

# 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-025-01](#)

**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 25 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: \$ \$686,173.55**

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***

- Complete the ten-year update to the region’s Plan of Conservation and Development.
- Engage local planning and economic development professionals to participate in educational and roundtable discussions, including CRCOG’s quarterly Planning and Development Forum and municipal outreach visits to foster a deeper understanding of planning issues, legislative directives, and new best practices.
- Continue our statutory planning responsibilities related to the municipal referrals, regional POCD maintenance, input on other CRCOG “core” plans to ensure alignment with State and regional POCDs.
- Improve upon the statutory municipal referral process by establishing an interactive, searchable referral log (i.e. search by topic such as “ADU”).
- Offer additional land use commissioner training opportunities again, in partnership with UConn CLEAR or other organizations, and actively share non-CRCOG opportunities.
- 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. Identify topics of interest and/or concern within our communities and continue publishing easily digestible research papers on these issues (i.e. “third places,” waste, stormwater gardens, inclusive public engagement, large solar installations etc.).
- Initiate a Regional Housing Strategy in partnership with housing-based organizations and other stakeholders. Develop a housing toolkit, including model regulations and policies, based on recommendations outlined in the strategy, and otherwise support or engage in initiatives or collaborations with other organizations that provide housing to meet the needs of all our citizens.
- 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.
- Continue fostering interest in the planning profession by continuing to offer internship opportunities and hosting Sustainable CT Fellows; 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.
- In coordination with SCRCOG, continue to convene the CTrail-Hartford Line and CTfastrak Corridor Advisory Committee (CAC) to coordinate economic development efforts in the Capitol Region's transit corridors and centers of existing economic activity.
- Conduct evaluation of actions and recommendations from recent past studies to follow up and/or assess viability of implementation of such recommendations, such as the recent RPIP-funded study, Next Steps in Engaging Anchor Institutions and Neighborhoods in Transit Oriented Development and the Sustainable Knowledge Corridor Action Plan.
- Utilize statutorily required CRCOG 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.
- 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.
- Conduct evaluation of actions and recommendations from recent past studies to follow up and/or assess viability of implementation of such recommendations, such as the recent RPIP-funded study, Next Steps in Engaging Anchor Institutions and Neighborhoods in Transit Oriented Development and the Sustainable Knowledge Corridor Action Plan.
- Complete the next phase of the EPA's Climate Pollution Reduction Grant (CPRG), the Comprehensive Climate Action Plan seek funds to implement key recommendations.
- Initiate a grant-funded Stormwater Management Study to analyze the condition of existing infrastructure and to identify needed improvements and regional solutions, including the potential for stormwater authorities and utilities.
- Complete the Capitol Region Natural Hazards Mitigation and Climate Adaption Plan (NHMCAP) and work to engage member municipalities to implement mitigation activities identified in the plan.
- Engage member municipalities to implement mitigation activities identified in the Capitol Region Natural Hazards Mitigation Plan.
- Encourage municipal participation in the Sustainable CT municipal certification program and continue to host Sustainable CT Fellows at CRCOG 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 CRCOG support to municipal open space grant applications;  
**or**

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

- Build capacity and add resources at CRCOG to coordinate implementation of the CEDS and to carry out priority action actions from the Comprehensive Economic Development Strategy (CEDS) and to launch our new role as the Economic Development District (EDD) for the region (i.e. establish a governance structure for the EDD board, advertise funding opportunities available to our municipalities).
- Establish an implementation committee and core CRCOG team that meets regularly to pursue priority CEDS goals as well as identify and apply for funding or other opportunities that enable implementation of the CEDS.
- Continue to develop and carry out MetroHartford Brownfields Program through continued management of both the Assessment and Revolving Loan Fund components of the program. Continue to implement this program to proactively seek out and prioritize projects that abate brownfields within transit-oriented corridors as a way of increasing housing supply and projects that abate pollution particularly in our disadvantaged communities which are often disproportionately impacted from pollution and heat island effects; **or**

