

Western Connecticut Council of Governments

July 21st 2022 @ 12:15 p.m.
Ridgefield Town Hall Annex
66 Prospect Street, Ridgefield, CT 06877

Agenda

1. Meeting call to order: Hon. Rudy Marconi, Chairman
2. Public Participation: *limited to topics on this agenda and to 2 minutes per speaker.*
3. Featured Presentation: Regional Broadband Study slide presentation by EntryPoint, LLC.
4. Action Items:
 - a. Approval of the June 16th, Meeting Minutes Attachment 4a, pp. 1-2
 - b. Quarterly Financial Report Attachment 4b, pp. 3-4
 - c. LOTCIP Adjustments Attachment 4c, p. 5
 - d. Letter of Support and Resolution for RPIP Grants Attachment 4d pp.6-9
5. Information Items:
 - e. CEDS Update
 - f. Regional Flood Mitigation and Project Management Assistance Program Update
 - g. Sustainable CT Update
 - h. LOTCIP Project Solicitation Attachment 5h, pp. 10-14
6. Other Business:
7. Next meeting: MPO/COG: Thursday, August 18th , 2022
8. Adjournment

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Western Connecticut COUNCIL OF GOVERNMENTS



Disclaimer: These interim minutes of the Western Connecticut Council of Governments (“WestCOG” or “COG”) are released and “available for public inspection” and “posted” on WestCOG’s website, in accordance with C.G.S. §1-225(a). Said interim minutes are subject to review and approval by the COG members, after which time the final approved minutes will be available and posted in accordance with laws. Accordingly, the interim minutes may contain inaccuracies and do not reflect the final action of the COG.

INTERIM Council Minutes

for the 06/16/2022 Meeting

Held at the Ridgefield Town Hall Annex, 66 Prospect Street, Ridgefield, CT 06877

Chairman Rudolph Marconi

Vice Chair- Julia Pemberton/Treasurer -Lynne Vanderslice/ Secretary Kevin Moynihan

MEMBERS ATTENDING

- Bethel..... First Selectman Matthew Knickerbocker
- Bridgewater..... absent
- Brookfield First Selectman Tara Carr
- Danbury Absent
- Darien First Selectman Monica McNally
- Greenwich..... Selectman Lauren Rabin
- New Canaan..... First Selectman Kevin Moynihan
- New Fairfield First Selectman Pat Del Monaco
- New Milford..... Mayor Pete Bass
- Newtown First Selectman Dan Rosenthal
- Norwalk.....Absent
- Redding..... Absent
- Ridgefield..... First Selectman Rudy Marconi
- Sherman..... First Selectman Don Lowe
- Stamford Chief of Staff Bridget Fox
- Weston..... First Selectman Samantha Nestor
- Westport..... First Selectman Jennifer Tooker
- Wilton..... First Selectman Lynne Vanderslice

OTHERS ATTENDING Stamford Transportation Bureau Chief Frank Petise, HARTtransit Chief Executive Officer Rick Schreiner, CTDOT Transportation Planner Sara Radacsi, Transit Representative Kimberlee Morton, CTRides Commuter Program Manager Paige Lawrence, WestCOG staff members in attendance were Mike Towle, Kristin Hadjstylianos, Kevin Mahoney, Nicole Sullivan, Victoria Ricks, Cricket Carpenter, and Executive Director Francis Pickering.

CALL TO ORDER:

The meeting was called to order at 12:46 p.m. by Chairman Rudy Marconi.

PUBLIC PARTICIPATION: No members of the public offered comment when asked to do so.

ACTION ITEMS:

Approval of May 31st 2022 Special Meeting Minutes: After review and on a motion made by Wilton First Selectman Lynne Vanderslice and seconded by New Fairfield First Selectman Pat Del Monaco the minutes of May 31st 2022 Special Meeting minutes were unanimously approved.

Regional Service Spending Plan and Authorizing Resolution: WestCOG Executive Director Francis Pickering provided an overview. After review and on a motion made by Bethel First Selectman Matt Knickerbocker and seconded by Darien First Selectman Monica McNally the Regional Service Spending Plan and Authorizing Resolution was unanimously approved.

