

# 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 02301**

**GRANT AWARD AMOUNT:** **(CRCOG): Grant Amount: \$849,348.64**

### **INTRODUCTION:**

This Statement of Work and Grant Award Budget relates to the requirements of Connecticut General Statutes (CGS) Sections 4-66k and 4-66r (2022 Supplement) 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 23 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: \$ 190,628.58**

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. 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). Staff will maintain a CAC presence on the CRCOG website, adding resource materials to the website as appropriate. Staff will also continue the newly formed effort to convene a 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.
2. 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.
3. Engage local planning and economic development professionals and representatives on our Regional Planning Commission to participate in educational and roundtable discussions to foster a deeper understanding of planning issues, legislative directives, and new best practices.
4. 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.
5. Continue work on the Active Transportation Implementation Grant received through the Connecticut Department of Public Health State Physical Activity and Nutrition (SPAN) Grant and the Building Resilient Communities (BRIC) Grant from the U.S. Centers for Disease Control.
6. Serve on the Hartford Complete Streets Task Force, a group which grew out of the national Mayors Complete Streets Challenge, and on the State of Connecticut Vision Zero Subcommittees.
7. Serve on the Center for Latino Progress’ Transport Hartford Academy Annual Summit Planning team.
8. Continue to work toward a regional micromobility program by updating the 2014 Regional Bike Share Feasibility Study and exploring on the success of the scooter share program we helped establish in Hartford.
9. Continue work on the East Coast Greenway Gap Closure Study to determine the final route for the last significant trail gaps in the CRCOG region. Gaps exist in Bloomfield, Hartford, and East Hartford and will also assist the Town of Simsbury in identifying the final preferred route.
10. Monitor progress under CRCOG Action Plan to Increase Walking and Walkability and participate in Community of Practice conference calls to share regional progress and keep informed on best practices from across the country.
11. 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.
12. Continue to provide regional Geographic Information (GIS) services, including:

13. oMaintain and update multiple GIS regional datasets including parcels, zoning, and multi-use trails.
14. oProvide advanced mapping and analysis services for member municipalities and for all CROG departments.
15. Continue collaboration with other GIS users through participation on the CT GIS User Network Steering Committee, GIS Data Acquisition Advocacy Committee, and statewide parcel working group.
16. Implement the Metro Hartford Future Project (Capitol Region Comprehensive Economic Development Strategy).
17. Obtain funding to update the Metro Hartford Future Project so that it better responds to impacts from the COVID-19 pandemic. Funding was sought in FY21 and staff will continue to monitor funding opportunities.
18. Obtain Economic Development District designation from the federal Economic Development Administration.
19. Continue the new Transit-Oriented Development study for the region. The study will look at the financial feasibility of individual sites in station areas along the CTfastrak and CTrail corridors.
20. Obtain funding to conduct a series of small-scale best practices studies in support of implementing the Metro Hartford Future Project. Studies include:
  21. o Workforce vacancy data systems best practices
  22. o Flexible funding for workforce vacancies best practices
  23. o Best practices in workforce talent development
  24. o Identification of five initiatives to accelerate economic growth and recovery in Connecticut
  25. o Best practices for engaging the philanthropic community in economic and infrastructure projects
26. Provide staff assistance to the CROG Foundation. Implement Foundation priorities for FY 2022-2023, which may include collaboration on CEDS implementation, and continuation of Next Gen Economic Development workshop series.
27. 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.
28. Carry out MetroHartford Brownfields Program.
29. o Continue the Assessment component of this program.
30. o Work toward completion of projects funded under the MetroHartford Brownfields Revolving Loan Fund and Subgrant Program.
31. 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, for consistency with regional plans and policies, and the concerns of neighboring municipalities; review and support of municipal grant applications that advance regional plans and policies. Involve CROG Regional Planning Commission in the regional review process.
32. Provide planning and implementation assistance in support of: transit-oriented development; expansion of housing opportunities; increased job and business opportunities; creation of bike and pedestrian friendly communities; green building and infrastructure; neighborhood planning

and placemaking; preservation of working farms and key environmental resources; and other topics consistent with the principles of livable and sustainable communities.

33. Upon request, meet with municipal planning and zoning commissions to discuss model land use regulation changes that support sustainable design and development, and expand housing opportunities.
34. Help municipalities and developers provide for housing to meet the needs of all our citizens through responses to individual requests for information and assistance. Collaborate with other regional agencies, such as the Local Initiatives Support Corporation and Journey Home, on housing and neighborhood community development initiatives.
35. Staff the CROG Regional Planning Commission and share with representatives from municipal planning and zoning commissions topics and strategies to create a more connected, competitive, vibrant and green Capitol Region.
36. Serve on the Commission on Connecticut's Development and Future Model Code and Design Development Working Group that has been tasked with creating optional, model guidelines for buildings and context sensitive streets that municipalities can adopt statewide, as well as the Plan of Conversation and Development Working Group.
37. Participate in the Lincoln Institute's Consortium for Scenario Planning.
38. Continue utilizing advanced scenario planning software tools for use in a range of regional and corridor level planning initiatives.
39. Work with CT APA, UCONN and other key partners on bringing an accredited urban planning degree program to Connecticut.
40. Engage member municipalities to implement mitigation activities identified in the Capitol Region Natural Hazards Mitigation Plan.
41. Obtain funding to conduct an update of the Capitol Region Natural Hazards Mitigation Plan.
42. Utilize advanced scenario planning tools to continue efforts to better integrate transportation, community development, municipal services, natural hazard mitigation and public safety activities within CROG that are related to building and maintaining livable and sustainable communities. Continue to build out the suite of scenario planning tools utilized by CROG staff.
43. Collaborate with the Eastern Connecticut State University Institute for Sustainable Energy (ECSU-ISE) to encourage municipal participation in the Sustainable CT municipal certification program. Assist ECSU-ISE with evaluation/certification of municipal actions. Continue to host Sustainable CT Fellows at CROG to assist municipalities in gaining and maintaining Sustainable CT status.
44. Represent CROG on the Central Connecticut Water Utility Coordinating Committee (WUCC). This committee meets quarterly to maintain the adopted Coordinated Water System Plan.
45. Represent CROG on the Connecticut Resource Conservation and Development Council (CTRC&D). Assist with Environmental Review Team analyses as appropriate.
46. 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 CROG support to municipal open space grant applications.
47. Complete updated of Metropolitan Transportation Plan and Public Participation Plan. Work to understand and advance new projects under new IIJA funding sources including discretionary grant programs.