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

- Support expansion of the regional pedestrian and bicycle network through planning and conducting CRCOG Bike/Ped Subcommittee meetings and advertising the new Bike/Ped Count and Active Transportation Audits services to provide meaningful data to our communities and track performance of completed bike/ped construction projects.
- Serve on the State of Connecticut Vision Zero Subcommittee.
- Issue an RFP and select a new vendor to operate Regional Micromobility services for the CRCOG and Capitol Region Purchasing Council municipalities, gradually working to expand the program to additional communities. Continue to explore the potential for a Micromobility Collective per the 2023 Feasibility Study.
- In coordination with the Transportation Planning Department, initiate the Regional Bicycle/Pedestrian Network Prioritization Study.
- Continue to help member municipalities seek funds for Complete Streets and related implementation projects as well as support of municipal grant applications that advance regional plans and policies.
- Conduct Vision Zero Task Force meetings, see also Transportation Planning below.
- 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. Determine and implement Foundation priorities for FY 2024-2025.
- Represent CRCOG on the Central Connecticut Water Utility Coordinating Committee (WUCC); **or**

## **6. Transportation Planning**

- Work to complete a new Unified Planning Work Program for FYs 2026 and 2027.
- 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 and conduct Vision Zero Task Force meetings using SS4A Action Grant funds. Regional Service Grants will be used to match the SS4A planning Grant.
- Work with CTDOT, Plainville, and New Britain to progress the awarded "CTtrail 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.
- Work with CTDOT, Wethersfield, Newington, and Berlin to initiate the newly awarded "Berlin Turnpike Corridor Planning Study" RAISE Grant planning study.
- 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.
- 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 TAP 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. Begin and advance towards completion a 2025 Congestion Management Process Report.

- Continue to work with the City of Hartford, CTDOT, and other stakeholders to advance the Greater Hartford Mobility Study outcomes (study priority projects recently endorsed by CRCOG Policy Board).
- Continue to support CTDOT and affected communities as it relates to the CTrail Hartford Line Rail and CTfastrak.
- 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 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 East Coast Greenway Gap Closure Study and Route 44 (Canton) Corridor Study.
- Work with towns to implement findings from the Roundabout Screening Study, Farmington Connectivity Study, and Route 190 Corridor Study in Enfield.
- Initiate Regional Bicycle/Pedestrian Priority Network Plan and Regional Warehousing Land Use and Traffic Study.
- 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; **or**

## 2. Regional Services

**Budget Amount: \$ 483,152.20**

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 the Regional Parcel Viewer and GIS portal hosted by CRCOG and continue to make improvements to its data and functionality. Improvements include but are not limited to:
  - Continue to implement automatic Computer Assisted Mass Appraisal (CAMA) data processors in member municipalities to automatically update the Region Parcel Viewer with current property data.
  - Perform CTOPM mandated annual Parcel and CAMA data collections.
  - Add town-specific data layers upon request.
  - Leverage ArcGIS Enterprise and Portal to enhance functionality and feedback capabilities.
- Maintain and update regional GIS datasets such as land use and zoning.
- Continue to work with municipalities to collect updated municipal data layers to Web GIS site.
- Creation of regionwide 3D building data.
- Represent CRCOG on State GIS Coordinating Committee and CT GIS User Network Steering Committee; **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.
- Continue outreach to CRCOG member municipal staff through in-person site visits to access municipal needs and encourage collaboration on programs and services.
- 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.
- Continue to track and support legislation that promotes CRCOG’s Legislative Agenda, especially those matters related to municipal programs and services in our region.

- Develop additional offerings through CRCOG Municipal Services to include additional software offerings on the Nutmeg Network. Respond to partnership opportunities as is consistent with the goals and objectives of the Municipal Services Department;
- Expand on SCRCOG, WestCOG, MetroCog, NEECOG, NVCOG, and SECCOG collaborative partnerships to promote CRCOG's statewide regional fee-for-service programs; **or**

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

- Continue support of the CCM Salary Survey.
- Continue to support the DEI Consultant and training opportunities for members.
- Expand upon the Interview Panel Database to include a larger participant base; **or**

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

- Continue administrative and technical support and program and service implementation of RPIP Grants, including the following (Regional Services Grant will be used for CRCOG staff resources for the 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; **or**

### **5. Crumbling Foundations**

- Continue to administer the Governor's testing program for crumbling foundations.
- Continue to support municipalities affected by crumbling foundations as directed by the Ad-Hoc Working Committee and the Municipal Services Committee.
- Continue to advance the HUD remediation program with a goal of addressing and remediating homes by the end of the fiscal year; **or**

