiatives (including plans/studies/analyses).