48. Continue to update the web-based tool for mapping LOTCIP and TIP projects and work with CTDOT on their E-STIP project.
49. Work to program LOTCIP funding, minimizing carryover amounts, and monitor legislation related to future LOTCIP bonding authorizations.
50. 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.
51. 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.
52. 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.
53. Provide technical assistance to towns to solve traffic problems, resolve project funding problems, and/or mediate transportation related design issues with CTDOT.
54. Continue to monitor regional traffic and congestion as part of a continuous Congestion Management Process.
55. Continue to work with the City of Hartford, CTDOT, and other stakeholders to advance the Greater Hartford Mobility Study.
56. Continue to be a resource to CTDOT as they work to implement the CTfastrak autonomous vehicle pilot project.
57. 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.
58. In partnership with CTDOT and CTtransit, continue to advocate for implementation of recommendations from the Comprehensive Transit Service Analysis of CTtransit's Hartford and New Britain/Bristol Divisions.
59. 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).
60. FY2023 will not be an application year for the State Matching Grant Program for Demand Responsive Transportation (Municipal Grant Program). CRCOG will coordinate with CTDOT and recipients to ensure completion of necessary maintenance paperwork.
61. Continue to conduct biannual utilization counts at the Region's commuter park and ride lots. Update related infographics.
62. Continue to work with municipalities on updating the GIS system in the Region and collect updated municipal data layers for Web GIS Site.
63. Continue to update the region's online interactive TIP and LOTCIP maps.
64. Continue to work with municipalities and emergency responders to improve traffic incident management within the Hartford Urbanized Area, utilizing the TIM Coalition as a steering group for these efforts. Support Vision Zero and regional transportation safety strategies to reduce fatalities and serious injuries.
65. Coordinating with Public Safety, continue to work to improve transportation-related response to emergencies.
66. Continue working with CTDOT to initiate a transportation planning study from the FY2021 solicitation.

67. Complete the Roundabout Screening Study, the Farmington Connectivity Study, the TOD Roles, Visioning, Viability & Tools Analysis study, and the Route 190 Corridor Study in Enfield.
68. Continue work on East Coast Greenway Gap Closure Study and Route 20 Corridor Study in Windsor Locks.
69. Build on completed Scenario Planning efforts, measuring transportation outcomes resulting from variable Land Use and Transportation Infrastructure scenarios.
70. Continue to work with UConn's Traffic Signal Circuit Rider Program to advance traffic signal management initiatives throughout the region
71. Continue to participate in regional and project-specific traffic management discussions related to construction activities in the Greater Hartford Area
72. Other activities as directed by CRCOG's Policy Board; OR

## 2. Regional Services

**Budget Amount: \$ 518,744.98**

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 seek out new opportunities for inter-municipal service sharing and help identify funding sources to help implement these ventures.
2. Work through the CRCOG Municipal Services Committee to help member municipalities 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.
3. 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.
4. Monitor the State of CT Property Assessment and Tax Collection Initiative and respond with appropriate resources.
5. Regional GIS. Continue to support CRCOG's Regional Parcel Viewer and GIS portal and continue to make improvements to its data and functionality.
6. o Continue adding automatic Computer Assisted Mass Appraisal (CAMA) data processors in member municipalities.
7. o Add town-specific data layers upon request.
8. o Leverage ArcGIS Portal to enhance functionality and feedback capabilities.
9. o Maintain and update regional GIS datasets such as land use and zoning.
10. Expand upon the Interview Panel Database to include a larger participant base.
11. Launch into program the regional municipal job applicant portal for shared application across the region.
12. Continue to convene the CRCOG Human Services Coordinating Council on issues of importance to municipal Human Services and Social Services Directors.

13. Regional Performance Incentive Program (RPIP) Grants
14. o Continue support of applications to this grant program on an annual basis by all CRCOG departments and members.
15. o OPM announced applications for the RPIP grants on a rolling basis, with the first review planned for August 2022. CRCOG is currently conducting surveys and understanding from its various towns needs and thoughts regarding RPIP opportunities and will plan on applying for this grant.
16. Expand on SCRCOG, WestCOG, NVCOG and SECCOG partnerships to promote CRCOG's statewide fee-for-service programs.
17. Continue to administer the Governor's testing program for crumbling foundations
18. Continue to support municipalities affected by crumbling foundations as directed by the Ad-Hoc Working Committee and the Municipal Services Committee.
19. Continue small town assistance meetings and expand opportunities for small towns.
20. Solid Waste Management
21. o Work with consultant to understand medium and long term options for the region regarding Solid Waste and where member towns can leverage CRCOG's assistance.
22. o Continue to support Solid Waste Management and increase textile recycling, support Food Waste Collection and other Solid Waste related services.
23. Continue expansion of the Voice over Internet Protocol and Hosting Services membership.
24. Work with the Novus to offer additional services over the Nutmeg Network that fit into the overall service sharing strategic plan developed by the Municipal Services Department.
25. 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.
26. Continue to administer the Regional Online Permitting System program. Expand the Regional Online Permitting System program options to interested municipalities.
27. Promote the Cybersecurity Services available through Novus Insight 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.
28. Continue and complete the Cybersecurity for CEO and CAO webinar series
29. Continue administration of the Capitol Region Purchasing Council (CRPC) Program, and expand program offerings, guided by the Municipal Services Strategic Plan.
30. 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.
31. Promote and administer the job order contracting program (ezIQC).
32. Continue pursuit of state agency partnerships with our cooperative purchasing programs.
33. 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.
34. Committee: Continue to assist the RRSC and the working sub-committees
35. EDA Grant: Execute the COVID Recovery grant objectives and coordinate with appropriate stakeholders and partners.