Resolution Amending 03/17/2022 Authorizing Resolution: WestCOG Executive Director Francis Pickering provided an overview. After review and on a motion made by Bethel First Selectman Matt Knickerbocker and seconded by Sherman First Selectman Don Lowe the Resolution Amending 03/17/2022 Authorizing Resolution was unanimously approved.

EDA Planning Partnership Grant Resolution: WestCOG Executive Director Francis Pickering provided an overview. After review and on a motion made by New Fairfield First Selectman Pat Del Monaco and seconded by Bethel First Selectman Matt Knickerbocker the EDA Planning Partnership Grant Resolution was unanimously approved.

2022-2023 Draft Budget: WestCOG Executive Director Francis Pickering provided a review. After review and on a motion made by New Fairfield First Selectman Pat Del Monaco and seconded by New Milford First Selectman Pete Bass the 2022-2023 Draft Budget was unanimously approved.

LOTICIP Adjustments: WestCOG Senior Project Manager Kevin Mahoney provided an overview. After review and on a motion made by Wilton First Selectman Lynne Vanderslice and seconded by Bethel First Selectman Matt Knickerbocker the LOTICIP Adjustments were unanimously approved.

INFORMATION ITEMS:

CTDOT/COG LEAN Process: WestCOG Executive Director Francis Pickering provided a review.

OTHER BUSINESS:

Next Meeting: MPO & COG Meeting Thursday, July 21st 2022

ADJOURNMENT:

On a motion duly made the meeting was unanimously adjourned at 1:27 p.m.

Western Connecticut Council of Governments
Quarterly Financial Report - Operating Statement
June - 2022

(Unaudited)

	Current Month Actual	Year to Date at 6/30/22	Annual Budget Approved June 2021	Projected at 6/30/2022
REVENUES				
State/Federal/Local Grants	\$ 147,461	\$ 1,552,553	\$ 2,699,994	\$ 1,552,553
Local Dues	\$ 25,000	\$ 300,000	\$ 300,000	\$ 300,000
Misc./Interest Income	\$ 713	\$ 2,262	\$ 1,500	\$ 2,262
TOTAL:	\$ 173,174	\$ 1,854,815	\$ 3,001,494	\$ 1,854,815
EXPENSES				
DIRECT CONTRACT EXPENSE: (Reimbursable through contracts)				
Project Consultants	\$ 6,600	\$ 49,037	\$ 1,180,500	\$ 49,037
Other Direct Costs	\$ 3,319	\$ 34,167	\$ 64,587	\$ 34,167
PERSONNEL EXPENSE:				
Salaries (Direct & Indirect)	\$ 85,783	\$ 999,050	\$ 1,035,089	\$ 999,050
Pension	\$ 6,472	\$ 77,664	\$ 86,000	\$ 77,664
Payroll Taxes	\$ 286	\$ 80,409	\$ 99,000	\$ 80,409
Fringe Benefits	\$ 3,474	\$ 155,183	\$ 157,411	\$ 155,183
GENERAL OVERHEAD EXPENSE:				
Rent	\$ 8,612	\$ 103,111	\$ 120,000	\$ 103,111
Utilities	\$ 2,620	\$ 24,913	\$ 40,000	\$ 24,913
Audit/Payroll & Legal Services	\$ 267	\$ 20,872	\$ 47,000	\$ 20,872
Other Professional Services	\$ -	\$ -	\$ 3,500	\$ -
Service Agreements	\$ 752	\$ 10,817	\$ 13,913	\$ 10,817
Reproduction	\$ -	\$ 167	\$ 3,000	\$ 167
Office Supplies	\$ 252	\$ 4,202	\$ 12,000	\$ 4,202
Conf/Travel/Mtg. Expense	\$ 1,705	\$ 4,027	\$ 5,000	\$ 4,027
Membership Dues/Subscriptions	\$ 1,000	\$ 9,800	\$ 15,000	\$ 9,800
Postage	\$ 30	\$ 330	\$ 1,500	\$ 330
Commercial Liability Insurance	\$ 1,704	\$ 20,444	\$ 32,350	\$ 20,444
Software	\$ 677	\$ 776		\$ 776
Lease (postage machine)	\$ 242	\$ 969	\$ 1,500	\$ 969
Recruitment/Ads	\$ -	\$ 626	\$ 3,000	\$ 626
Misc.	\$ 235	\$ 3,288	\$ 20,000	\$ 3,288
Depreciation	\$ 1,850	\$ 22,200	\$ 25,000	\$ 22,200
Capital Expense	\$ -	\$ 1,820	\$ 15,000	\$ 1,820
Due back to State*(adj for BFO)	\$ -	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ 21,144	\$ -
TOTAL	\$ 125,880	\$ 1,623,872	\$ 3,001,494	\$ 1,623,872
SURPLUS/<DEFICIT>	\$ 47,294	\$ 230,943	\$ -	\$ 230,943