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

- Implement the DEEP Regional Waste Authority Grant
- Staff Central Connecticut Solid Waste Authority (CCSWA)
- Seek effective and sustainable opportunities and strategies to advance regional Waste Management and Diversion programs, services, and solutions long-term.
- Continue to 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 in order 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**

#### **7. IT Services Cooperative**

- Continue expansion of Voice over Internet Protocol (VOIP) and Hosting Services; or
- 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 administer and expand program and service offerings through CRCOG's Regional Online Permitting System program.
- Promote Cybersecurity Services available through Novus Insight, LLC and the Cybersecurity Model Polices. Continue to support the Cybersecurity Task Force and other vested interests to stay ahead of Cybersecurity risks and expand the offering of the Cybersecurity Program.
- Wind down Hyland/OnBase EDMS electronic document management system and reduce or eliminate EDMS servers/capacity for cost savings and efficiency
- Reassess viability and municipal interest in regional job portal pilot program; **or**

#### **8. 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.
- Successfully conduct a reverse auction or other procurement for the energy consortium; **or**

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.
- 2.** Complete work on the FFY 2021 and FY 2022 Homeland Security, MMRS, and HAZMAT projects.
- 3.** Commence work on the FY 2022 and 2023 Homeland Security, MMRS, and HAZMAT projects.
- 4.** Continue to facilitate all of our Emergency Support Functions (ESF's).
- 5.** Continue to submit grant applications for the Capitol Region Medical Reserve Corps and Capitol Region Metropolitan Medical Response System.
- 6.** Complete work on our Improvement Plan for our After-Action Review of the region's response during the Covid pandemic.
- 7.** Continue to manage Public Health Emergency Preparedness (PHEP) funding to include planning, training and exercising.
- 8.** 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.
- 9.** Continue to maintain the Get Ready Capitol Region citizen preparedness website and bolster the ambassador program.
- 10.** Continue to add Community Emergency Response Teams in our communities and conduct regional training sessions.
- 11.** Continue work on the public safety centered service sharing projects.
- 12.** Continue to hold training sessions and conduct exercises.
- 13.** Continue to support the Cybersecurity Task Force and other vested interests; ***or***
- 14.** 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-025-02**

**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.

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 25 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 and Transit Planning Assistance;
6. Regional Plan of Conservation and Development;
7. Regional Environmental Planning, including resilience, brownfields, and green infrastructure;
8. Support professional development, education and training;
9. Regional Land Use Planning; OR
10. 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. Small Business Services and Support.

### 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

145 Dennison Road Essex, CT 06426 | +1 860 581 8554 | www.rivercog.org

## STATEMENT OF WORK AND GRANT AWARD BUDGET

### 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-025-03

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

### **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 25 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: \$ \$300,000.00**

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. Implement the Comprehensive Economic Development Strategy (CEDs)
5. Apply to become a federally recognized Economic Development District and staff the Regional Economic Development Committee

**RiverCOG**

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 updates and 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. Provide contract services to regional organizations with mutual goals, such as working with the Connecticut River Gateway Commission on viewshed protections and preservation of the cultural, ecological, and scenic resources of the Connecticut River
12. Work on updates and 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 outside of 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: \$ 225,000.00**

1. Work on municipal document digitization to support shared staffing and departments
  - a. Continue to work with municipalities to digitize document and work flows
  - b. Establish a common document management system that will support shared building and land-use departments
  - c. 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
    - b. Work with private forest landowners on forest stewardship education and conservation projects
  7. Operate a regional aquatic invasive surveillance and removal project on the Connecticut River and other freshwater 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

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

**Budget Amount: \$ 25,145.71**

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, Sustainable CT, and others
2. Provide training to RiverCOG and municipal officials and staff on relevant topics such as new state mandates and regional services



3. Advance programs to support new planners and increase diversity in the planning professionals
4. Provide expert assistance, such as IT technical support or legal fees to cover legal opinions for use by all member municipalities
5. Engage consultants for assistance with municipal technical support, if needed
6. Administer the RSG grant, provide reporting to OPM and the General Assembly, and work with OPM on the FY26 RSG grant and FY26 Statement of Work



# 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:** **RSG-25-04**

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

### **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 25 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: \$ 480,000.00**

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 comprehensive regional planning activities each year to support our member municipalities, including those which are mandated by federal and state statutes and regulations.