36. Continue to assist DEMHS Region 3 and the state in any of its COVID-19 Recovery efforts as needed and requested.
37. Other activities as directed by CRCOG's Policy Board; OR

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

**Budget Amount: \$ 139,975.08**

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 2019 and FY 2020 Homeland Security, MMRS, and HAZMAT projects.
3. Commence work on the FY 2021 and 2022 Homeland Security, MMRS, and HAZMAT projects.
4. Complete work on our After Action Review of the region's response during the Covid pandemic and continue our Covid-19 response activities.
5. Continue to manage Public Health Emergency Preparedness (PHEP) funding to include planning, training and exercising.
6. Continue to administer CAPTAIN (CRCOG's mobile data communication system for police and fire users) and prepare for the transition off the system.
7. Continue to act as the fiduciary agent for the HEARTBEAT Computer Assisted Dispatch and CT-CHIEF Records Management Projects as requested by our communities.
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 work on the public safety centered service sharing projects.
11. Continue to hold training sessions and conduct exercises.
12. Review and update of regional plans (including the Training and Exercise Plan and Tactical Interoperable Communications Plan).
13. Other activities as directed by CRCOG's Policy Board



## 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 02302**

**GRANT AWARD AMOUNT:** **(MetroCOG): Grant Amount: \$407,029.04**

### **INTRODUCTION:**

This Statement of Work and Grant Award Budget relates to the requirements of Connecticut General Statutes (CGS) Sections 4-66k and 4-66r (2022 Supplement) 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.

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## **PART II – FY 23 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: \$ \$170,000**

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. Review of Regional Zoning Referrals;
2. Coordination of Regional Technical Advisory Committees (Conservation, Economic Development/Tourism, Geospatial, etc.);
3. Coordination on Plans of Conservation and Development (Regional/Municipal);
4. Municipal & Regional Transportation Planning Assistance;
5. Regional Environmental Planning, including resilience, brownfields, and hazard mitigation;
6. Regional Economic Development planning; OR
7. Regional Land Use Planning

### **2. Regional Services**

**Budget Amount: \$ \$140,000**

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. Continued development of the regional electronic content management system and document management;
2. Assistance with Wireless Telecommunications, Small Wireless Facilities and 5G;
3. Maintenance, Administration and Support of a Regional GIS Program – including web parcel viewers, municipal viewers, data collection and analysis;
4. Coordination of Regional Household Hazardous Waste Collection Event(s);
5. Regional Economic Development website



### 3. Municipal Technical Support

**Budget Amount: \$ \$97,029.04**

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. Grant Research, Coordination, Writing and Management Assistance
2. Mapping and data analysis for specific municipal projects/programs;
3. Assistance with a potential regional Sanitary Sewer Evaluation Study;
4. Assist with municipal planning efforts including zoning, affordable housing plans, economic development



# 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, FY 23

### PART I

NAME OF GRANTEE: **Northeastern Connecticut Council of Governments**

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 Grant #: RSG 02305**

GRANT AWARD AMOUNT: **\$250,336.54**

### INTRODUCTION:

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### PART II – FY 23 RSG Budget Categories

#### A. Comprehensive Planning (\$100,000)

1. **COVID-19 Response and Recovery** -- to be used on one or all of the following activities:
  - a. **COVID-19 Response - General** - Assist member municipalities, regional entities and the state with general COVID-19 response planning and activities, and;
  - b. **Regional CED (also to serve as the region's the POCD)** - Integrate pandemic economic recovery and resilience into the CEDS. NECCOG, with this CEDS update, intends to develop strategies to keep businesses in the region open safely, to access funds to cover costs and retain employees, and focus efforts on pandemic recovery, resiliency, and economic, social, and racial equity. This

work is part of a four task EDA Grant received by NECCOG for COVID recovery and the use of RSG will cover costs that the grant cannot cover, and:

- c. **Disaster Recovery Support for Region IV** - The Department of Emergency Management and Homeland Security (DEMHS) has asked the COGs that populate their five regions to take a lead role in what the State calls “recovery.” Additionally, Individual member towns will need assistance as the pandemic moves forward and new - yet unknown - challenges and assistance are required - including assistance with securing federal funds. This work is part of a four task EDA Grant received by NECCOG for COVID recovery and the use of RSG will cover costs that the grant cannot cover, and;
- d. **Entrepreneurial Enhancement** - NECCOG will bring a range of trainings, workshops, webinars, and partnerships to impacted businesses by providing aid to local governments, businesses, and other stakeholder organizations to increase access to direct market producers. NECCOG will use provide technical assistance and support through educational webinars for small businesses, including virtual entrepreneurial meetups specifically geared towards emerging businesses and new farmers. A compiled listing of existing resources and work already underway by many of these organizations will be shared in one common, easily accessible location - allowing business owners to promote their businesses to visitors and residents while gaining access to technical assistance. This work is part of a four task EDA Grant received by NECCOG for COVID recovery and the use of RSG will cover costs that the grant cannot cover, and;
  - a. **Establish and maintain an On-Line Presence/Website to Assist in the Economic Recovery** - NECCOG will, through the development of its economic recovery and resilience planning process identify agricultural producers, small businesses within the region that have been negatively impacted by the pandemic - creating a new website to provide resources to assist such businesses in adapting to a new economic environment and will include pages that contain resources for citizens related to housing and food assistance as well as promote local business and services. The site will include an interactive map viewer identifying services and/or products available and informational links to websites and other online resources. This work is part of a four task EDA Grant received by NECCOG for COVID recovery and the use of RSG will cover costs that the grant cannot cover.
2. **Natural Hazard Mitigation Regional Plan Update** - complete the regional plan update as required by FEMA - including the approval process with the State and FEMA, and;
3. **Statutory Referrals** - review and address referrals as required by statute, or;
4. **Transportation Planning and Technical Assistance** - to be used on one or all of the following activities as delineated in the NECCOG FY 23 approved UPWP Work Plan - RSG will supplement for work not covered by our primary transportation planning and project assistance funds.

## B. Regional Services (\$100,000)

1. **Intergovernmental Relations** - NECCOG will continue to represent the region in a range of forums and organizations - as well as the actions/activities of the Legislature, Census, Workforce Development Board, Water Resources Board, Advisory Commission on Intergovernmental Relations, State Government, Congress and Federal Government Agencies that have impacts on the member towns of NECCOG, and;
2. **Crumbling Foundations** - NECCOG will continue work, in partnership with the Capital Region Council of Governments (CRCOG) Ad-Hoc Working Committee for Crumbling Foundations on this matter. Additionally, and the Executive Director serves as a board member of the Connecticut Foundation Solutions Indemnity Company, Inc. (CFSIC) to address this issue, and;
3. **Regional Property Revaluation Program** - NECCOG will continue to administer this regional program for participating towns, and;

4. **Regional Elections Monitor** - Continue, utilizing this position, to provide election related assistance to member towns, and;
5. **Regional GIS Services:**
  - a. **Regional Viewer** - Continue to maintain and expand as needed NECCOG's regional GIS Viewer, and;
  - b. **Assessor Property Viewer/Updates** - Continue performing parcel updates for participating towns which contains multiple feature types including state, town, property, and easement lines as well as parcel, ROW, and easement polygons, and;
  - c. **General Mapping Services** - Continue to utilize ArcGis, GPS and remote sensing, and spatial analysis software to create maps, plans and visualizations for municipal POCD, Build-Outs, Open Space, Trails, Transportation, Emergency Management and Economic Development Plans, and;
  - d. **Asset Management Pilot** - NECCOG GIS and Engineering staff will work with a small member municipality in developing an asset management system for retaining an inventory of a variety of transportation/public works assets such as drainage structures, guard rails, and traffic signs - integrating this data into our regional GIS Viewer, and;
  - e. **Tier II Viewer** - The Environmental Protection Agency (EPA) requires annual submission of what is referred to as "Tier II forms" which are now manually (paper) maintained. This initiative will switch from manual information to e-based/enhanced with GIS to ensure quicker, safer response.
6. **Regional Paramedic Intercept Program** - Continue to support the administration and technical aspects of this regional program to provide ALS serve to the region, and;
7. **Pre-Hospital Emergency Care Implementation** - Move into the implementation phase of this work, and;
8. **DEMHS Region IV Emergency Planning** - Assist DEMHS Region IV and member towns with non-pandemic emergency planning support, and;
9. **Regional Environmental Depot** - Continue to seek feasibility funding and continue project research, and;
10. **Regional Animal Services Program:**
  - a. **Regional ASP** - assist with the general administration of the program, and;
  - b. **Trap, Neuter, Release and Maintain Program** - provide subsidy to assist in the control of the feral cat population.
11. **Regional Human Services Coordination Program** - to be used on one or all of the following activities as delineated in the NECCOG 2021-22 approved Work Plan:
  - a. **Regional Human Services Coordination Council** - Assist in the administration and facilitation, in accordance with Section 17a-760 of the CGS the operation of the region's Regional Human Services Coordinating Council, and;
  - b. **Regional Human Services/Veteran's Navigator** - In part, cover the expenses of this position, to assist people in the region to efficiently navigate public and non-profit programs to obtain needed services, and;
  - c. **Veteran's Transportation** - This program, which in large part is federally funded, will provide rides to and from health care facilities in and out of state for veterans. RSG will assist in the administration of the program.
12. **Regional Engineering Program** - Continue program for NECCOG generally and for participating towns individual Needs, and;

13. Regional Grants Management - Assist town in finding, writing and compliance with state, federal and private grant opportunity, or:
14. **Eastern Connecticut Enterprise Corridor Administration** - continue to administer the EDD - serving as the primary contact for this program bring potential businesses to locate within the Corridor and assist existing businesses expand.

**C. Municipal Technical Support - (\$50,336.54)**

1. **Town Technical/Strategic Planning Assistance** - NECCOG will continue to provide individualized assistance for its member towns with any question, problem or request for assistance. These will include, but not be limited to: FOI training; grant assistance; land use (see Land Use Section for details); assistance with state/federal agencies; town hall management assessment including job descriptions; economic development assistance; research; state or local road traffic counts; board/commission training, by-law development, legislative proposals; smart growth workshops; census and other demographic data; planning and meeting facilitation, and;
2. **Town Administrative Services Pilot** - This is pilot program for initially three towns - possibly four. NECCOG would employ a qualified town administrator to serve in the role as town administrator for the three or four participating towns.