**Financial Notes of Interest*: (1) Negative revenue variances can be the result of fluctuations in the timing of consultant invoices on various projects, and do not indicate a 'lack' of or underbilling of revenue sources. Variances may fluctuate on both the expense and revenue sides as well due to changes in staffing and timing of expenses. (2) Surplus "total" amounts partially reflect we are invoicing our grants at a burden, fringe and overhead (BFO) rate that may be too high, and at fiscal year end may owe money back to grantors at the conclusion of our annual audit. (See 'Due back to State')

Western CT Council of Governments

Balance Sheet

June 30, 2022

ASSETS

Current Assets

Bank of America Checking	\$	1,572,771.89	
Bank of America Money Market		101,556.94	
Union Savings Checking		231,835.50	
CT STIF		718,022.88	
Petty Cash		400.00	
Accounts Receivable		249,256.95	
Prepaid Liability Ins Premiums		630.96	
Prepaid Service Agreements		22,231.29	
Prepaid Meeting Fees		325.00	
Prepaid Dues/Subscriptions		1,800.99	
Prepaid Security Deposits		4,245.00	
		<hr/>	
Total Current Assets			2,903,077.40

Property and Equipment

Fixed Assets		213,515.58	
Allowance for Depreciation		(140,967.49)	
		<hr/>	
Total Property and Equipment			72,548.09

Other Assets

Total Other Assets			<hr/> 0.00
Total Assets	\$		<hr/> <hr/> 2,975,625.49

LIABILITIES AND CAPITAL

Current Liabilities

Due to CTDOT	\$	7,030.57	
Deferred Rev-LOTICIP		123,570.40	
Deferred Rev-FY 21-22 OPM RSG		198,593.08	
Deferred Rev-Health Depts		26,998.81	
Accrued Vacation		68,613.19	
Accrued Pension		37,731.06	
		<hr/>	
Total Current Liabilities			462,537.11

Total Liabilities			<hr/> 462,537.11
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Capital

Fund Balance Designated		100,000.00	
Fund Balance-Restricted		2,182,144.53	
Net Income		230,943.85	
		<hr/>	
Total Capital			2,513,088.38
Total Liabilities & Capital	\$		<hr/> <hr/> 2,975,625.49