Key elements of this task include:

1. Conduct Regional Studies and Plans:
  - a. Continue to develop and complete the NVCOG Regional Plan of Conservation and Development (RPOCD) as required by CGS 8-35a.
  - b. Assist municipalities with Transit Oriented Development.
  - c. Conduct a Regional Blight Study.
  - d. Create a Regional Guide to Infill Development.
  - e. Conduct Regional Housing Needs and Gap Assessment.
  - f. Prepare a Regional Housing Plan.
  - g. Work on the Kinneytown Dam Remediation & Removal Project.
  - h. Conduct Watershed Planning Studies.
  - i. Maintain Open Space Inventory.
  - j. Conduct Tree Canopy Assessment(s).
  - k. Stormwater & MS4 assistance to municipalities.
  - l. Natural Hazard Mitigation Planning.
  - m. Expand NVCOG's Diversity, Equity and Inclusion (DEI) Program and Policies.
  - n. Complete Annual Reports.
  - o. Establish and update Environmental Justice Policies, Programs, and Studies.
  - p. Perform a Regional Residential Build-Out Analysis.
  - q. Support development of Comprehensive Economic Development Strategy (CEDS).
2. Perform and complete community-based comprehensive studies and plans.
3. Conduct Housing Studies, analyses, and projects to understand current housing opportunities and challenges.
4. Support and promote professional development, education, and training within the region.
  - a. Organize and host Lunch and Learn sessions on relevant regional topics and issues, such as:
    - i. Land use
    - ii. Housing
    - iii. Geographic Information Systems
    - iv. Data
    - v. Environment
    - vi. Sustainability
  - b. Create and distribute Newsletter(s).
  - c. Disseminate Land Use Brief(s).
  - d. Conduct Commissioner Training.
  - e. Offer Citizen Planner Training Opportunities.

- f. Conduct Municipal Environmental Training.
  - g. Host Regional Listening Sessions.
5. Administration
    - a. Create NVCOG Newsletter to disseminate information about RSG tasks.
    - b. Maintain NVCOG Website with pertinent information about RSG tasks.
    - c. Respond to FOIA requests.
    - d. Attend internal NVCOG meetings to coordinate RSG tasks.
    - e. Manage projects undertaken by staff and/or consultants.
    - f. Manage and develop staff working on RSG tasks.
    - g. Build regional planning capacity through participation in conferences, events, and meetings.
    - h. Prepare the RSG Statement of Work and Annual Report.
  6. Support RSG work products with data and GIS analyses.
  7. Support RSG work products with community engagement and communication planning.
  8. Conduct environmental studies, analyses, and projects to understand current environmental opportunities and challenges.
  9. Conduct land use studies, analyses, and projects to understand current land use opportunities and challenges.
  10. Support the development and update of the Regional Transportation Safety Plan under the Safe Streets for All program and support efforts to implement the NVCOG's Vision Zero program and goals.
  11. Administration of virtual/hybrid meetings to support RSG workplan tasks.

## 2. Regional Services

**Budget Amount: \$ 218,000.00**

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 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 includes research and coordination in support of several regional agencies and commissions as well as cooperation with statewide entities.

1. Assess potential regional and intermunicipal impact of land use decisions through the statutory referral processes.
2. Offer an on-call certified Floodplain Manager.
3. Participate in state, regional, and local decision making as members and representatives of the region in various settings, including, but not limited to meetings for:
  - a. Connecticut Chapter of the American Planning Association
  - b. NARC Housing Committee

- c. NARC Diversity & Equity Officers Working Group
  - d. State, Regional, and Local working groups
  - e. NVCOG's member municipalities and their associated events
  - f. Community Based Organizations
  - g. Western CT Water Utility Coordinating Committee
  - h. Water Planning Council Advisory Group
  - i. Governor's Climate Change Council
  - j. CEJAC
  - k. Climate Pollution Reduction Grant
  - l. CT Trail Census
  - m. SolSmart
  - n. Save the Sound
  - o. Housatonic Valley Association
  - p. Key stakeholder and shareholder engagement, including community-based organizations, academic institutions, and the like.
  - q. CTCOG
  - r. CCM
  - s. COST
  - t. CEDAS
  - u. Chambers of Commerce
  - v. AdvanceCT
  - w. CT Main Street
  - x. Capitol Region Purchasing Council
  - y. Statewide Citizen Corps Advisory Council
  - z. Regional Emergency Planning Teams (REPTs)
4. Regional Shared Services Program
- a. Identify new opportunities for intermunicipal coordination.
  - b. Work to develop, implement, and create a regional waste authority.
  - c. Develop the scope of a Comprehensive Materials Management Strategy.
  - d. Oversee and staff the regional Household Hazardous Waste Program, with multiple events planned through SFY 2025.
  - e. Investigate regional Unit-Based Pricing for MSW.
  - f. Conduct surveys and outreach to municipalities to determine unmet needs.
  - g. Work with the Office of Telecommunications and Broadband to incorporate incentives for regional broadband projects and work with municipalities to pursue this funding.