# 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 02306**

**GRANT AWARD AMOUNT: (NHCOCG): Grant Amount: \$262,002.04**

## **INTRODUCTION:**

This Statement of Work and Grant Award Budget relates to the requirements of Connecticut General Statutes (CGS) Sections 4-66k and 4-66r (2022 Supplement) 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 23 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: \$ 115,000.00**



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. 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 town Planning and Zoning Commissions and staff;
3. Implement adopted Regional Plan of Conservation and Development goals and initiatives;
4. Provide GIS coordination and/or consultant oversight and technical assistance;
5. Maintain/update website and social media presence and information sharing;
6. Update and continue to implement the Regional Comprehensive Economic Development Strategy (CEDS) plan, including comprehensive broadband efforts in support of the region's Economic Development District (EDD);
7. Provide staff support to conservation organizations including support for preservation initiatives involving land trusts, municipalities and other stewardship partners; or
8. Implement other regional plans when necessary including the Regional Natural Hazard Mitigation Plan.

## **2. Regional Services**

**Budget Amount: \$ 108,000.00**

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. 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;
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 to find new shared approaches;
5. Coordinate multiple annual Household Hazardous Waste Collection Days;

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;
8. Support the promotion and ongoing development of the region's events, destinations, and jobs website; or
9. Assess opportunities for additional regional services.

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

**Budget Amount: \$ 39,002.04**

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 planning and zoning requests for information and services, including affordable housing;
2. Offer training workshops for municipal officials, particularly land use officials in partnership with allied organizations to fulfill state statutory requirements;
3. Create 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 NHCOG Legislative Committee; or
6. Provide other Local Technical Assistance as requested by member municipalities.



# 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 02304

**GRANT AWARD AMOUNT:** (NVCOG): Grant Amount: \$491,755.68

## **INTRODUCTION:**

This Statement of Work and Grant Award Budget relates to the requirements of Connecticut General Statutes (CGS) Sections 4-66k and 4-66r (2022 Supplement) 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 budget category is followed by a listing of typical activities expected to be performed by COG staff and/or contractors, including administrative activities.

## **PART II – FY 23 RSG Budget Categories**

### **1. Comprehensive Planning**

**Budget Amount: \$ 221,755.68**

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 mandated by multiple state statutes and regulations. Key elements of this task include the preparation of a Regional Plan of Conservation and Development (RPOCD) and a Sustainability Toolkit, and significant planning efforts to address economic recovery and resilience, the environmental health of the region through watershed planning, stormwater and MS4 planning, and natural hazard mitigation planning. Information from these study efforts and plans is shared via public informational forums, the NVCOG website, press releases and social media.

#### **1. Complete an Update of the Regional Plan of Conservation and Development (RPOCD)**

The update of the RPOCD is needed to reflect the consolidation of the Valley Council of Governments and Central Naugatuck Valley Council of Governments, plus two

municipalities from the Central Connecticut planning region in 2015. The RPOCD will include sections relating to all aspects of land use and community planning, such as:

- a. Historical development patterns
- b. Existing and projected future land use
- c. Multi-modal transportation patterns
- d. Economic development
- e. Environmental capacity and sustainability
- f. Open space preservation
- g. Municipal and regional facilities

2. Provide Updated Content and Outreach for a Regional Sustainability Toolkit

The Naugatuck Valley planning region embraces many ideas and concepts on how to make the region more sustainable. In recent years, the NVCOG has hosted Sustainable CT fellows and will do so again this year, who have assisted the NVCOG in developing Sustainability Toolkit. This project has been substantially completed under the SFY 2022 RSG program. Work in the 2023 fiscal year will include final editing and formatting of the document; posting to the NVCOG website; and public outreach to municipal and other groups to highlight key strategies and best practices.

3. Coordinate Long Term Recovery and Resiliency Planning and Emergency Management

In response to the Covid-19 pandemic, NVCOG provided staff to the Governor's long-term recovery NVCOG and to help address unmet service needs. These activities were expanded during SFY 2022 to include coordination of long-term recovery committees (funded by a direct grant from the Shelton Economic Development Corporation). During SYF 2023, long-term recovery work will continue as needed. The primary focus of the work will be for staff to:

- a. Coordinate with the Shelton Economic Development Corporation to support multiple initiatives designed to enhance the region's economic recovery and resilience.
- b. Coordinate with and support the Division of Emergency Management and Homeland Security (DEMHS) on Statewide and regional Emergency Support Function (ESF) 14 Long Term Recovery work.
- c. Attend and participate in meetings of the Region 2, 3 and 5 REPTs, and providing support to emergency preparation planning throughout the three emergency planning regions.
- d. Facilitate Long Term Economic Recovery Committee work and meetings with municipal and regional COVID pandemic recovery partners.

4. Professional Development and Capacity-Building

- a. Participate in inter-COG coordination meetings and other shared initiatives.

- b. Build regional planning capacity via participation and attendance at APA, AMPO, NARC and other professional organizations.
- c. Participate in educational and training events sponsored by national organizations, such as the AMPO, NARC, APA and other regional organization conferences.

## 5. Environmental Planning

The NVCOG supports and conducts planning efforts that will address the environmental health and resilience of the Naugatuck Valley planning region. This is a wide-ranging task that provides technical assistance on environmental issues and concerns to municipalities, local non-profit environmental organizations, and state commissions and councils.