WestCOG LOTCIP Program
07/21/2022 Adjustment

Municipality	Project	Amount	Status
Available funding (FY2014-2023), net of estimated administrative costs		\$105,798,960	
Bethel	TOD Pedestrian and Streetscape, Phase 1	(\$1,500,000)	2. Application pending
Bethel	Sidewalks Phase 2	(\$1,676,200)	1. Pre-Application
Brookfield	US 202 Streetscape, Phase 1 (Four Corners)	(\$798,351)	5. Construction complete
Brookfield	US 202 Streetscape Phase 3	(\$1,152,000)	4. Under construction
Brookfield	Streetscape Phase 5	(\$404,000)	3. CTF, in final design
Brookfield	Streetscape Phase 4	(\$3,050,000)	2. Application pending
Brookfield	Streetscape Phase 6	(\$3,636,000)	1. Pre-Application
Danbury	White Street and Locust Avenue	(\$2,650,000)	3. CTF, in final design
Darien	Noroton Avenue-West Avenue Intersection	(\$1,200,000)	4. Under construction
Darien	Noroton Avenue-Ledge Avenue Intersection	(\$1,650,000)	2. Application pending
Greenwich	Davis Avenue over Indian Harbor	(\$2,917,207)	4. Under construction
Greenwich	Frontage Road and Delavan Avenue	(\$1,375,528)	4. Under construction
Greenwich	Sound Beach Avenue over Cider Mill Brook	(\$2,534,677)	4. Under construction
Greenwich	Greenwich Avenue Intersection Improvements	(\$2,759,000)	3. CTF, in final design
Greenwich	Replacement of North Street Bridge over West Brothers Brook	(\$2,964,000)	1. Pre-Application
New Canaan	Park Street Sidewalks	(\$980,000)	3. CTF, in final design
New Canaan	Richmond Hill Road Sidewalks	(\$630,000)	3. CTF, in final design
New Canaan	Talmadge Hill Railroad Station	(\$860,000)	2. Application pending
New Fairfield	Route 39 and Saw Mill Road (Candlewood Corners Drainage)	(\$553,981)	5. Construction complete
New Fairfield	Downtown Sidewalk Improvements	(\$1,020,600)	1. Pre-Application
New Milford	Still River Drive and Pickett District Road Roundabout	(\$1,219,175)	5. Construction complete
New Milford	Wellsville Avenue over East Aspetuck River	(\$1,148,534)	5. Construction complete
New Milford	Pumpkin Hill Road-Still River Drive Intersection	(\$1,804,000)	3. CTF, in final design
New Milford	Wellsville Avenue Road and Sidewalk Improvements	(\$1,120,800)	2. Application pending
New Milford	East Street-Elm Street Intersection	(\$356,000)	1. Pre-Application
Newtown	Toddy Hill Road over Curtis Pond Brook	(\$2,247,047)	5. Construction complete
Norwalk	East Wall St-Landmark Square Streetscape Improvements	(\$1,521,600)	3. CTF, in final design
Norwalk	South Norwalk Pedestrian and Streetscape Improvements	(\$2,069,045)	3. CTF, in final design
Norwalk	Hamilton Avenue and Dr Martin Luther King Jr Drive	(\$600,000)	2. Application pending
Ridgefield	Ligi's Way Combined Use Path	(\$3,060,000)	3. CTF, in final design
Ridgefield	Norwalk Valley River Trail, Ridgefield Ramble	(\$3,062,000)	2. Application pending
Sherman	Wakeman Hill Road and Tandem Lane	(\$750,000)	1. Pre-Application
Stamford	Fiber Optic Trunk Cable	(\$5,411,892)	5. Construction complete
Stamford	West Main Street (Route 1) and West Avenue	(\$1,987,496)	5. Construction complete
Stamford	360 Degree Video Detection	(\$2,790,000)	3. CTF, in final design
Stamford	Greenwich Avenue-Pulaski Street	(\$3,928,312)	3. CTF, in final design
Stamford	Lower Atlantic Street Corridor Improvements	(\$3,157,400)	3. CTF, in final design
Stamford	Shippan-Harbor-Magee Roundabout	(\$2,830,000)	3. CTF, in final design
Stamford	Strawberry Hill Avenue-Rock Spring Road Intersection Improvement	(\$1,820,000)	3. CTF, in final design
Stamford	Atlantic Street-Main Street Intersection	(\$2,841,600)	2. Application pending
Stamford	North State Street Multimodal Gateway	(\$4,600,200)	2. Application pending
Stamford	Richmond Hill Avenue-West Main Street-Fairfield Avenue	(\$3,578,000)	2. Application pending
Stamford	Bridge Street Corridor Multimodal Safety and Mobility	(\$2,869,000)	1. Pre-Application
Stamford	Citywide Pedestrian Improvements	(\$3,114,000)	1. Pre-Application
Stamford	Glenbrook Rd-Church St Intersection and TOD Improvement	(\$3,450,000)	1. Pre-Application
Weston	Pedestrian Safety Improvements	(\$1,850,000)	3. CTF, in final design
Weston	Lyons Plain Road Pavement Rehabilitation	(\$2,614,000)	2. Application pending
Weston	Valley Forge Road Pavement Rehabilitation	(\$1,101,600)	1. Pre-Application
Westport	Riverside Avenue Roadway and Sidewalk Improvements	(\$985,193)	4. Under construction
Westport	Compo Road South (Route 136) Sidewalk Improvements	(\$1,239,200)	3. CTF, in final design
Westport	Main Street (Route 57) and Compo Road North (Route 136)	(\$950,000)	3. CTF, in final design
Wilton	Pedestrian Walkway, Wilton Train Station	(\$1,416,000)	4. Under construction
Wilton	Preservation of Local Bridges (Nos. 4985, 4978, 4980, 4355, 4982)	(\$2,077,200)	3. CTF, in final design
Wilton	Wilton Loop North, Norwalk River Valley Trail	(\$3,020,000)	2. Application pending
	Total COG-Endorsed Funds (including requested adjustments)	(\$110,900,838)	
	Remaining Balance	(\$5,101,878)	
	Endorsed/Allocated	104.8%	