- h. Research opportunities for sharing law enforcement resources and capital facilities.
  - i. Investigate new shared capital construction, major equipment, and mutual aid agreements.
  - j. Investigate opportunities for consolidation of wastewater treatment facilities and/or operations.
  - k. Work with municipalities on regional efforts related to Opioid Settlement funds.
  - l. Assist in drafting Intermunicipal Agreements for shared services between 2 or more municipalities.
  - m. Provide support for Regional Election Advisor Program.
  - n. Administer the Regional Performance Incentive Program (RPIP).
  - o. Support Regional Emergency Management Efforts.
5. Staff and support regional committees that are advancing regional priorities, including, but not limited to:
- a. Regional Land Use Technical Advisory Committee
  - b. Naugatuck River Greenway Steering Committee
  - c. Open Space Group
  - d. Civic Engagement Committees
6. Regional Brownfields Partnership Program Management
- a. Municipal Brownfield Support
  - b. Brownfield Data Collection
  - c. Grant Writing
  - d. Project Administration/Oversight
  - e. Community Outreach
  - f. Brownfield Data Online Viewer
7. Provide regional shared service planning activities.
8. Track, analyze and disseminate relevant legislation.
9. Coordinate a Regional Geographic Information Services (GIS) Program.
- a. Support regional data sharing and information exchange.
  - b. Maintain and update municipal parcel maps.
  - c. Develop regional demographic profiles.
  - d. Create online story maps to explain regional plans, studies, and initiatives.
  - e. Share data via the NVCOG website.
  - f. Maintain and disseminate 2020 Census Data and 2023 American Community Survey Data.
  - g. Serve as central GIS data warehouse.

- h. Provide parcel hosting.
  - i. Prepare maps for municipalities as requested.
  - j. Maintain a regional open space geospatial layer and assist municipalities with open space planning.
  - k. Host an online geospatial viewer showing 2023 land cover.
  - l. Update NVCOG's regional Land Use data.
  - m. Annual Collection of Digital Parcel layers and CAMA reports for all municipalities in the region to submit to OPM.
  - n. Create updated information on sidewalks and trails in the region.
10. Conduct semi-annual composter and rain barrel sales.

### 3. Municipal Technical Support

**Budget Amount: \$ 129,756.06**

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 NVCOG's member municipalities regarding activities associated with the NVCOG's regional services grant programs. Activities within this task include:

1. Provide technical support on local efforts, including but not limited to:
  - a. Land Use
  - b. Housing
  - c. Environmental
  - d. Brownfields
  - e. MS4
  - f. Community Engagement
  - g. Communications, Plan Design, and Dissemination
  - h. Technical Data & GIS
  - i. Economic Development
  - j. Grant Support
  - k. Municipal-wide efforts
2. Monitor municipal implementation and compliance with various state and federal requirements, including MS4, Aquifer Protection Areas, and the NFIP.
3. Develop and maintain planning libraries.
4. Update and publish the Regional Profile and Economic Profile.
5. Offer technical support with municipal Plans of Conservation and Development.
6. Offer technical support with municipal Affordable Housing Plans.
7. Provide support to municipalities through the SustainableCT program.



# NECCOG

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

### PART I

---

- 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-025-05**
- Grant Award Amount: **(NECCOG): Grant Amount: \$470,851.88**

### PART II – FY 25 RSG Budget Categories

---

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

- ✓ **Pandemic Recovery** (Economic Recovery and Resilience Planning, and Entrepreneurial Enhancement, and On-Line Presence to Assist in the Economic Recovery) - **or**
- ✓ **Public Safety** (Pre-Hospital Emergency Care study, and DEMHS Region IV Emergency Planning Assistance) - **or**
- ✓ **Natural Hazard Mitigation and Resource Protection** (Natural Hazard Mitigation Planning and climate change preparedness/mitigation) - **or**
- ✓ **Planning and Engineering Services** (continuation of the Regional Engineering Program, and completion of the Regional Plan of Conservation and Development and Development of a Regional Housing Plan, and Regional Building Official Program and Regional Land Use Enforcement program) - **or**