- a. Perform watershed planning studies and enhance the dialogue between towns regarding regional coalitions.
- b. Evaluate and address dam safety issues, regarding the environmental restoration or potential decommissioning of Kinneytown Dam.
- c. Conduct regional open space planning studies and support collaboration between open space partners in the region.
- d. Participate as a voting member of the Western CT Water Utility Coordinating Committee (WUCC).
- e. Track the State water planning process and provide input as the region's Water Planning Council Advisory Group (WPCAG) representative.
- f. Monitor implementation and compliance with the MS4 general permit requirements and assist member municipalities in compliance.
- g. Participate on the Governor's Climate Change Council (GC3) and working groups.
- h. Work in partnership with Connecticut Institute for Resilience & Climate Adaption (CIRCA) in developing a regional climate adaptation and resiliency plan.
- i. Support efforts to restore migratory fish to the Naugatuck River as part of the Naugatuck River Restoration Coalition.
- j. 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.
- k. Provide regional support for the CT Trail Census project, collecting data about trail use and users of multiuse trails; or
- l. 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.
- m. Oversee and administer the Naugatuck River Greenway Steering Committee and provide assistance to municipalities in planning, designing and constructing sections of the NRG Trail.

## 6. Natural Hazard Mitigation Planning

NVCOG developed a regional, multi-jurisdictional natural hazard mitigation plan (NHMP) for the 19 member municipalities of the NVCOG region. It was endorsed by all 19 NVCOG municipalities and approved by FEMA in 2021. Activities during SFY 2023 will focus on maintaining and updating the plan:

- a. Pursue funding for projects identified in the Natural Hazard Mitigation Plan.
- b. Provide technical implementation assistance to municipalities who request it.

## 2. Regional Services

**Budget Amount: \$ 160,000**

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. Regional Shared Services Program

The primary objective of the regional services delivery program is to facilitate and direct the implementation of municipal services that would realize efficiencies by a regional approach.

- a. Identify new opportunities for intermunicipal coordination.
- b. Staff the Regional Shared Services Committee.
- c. Facilitate Municipal Solid Waste and Recycling Working Group, including proposed creation of a regional waste 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 2023.
- f. Investigate regional Unit Based Pricing (UBP), as well as development of one or more regional recycling or composting facilities.
- 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 of law enforcement resources and capital facilities, potentially including a regional lock-up facility.

- j. Shared capital construction.
- k. Shared equipment and Mutual Aid Agreements.

## 2. Metropolitan Transportation Planning

NVCOG coordinates transportation planning activities and provides technical and support services to the region's transportation policy and decision-making boards and member municipalities. RSG funds will complement and provide additional support to the regional transportation planning program, as needed.

- a. Support the grant application process for individual municipalities for discretionary grant programs offered by the US Department of Transportation.
- b. Monitor Notices of Funding Opportunities issued by federal departments and agencies related to the Infrastructure Investment and Jobs Act (IIJA) and support development of project concepts and grant applications.

## 3. Brownfields Assessment and Remediation Program Planning

NVCOG administers and manages the Regional Brownfields Partnership of West Central CT (RBP) which is composed of 27 municipalities. RSG funds will complement and provide additional support to the regional Brownfields Partnership, as needed.

## 4. Information Sharing, Community Engagement and DEI Program

- a. Disseminate federal and state grant information and application assistance through sharing of municipal best practices.
- b. Conduct staff activities for the NVCOG Regional Planning Commission; facilitate meetings of the RPC.
- c. Maintain and update the NVCOG website, prepare and disseminate the regional newsletter, and share NVCOG information through social media and other sources.
- d. 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
- e. Provide grant financial administration and assistance to municipalities, as needed.

## 3. **Municipal Technical Support**

**Budget Amount: \$ 110,000**

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. 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.
- 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 Analysis.
- i. Serve as a central GIS data warehouse.
- j. Provide parcel hosting.
- k. Update of parcel mapping.

2. Regional Environmental Services

- a. Conduct semi-annual composter and rain barrel sales.
- b. Staff Regional Hazardous Waste Collection Days.
- c. Programming of speakers for the Environmental Sustainability Working Group.

3. Regional Land Use Planning and other Municipal Support Services

- a. Zoning Enforcement Officer support and training.
- b. Develop and maintain virtual 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 on an as-needed basis – regional referrals.
- f. Promote public outreach and information sharing as well as respond to any FOIA-related requests for information,
- g. Staff the regional election monitor function.





# Lower Connecticut River Valley Council of Governments

145 Dennison Road Essex, CT 06426 | +1 860 581 8554 | [www.rivercog.org](http://www.rivercog.org)

## FY2023 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 02303](#)

**GRANT AWARD AMOUNT:** [\(RiverCOG\): Grant Amount: \\$303,973.00](#)

### **INTRODUCTION:**

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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.



# Lower Connecticut River Valley Council of Governments

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## **PART II – FY 23 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: \$ 140,000**

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. Regional Planning

- a. Implement adopted Regional Plan of Conservation and State Plan of Conservation and Development
- b. Review of zoning and subdivision proposals for intermunicipal impacts and review of municipal plans of conservation and development
- c. Staff the Regional Planning Committee

#### 2. Comprehensive Economic Development Strategy (CEDS) / Economic Development Planning

- a. Create the first CEDS for the Lower Connecticut River Valley Region
- b. Work towards establishing a federally recognized Economic Development District

#### 3. Regional Housing Planning

- a. Hold a public comment period for the draft Regional Housing Plan
- b. Review public comments and make edits
- c. Adopt Regional Housing Plan and work on implementation
- d. Work on implementing affordable housing strategies identified in municipal CGS 8-30j plans

#### 4. Environmental / Conservation Planning

- a. Continue work with our regional land trusts and municipalities on the implementation of the Regional Conservation Plan
- b. Support efforts to steward and protect natural resources and functions
- c. Work with the Connecticut River Gateway Commission of viewshed protections and preservation of the cultural and scenic resources of the Connecticut River
- d. Work updating or implementing Natural Hazard Mitigation Plans