TAG: Recommended approval 7/12/2022

COG: To be considered 7/21/2022

① Increase by \$1,103,312 from \$2,825,000

Western Connecticut

COUNCIL OF GOVERNMENTS



TO: WestCOG Council Representatives
 FROM: Francis R. Pickering, Executive Director
 DATE: July 19, 2022
 RE: **Regional Performance Incentive Program (RPIP) proposals**

Purpose

Approval of a resolution endorsing WestCOG's 2022 RPIP applications.

Background

The Connecticut Office of Policy and Management (OPM) has invited applications for funding under the Regional Performance Incentive Program. Application review will begin on August 1 and will take place on a rolling basis, with future review dates on October 1 and December 1, until funds are fully committed.

RPIP funds applications from Councils of Governments and Regional Educational Service Centers to participate in voluntary intermunicipal or regional shared services projects that have the potential to produce measurable "economies of scale", provide desired or required public services, and lower the costs and tax burdens associated with the provision of such services.

WestCOG received an award under the FY16 RPIP funding round, for its *Snow Removal Operations Management and Routing Study*, which was completed by consultant Axiomatic, Inc. in fall 2018. For the FY20 funding round, WestCOG submitted five applications. Owing to reallocation of funds at the state level, OPM did not fund any FY20 RPIP applications; WestCOG, in turn, has advanced these projects using alternate resources.¹

For the 2022 funding round, RPIP may fund:

1. Regional provision of services currently provided by individual municipalities,
2. Regional applications under STEAP, MSIF, ICE, and LoCIP; and
3. Property tax sharing among municipalities.

RPIP funding tapers over a project life, with an initial 75% state cost share falling 25% per year, until state funding is zeroed out in year four, at which point the applicant is responsible for all expenses. A complete application to RPIP includes a resolution endorsing the project and indicating understanding of these requirements.

¹ The projects and their current status are:

1. Regional economic development initiatives. Subsumed into the long-term recovery/CEDS processes.
2. Planimetric data update. Awaiting new flyover; discussions ongoing re institutionalizing this at the state level.
3. Animal control facilities/services. Project completed using other funds.
4. Transfer station facilities/services. Project completed using other funds.
5. Statewide municipal boundary survey (class D) update. State-level discussions expected.

The Executive Committee proposes that the COG submit the following two applications:

1. **Regional firearm training facility.** Training requirements have become a compliance and resource challenge for police departments. Existing facilities are at capacity, have limited capability for rifle training, limited access due to lighting and weather, and face concerns re noise, safety, and environmental impacts. These limitations are corroborated by the surveys conducted under the COG’s *Western Connecticut Firearm Training Facility Blueprint*.