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

- ✓ **General Services** (Intergovernmental Relations, and Town Administrative Services, and Town Technical Assistance, and Crumbling Foundations, and Regional Property Revaluation Program, and facilitation of the Regional Human Services Coordination Council) - **or**
- ✓ **Statutory Referrals** (at a minimum, Sections 8-3b, 8-26b, and 8-23(g)(4) of the Connecticut General Statutes) - **or**
- ✓ **GIS Services** (Regional GIS Viewer support, and General Mapping Services, and Asset Management Inventory, and development of a PilotTier II Viewer) - **or**
- ✓ **Public Safety** (Paramedic Intercept Program and Pre- Hospital Care) - **or**





# 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-025-06

**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 25 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. Implement the region’s 5-year Comprehensive Economic Development Strategy 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 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 NHCOC 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.

## Statement of Work and Grant Award Budget, FY 25

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

---

### Northeastern Connecticut Council of Governments

- ✓ **Environmental Protection** - (Development of a regional Environmental Depot for the disposal of Household hazardous Waste and the disposal/reuse of other unwanted/unused products with potential to pose hazards to natural resources or the environment) - **or**
- ✓ **Animal Services Program** ( Support for the Regional Animal Services Program, and the Regional Trap, Neuter and Return Program for feral cats) - **or**
- ✓ **Planning Services** (Land Use, and Housing, and Economic, and Environmental and Transportation) - **or**
- ✓ **Economic Development** ( Maintenance of the Comprehensive Economic Development Strategy/ Economic Development District, and the Eastern Connecticut Enterprise Corridor Administration, and serving as the home base for the Route 169 National Scenic Byway) - **or**
- ✓ **Grants Management** (Providing services to member towns to find, write and administer state and federal grants) - **or**
- ✓ **Northeastern Connecticut Transit District Administration** - **or**
- ✓ **Transportation Planning and Technical Assistance in accordance with NECCOG's approved Unified Program Work Plan (UPWP) made with CONNDOT, FHWA and FTA** (The Executive Director, who spends significant time on transportation related matters, is not covered by the UPWP Grant.)

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

- ✓ **General** (Providing member town administrative and technical Services related to any aspect of municipal governance, and addressing the ongoing Crumbling Foundations issue - including representation on the Connecticut Foundation Solutions Indemnity Company, Inc. ("CFSIC"), and support for the Regional Elections Advisor and related program) - **or**
- ✓ **GIS Services** (This element includes Town Parcel Updates and related Tax Maps, and on request mapping assistance for town initiated projects such as trail maps, economic projects, open space planning and more) - **or**
- ✓ **Planning, Land Use Administration and/or Engineering Services** (Member towns have a range of needs that they ask NECCOG to address that are generally fall under the category of Planning, Land Use Administration and/or Engineering Services. These services may include regulation development, application review, meeting process/procedures, and project development) - **or**
- ✓ **Economic Development** (Member towns will often seek NECCOG's assistance with specific development projects and with economic planning - such as Branding and/or Marketing plans) - **or**
- ✓ **Grants Management** (NECCOG assists member towns in locating grant funding, drafting applications and administering awarded grants) - **or**
- ✓ **Transportation Planning and Technical Assistance** (Assistance to member towns that are not covered by NECCOG's UPWP)



**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-025-07**

**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 25 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: \$ 357,081.40**

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. Review land use referrals and provide support to the South Central Regional Planning Commission (RPC);
3. Provide comprehensive support to the region’s municipalities in the areas of land use, transportation, economic development, environment, and housing planning;
4. 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. FY25’s programing will be designed to offer regional and local support to member municipalities as they implement recommendations offered in the regional and local Affordable Housing Plans;
5. Provide GIS mapping support to the region’s municipalities;
6. Maintain Regional Recreational Trails Mapping Program;
7. Attend local, regional, and/or federal conferences, workshops, and/or trainings for continued learning and professional development, including but not limited to the National Planning Conference and the Southern New England American Planning Association Conference.
8. Host and facilitate bi-annual Regional Hazard Mitigation Advisory Committee Meetings;
9. Create a digital data dashboard designed to display the region’s demographic data;
10. Update the SCRCOG 2018 Tree Canopy Study;
11. Compile Certified Asset Management Assessor (CAMA) data and submit to OPM;
12. Collaborate and support the initiatives of SustainableCT;
13. Provide support and/or serve as the lead agency for state and federal grants;
14. Participate in UConn MPP Intern Program;
15. SCRCOG staff time to implement and/or manage the above tasks;
16. Purchase furniture and/or equipment to support the above tasks; or