#### 5. Geographic Information Systems

- a. Maintain and expand regional GIS data and capabilities
- b. Create maps for planning efforts
- c. Partner state wide to address GIS data issues

#### 6. Transportation Planning or

- a. Supporting regional transportation planning work not included in the MPO’s Unified Planning Work Program or LoTCIP program

#### 7. Engage contractors to assist with comprehensive planning, if needed



# Lower Connecticut River Valley Council of Governments

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## 2. Regional Services

**Budget Amount: \$ 65,000**

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
  - b. Establish a common document management system that will support shared building and land-use departments
  - c. Participate in DAS working group on 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
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 regional RFPs for solid waste hauls
  - c. Work statewide on new and emerging product stewardship programs
4. Support Social / Human Services Coordination
  - a. Including supporting the work of the Shore Line Basic Needs Taskforce
5. Regional Election Monitoring
  - a. Contract with an experienced election professional to fulfill the state mandate on COGs to provide a Regional Election Monitor
6. Support Regional and Municipal Land Trusts
  - a. Hold meetings of the Land Trust Exchange on shared services between land trusts to ensure the resiliency of our conservation organizations
7. Emergency / Disaster Preparedness and COVID-19 Long-Term Recovery or
  - a. Continue to work on COVID-19 Long-Term Recovery with CT DEMHS and FEMA, as needed
  - b. Support DEMHS Regions 2, 3, and 4, as needed, on the behalf of member municipalities
8. Engage contractors to assist with regional shared services, if needed



# Lower Connecticut River Valley Council of Governments

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## 3. Municipal Technical Support

**Budget Amount: \$ 98,973**

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; and municipal land use commissions
2. Provide training to RiverCOG and municipal officials and staff on relevant topics, including diversity, equity, and inclusion in the region
  - a. Advance a 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, or
4. Engage contractors for assistance with municipal technical support, if needed
5. Administer the RSG grant, provide reporting to OPM and the General Assembly, and work with OPM on the FY24 RSG grant



**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**

<b>Name of Grantee:</b>	<b>South Central Regional Council of Governments (SCRCOG)</b>
<b>Grant Program Name:</b>	Regional Services Grant (RSG)
<b>Concise Grant Program Summary (Program Purpose/Intent/Mission):</b>	The RSG Program provides annual grant-in-aid to regional councils of governments (COGs).
<b>OPM Grant Number:</b>	<b>(SCRCOG): OPM Grant#: RSG 02307</b>
<b>Grant Award Amount:</b>	<b>(SCRCOG): Grant Amount: \$573,431.16</b>

**Introduction:**

This Statement of Work and Grant Award Budget relates to the requirements of Connecticut General Statutes (CGS) Sections 4-66k and 4-66r (2022 Supplement) 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.

All work activities must be associated with of the following three categories approved by OPM: (1) Comprehensive Planning, (2) Regional Services, and (3) Municipal Technical Support.

## **PART II – FY 23 RSG Budget Categories**

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

### **Comprehensive Planning**

**Budget Amount: \$ 116,552.41**

1. Collaborate with other CT Councils of Governments (COGs) and participate in CTCOG meetings;
2. Provide comprehensive regional support to the region's municipalities in the areas of land use and environment;
3. Review land use referrals and provide support to the South Central Regional Planning Commission (RPC);
4. Land Use Training for Municipal Land Use Commissions/Officials;
5. Provide GIS mapping support to the region's municipalities;
6. Maintain Regional Recreational Trails Mapping Program;
7. Compile Certified Asset Management Assessor (CAMA) data and submit to OPM; or
8. Participate in UConn MPA Intern Program.

### **Regional Services**

**Budget Amount: \$ 456,878.75**

1. Housing
  - a. Assist region's municipalities in the facilitation/promotion of resident education/communication through community wide forum/sessions; or
  - b. Organize and facilitate Regional Housing Working Group sessions to assess progress of region's municipalities, share ideas, and keep municipalities updated on housing programs, resources and legislation.
2. Information Technology/Cybersecurity
  - a. Provide integrated cybersecurity awareness training for municipal employees;
  - b. Provide vulnerability scans and assessments; or
  - c. Organize and facilitate regular meetings and workshops of the Regional IT Working Group to discuss relevant issues, topics, and best practices.
3. Municipal Grants
  - a. Organization and facilitation of a training/workshop series;
  - b. Research and curate list of relevant municipal grant opportunities; or

- c. Provide individualized support, such as grant writing and review services, to the region's municipalities.
- 4. Procurement
  - a. Administer the Regional Purchasing Consortium, including seeking new opportunities for regional collaboration through responding to needs of the region's municipalities;
  - b. Organization and facilitation of a training/workshop series;
  - c. Provide individualized support, such as drafting and reviewing bids, to the region's municipalities; or
  - d. Participate in the Capitol Region Purchasing Council (CRPC).
- 5. Solid Waste, Recycling, Food Waste Diversion, and Municipal Composting
  - a. Organization and facilitation of regular meetings of the SW&R Working Group to discuss relevant issues, topics, and best practices; or
  - b. Provide support to the region's municipalities that are recipients of the CT DEEP Sustainable Materials Management (SMM) grant.
  - c. Assist in converting existing municipal leaf and brush composting sites into composting facilities which accept collected food waste.

# SOUTHEASTERN CONNECTICUT COUNCIL OF GOVERNMENTS

5 Connecticut Avenue, Norwich, Connecticut 06360  
(860) 889-2324/Fax: (860) 889-1222/E-Mail: [office@seccog.org](mailto:office@seccog.org)

(Put on Grantee Letterhead)

## 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 02308**

**GRANT AWARD AMOUNT:** **(SECCOG): Grant Amount: \$376,192.40**

### **INTRODUCTION:**

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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.