WestCOG, working with Winbourne Consulting, LLC, studied public safety opportunities with its member municipalities and police departments. WestCOG found a consistent need, support, and interest for developing a regional firing range. Local police departments involved include Bethel, Brookfield, Darien, Greenwich, Newtown, New Milford, Norwalk, Redding, Ridgefield, Wilton, Westport, and Weston. Beyond the region, police departments from Berlin, Naugatuck, Bridgeport, Monroe, Stratford, Trumbull, and WCSU, as well as the Fairfield County Police Officer Training Association (FCPOTA) have also expressed an interest in and support of a facility.

The RPIP application would request \$4 million (of an expected \$6 million) in state funds to offset the construction cost for the regional firing range. Local funds would be provided by participating municipal departments. It is expected that the project would be front-loaded to maximize the state share. The costs of operation would be covered by facility users.

Year	One	Later years
State cost	\$4 million	N/A
Local cost (share)	\$2 million	N/A

2. **Regional grant management service.** WestCOG members have consistently expressed an interest in a regional approach to grants, including monitoring and notification of future funding opportunities; concept and project development; grant writing and submission; and funding award compliance and reporting. COG staff have responded to this need and desire by providing these services on a resources available basis. Such an approach has resulted in modest success but is not optimal with respect to the maximization of awards.

The Infrastructure Investment and Jobs Act (IIJA) dramatically increases the role of discretionary awards in federal infrastructure spending and, accordingly, the importance of having a framework and strategy that not only produces strong grant applications, but, critically, identifies grant opportunities in advance of their release and develops programs and projects that are design to be highly fundable under these opportunities.

State leaders recognize the need for robust approaches to grant management over IIJA and have identified COGs as the principal convenors and coordinators in this regard. However, no state resources have been provided yet for this role. (While it is likely that a more robust approach to grants would bring in more funding than it would cost, that does not eliminate the immediate resource need – costs incurred prior to grant award generally are ineligible for reimbursement.)

The RPIP application, which is being developed in concert with analogous applications from other COGs would fund one full-time grant coordinator for each 200,000 residents. The grant coordinator(s) tentatively would:

- Set up a standing grant committee (rather than ad-hoc coalitions)
- Work with state and local partners to identify matching resources
- Develop a consensus-based, implementable regional grants strategy
- Track, communicate on, and lead discussion on future grant opportunities
- Identify target grants
- Build a grant application roadmap with milestones and associated dates
- Develop concepts and projects corresponding to target grants
- Verify eligibility and competitiveness
- Set up team for each grant and coordinate among primary and support partners
- Schedule meetings and decisions as needed
- Coordinate with funders
- Prepare grant application and manage team review
- Submit grant application
- Monitor acceptance and federal process
- Respond to follow-up questions
- Handle grant award paperwork, reporting, and compliance questions

Given the five-year life of IIJA, this project would extend beyond the taper-down of state support under RPIP. WestCOG would seek funding to ensure the solvency of the program as state funding reduces and would annually evaluate performance of the program and make adjustments, including to project scope and funding, as needed.

Year	One	Two	Three	Later years
State cost	\$375,000	\$250,000	\$125,000	TBD
Local cost	\$125,000	\$250,000	\$375,000	TBD

Next steps

Discussion, amendment (as needed), and approval of the resolution.

**CERTIFIED RESOLUTION OF THE
WESTERN CONNECTICUT COUNCIL OF GOVERNMENTS
ENDORING ITS REGIONAL PERFORMANCE INCENTIVE PROGRAM
PROPOSALS FOR THE YEAR 2022**

Ridgefield, Connecticut

I, Kevin Moynihan, Secretary of the Western Connecticut Council of Governments (hereinafter “WestCOG”) certify that the following is a true copy of the resolution adopted by WestCOG at its meeting on July 21, 2022 in Ridgefield, Connecticut, a quorum being present:

Resolved that WestCOG endorses the proposals to be submitted for consideration to the Connecticut Office of Policy and Management for consideration for funding under the 2022 Regional Performance Incentive Program:

1. Regional firearm training facility
2. Regional grant management service

Not less than twenty-five per cent of the cost of each proposal shall be funded through WestCOG in the first year of operation, and by the fourth year WestCOG shall be responsible for one hundred per cent of such cost of each proposal.