## 2. Regional Services

**Budget Amount: \$ 591,420.4**

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 comprehensive support to the region's municipalities in the areas of grant writing/administration, information technology/cybersecurity, economic development; solid waste and recycling, and energy;
2. Provide grant writing/administration resources, including trainings and workshops, maintain an updated list of relevant municipal grant opportunities, and offer individualized grant writing and application review support to member municipalities;
3. 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;
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;
5. Support economic development by offering peer-to-peer coaching or direct services to municipalities based on the market and organizational needs of the community, etc.;
6. Provide support to the region's municipalities that were recipients of the CT DEEP Sustainable Materials Management (SMM);
7. Support the creation of a Regional Waste Authority Visioning Plan;
8. 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;
9. Engage local energy task forces and citizen groups and share resources and educational materials to facilitate an increased usage of existing state programs that aim to make homes more energy efficient and reduce greenhouse gas emissions;
10. Participate in UConn MPP Intern Program;
11. SCRCOG staff time to implement and/or manage the above tasks;
12. Purchase furniture and/or equipment to support the above tasks



# SOUTHEASTERN CONNECTICUT COUNCIL OF GOVERNMENTS

5 Connecticut Avenue, Norwich, Connecticut 06360

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

---

## 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-025-08](#)

**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.

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.

---

### **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

## **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.
2. Public Participation: Manage and update the SCCOG website, purchase advertising and/or public participation platforms as needed.
3. Begin preparing next Regional Plan (for 2027 adoption). Purchase supportive technology to include economic and transportation data.
4. 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, Eastern Connecticut Transportation Consortium, health districts, Southeastern CT Enterprise region (seCTer), and watershed and environmental planning groups such as Avalonia Land Trust and Alliance for Mystic River Watershed.
5. 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, and prepare an update to the Joint Land Use Study, now referred to as a Compatible Use Plan.
6. Housing: Provide staff support to the Southeastern CT Housing Alliance, conduct housing plans and implementation tools.
7. Environment/Utilities: 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, coordinate activities supporting brownfields redevelopment, and participate in projects led by partners that enhance regional environmental quality.
8. OR provide match to federal transportation planning grant funds (PL).

### **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. Provide staff support to SCCOG’s Regional Human Services Coordination Council.
2. Staff the SCCOG Board. Purchase equipment to enable hybrid meetings.

3. Referrals: Conduct review of proposed zone changes and projects of regional significance per CGS 8-3b and 4-124u.
4. Collect municipal GIS parcel data and transmit data to State, per CGS 7-100l.
5. Legislation: Develop annual legislative agenda, coordinate with members and legislators.
6. OR Grants Development: Submit applications for federal and state funding and administer grants as needed. Contribute in-kind labor for grants management and participation in steering committees.

### 3. Municipal Technical Support

**Budget Amount: \$ \$250,000.00**

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 SCCOG staff, 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 cybersecurity, grant writing, and human resources assistance.
8. Apprentice program: Employ entry-level staff interested in working in municipal services and provide training under an apprenticeship program.
9. 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. Contract for legal counsel to advise on regional provision of municipal services.
10. 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-025-09](#)

**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 25 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: \$ 167,706.34**

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, including accessibility, transition, and operations analysis and planning;
2. Development of/enhancement to digital systems (including GIS, communications, and land records), online services;
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. Recording and assessment services;
2. Economic development and initiatives, including the WCEDD;
3. Broadband;
4. Municipal training services and facilities;
5. Flood adaptation/mitigation;
6. Water programs;
7. or coordination with federal and state government, grant (inc. IJJA and IRA) coordination/management.

## **1. Comprehensive Planning**

**Budget Amount: \$ 207,780.51**

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. Land use referrals, planning/design assistance, including housing and transportation systems;
2. Agriculture planning;
3. Sustainability planning, including for climate change, renewable energy, resilience;
4. or emergency/disaster planning and preparedness.