### **PART II – FY 23 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: \$ 240,000.00**

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**Member Municipalities:** Bozrah \* Colchester \* East Lyme \* Franklin \* Griswold \* City of Groton \* Town of Groton \* Ledyard \* Lisbon \* Montville \* New London \* North Stonington \* Norwich \* Preston \* Salem \* Sprague \* Stonington \* Stonington Borough \* Voluntown \* Waterford \*



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. POCD: Conduct comprehensive planning program, including updates to and implementation of SCCOG's 2017 Regional Plan of Conservation and Development.
3. Regional Organizations: Provide support to and participate in regional economic development efforts by the Eastern CT Workforce Investment (EWIB) Board, Thames River Heritage Park Foundation (TRHPF), and participation in and support of the Southeastern CT Enterprise Region (seCTer), Eastern CT Tourism District, Health Improvement Collaborative of SE CT, and Eastern CT Health Collaborative.
4. Defense Industry Coordination: Provide ongoing administrative support and leadership in region's defense community coordination with New London SUBASE, CT Office of Military Affairs, Electric Boat, and six adjacent municipalities. Continue Joint Land Use Study implementation activities, including acquisition of new grant funding SUBASE resilience planning and other activities as opportunities arise. Participate in any future BRAC activities.
5. Housing Planning: Conduct housing planning, staff the Southeastern CT Housing Alliance (SECHA).
6. Wastewater Planning: Coordinate implementation activities recommended in the 2019 regional wastewater management plan, including the formation of a Regional Wastewater Management Committee.
7. Water Planning: Provide staff support to the Eastern CT Water Utility Coordination Committee (WUCC).
8. Resilience Planning: Update Multi-Jurisdictional Hazard Mitigation Plan, and participate in CIRCA's Resilient CT 2.0 program.
9. Other Planning: Manage, support, and implement other regional studies and projects such as the Regional Bike/Pedestrian Plan and Regionwide Fiscal Impact Model,
10. OR Provide match to federal transportation planning grant funds (PL).

## **2. Regional Services**

**Budget Amount: \$ 76,192.40**

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. RHSCC: Provide staff support to SCCOG's Regional Human Services Coordinating Council and related human services delivery efforts.

2. Referrals: Conduct reviews of proposed zone changes and potential projects having intermunicipal impacts, per CGS 8-3b and 4-124u.
3. GIS Data: Collect and manage data required by CGS 7-100I (digital parcel files) and transmit data to State on annual basis.
4. Legislation: Develop an annual legislative agenda, and communicate and coordinate with the southeastern CT legislative delegation throughout the year.
5. OR Shared Services: Continue to implement projects recommended in SCCOG's Regional Municipal and Regional Human Services Shared Services Studies, including the continued provision to member municipalities of Building Inspection and Zoning Enforcement services, which were initiated in FY 2022.

### 3. Municipal Technical Support

**Budget Amount: \$ 60,000.00**

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 technical assistance to municipal staff and the public in interpreting results of the 2020 Census, and develop and prepare reports illustrating demographic changes in the region.
2. Training: Continue to provide training programs for SCCOG chief elected officials and members of local land use commissions; assist in local compliance with recent statutes requiring land use commission and zoning enforcement training/certification; convene Regional Planning Commission for interim updates to commissioners; conduct periodic information sessions for region's municipal planners, brief local planning and zoning commissions on housing issues in partnership with SECHA.
3. Interim Personnel: Provide assistance to municipalities hiring staff; provide short-term planning and other land use regulatory assistance to municipalities with unexpected staff vacancies or other staffing gaps.
4. Historic Preservation: Provide technical assistance to region's municipalities concerning historic preservation and village district administration.
5. Brownfields remediation: Assist municipalities in obtaining and administering brownfield assessment/remediation funding.
6. Resilience: Support SCCOG member municipalities in their Sustainability and Climate Resilience initiatives, including FEMA Flood Insurance Program. Administer a CIRCA grant-funded project to assess feasibility of stormwater authorities in four SCCOG municipalities.
7. OR COVID-19 Needs: Assist with regional and municipal pandemic response, including coordinating municipal responses, administering DEMHS Region 4 recovery activities,

coordinating with the region's health districts, and assisting member municipalities in ARPA funding compliance.

## 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 02309**

**GRANT AWARD AMOUNT: (WestCOG): Grant Amount: \$607,473.32**

### **INTRODUCTION:**

This Statement of Work and Grant Award Budget relates to the requirements of Connecticut General Statutes (CGS) Sections 4-66k and 4-66r (2022 Supplement) 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 23 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: \$ 116,682.54**

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/enhancement to digital systems (including GIS), online portals/processors/connectors;
3. IT/IS and cybersecurity assistance;
4. or Sustainability assistance, including adaptation/mitigation of climate change, renewable energy, resilience.
- 5.

## **2. Regional Services**

**Budget Amount: \$ 432,449.51**

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. Emergency response and economic recovery, regional economic development, including the WCEDD, new CEDS, and Next Generation Regional Sector Partnership;
2. Regional broadband study, telecommunications;
3. Economic initiatives, regional public health;
4. Flood adaptation/mitigation and water quantity/quality project/programmatic assistance;
5. or Coordination with federal and state government, grant (inc. IJJA) coordination/management.

## **1. Comprehensive Planning**

**Budget Amount: \$ 58,341.27**

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, affordable housing, and transit-oriented development initiatives (including plans/studies).
- 2.
- 3.
- 4.
- 5.