This resolution is in full force and effect as of July 21, 2022.

Kevin Moynihan, Secretary
Western Connecticut Council of Governments

Date

[Affix seal here]

DRAFT Schedule

WestCOG LOTCIP Project Solicitation

Step/Event	Date
Advance copy/notice to TAG	7/12/2022
Advance copy/notice to COG	7/21/2022
To TAG for recommendation to approve/issue	8/9/2022
To COG for approval to issue	8/18/2022
Issue project solicitation	8/19/2022
Project proposals due	10/7/2022
Staff recommendations presented to TAG	11/8/2022
Staff and TAG recommendations presented to COG	11/17/2022
Municipality submits completed Application to COG	1/17/2023

DRAFT

Local Transportation Capital Improvement Program
Project Solicitation
August 19, 2022

- Objective:** To invite proposals from Western Connecticut Council of Governments (WestCOG) municipalities for funding through the Region's Local Transportation Capital Improvement Program (LOTICIP). This document also identifies the framework to be used for selecting and administering regional LOTICIP projects. It is WestCOG's goal to program and administer funds in a manner that is orderly, equitable, and beneficial to the Region. **Interested municipalities must submit Project Proposals and supporting attachments (cost estimate, CEO letter committing to fund design, other as appropriate) for each proposed project by 4:00 PM, October 7, 2022.** Digital-only submissions are requested. A Project Proposal Outline and Cost Estimate template are provided with this Solicitation.
- Background:** LOTICIP provides State funding for a variety of municipal transportation capital improvements, including bridge rehabilitation and replacement, road/street reconstruction, intersection improvements, traffic signalization, streetscapes, sidewalks, multi-use trails and pedestrian facilities (including pedestrian bridges). As established by the Connecticut Department of Transportation (CTDOT) and outlined in the latest version (currently November 2021) of the [LOTICIP Guidelines](#), COG's are assigned certain program administration responsibilities including soliciting, prioritizing and endorsing projects. Consequently, WestCOG will review proposals for eligibility, scope, and reasonable cost estimation. WestCOG will prioritize and selectively endorse eligible projects.
- Eligibility:** LOTICIP provides up to 100% funding for eligible construction and Right of Way (R/W) acquisition costs. The [LOTICIP Guidelines](#) provide detailed eligibility criteria, which are summarized below:

DRAFT

- Improvements to roads/street and bridges (regardless of length) functionally classified as a rural major collector, urban collector or arterial (see next two bullets related to broader eligibility for bridge and Transportation Alternative projects).
- Improvements to bridges (rehabilitation or replacement) on public roads with lengths 20 feet and greater, regardless of functional classification.
- Transportation Alternative projects (typically, bicycle and pedestrian improvements) are eligible, regardless of location (i.e., do not need to be associated with a collector or arterial).
- Minimum project construction cost is \$300,000.

In addition to the CTDOT criteria, WestCOG has a guideline maximum of \$3,500,000 in LOTICIP funds per project. The purpose of the guideline is to maximize the number of projects and municipalities that benefit from the program. However, the COG may, at its discretion, exceed the guideline maximum amount.

A sponsoring municipality will be required to have a current, executed CTDOT Master Municipal Agreement (MMA) prior to COG endorsement.

Eligible applicants are the eighteen municipalities comprising the WestCOG.

The cost of project design, which may be performed by either municipal staff or consultants, is the responsibility of the sponsoring municipality. This cost is considered the municipal “match” or share of the project’s total cost. A letter signed by the municipal Chief Elected Official committing to fund project design is a required element of a Project Proposal.

4. **Funding and Programming:** WestCOG “over programs” LOTCIP funds which means that it will, as appropriate, endorse an aggregate funding amount greater than has been allocated by legislation. Over programming allows more effective use of allocated funds by considering the time required to advance from project initiation to construction and the possibility of attrition.

WestCOG was allocated approximately \$23 million for LOTCIP projects in the State’s FY 2022–2023 Biennial Budget. **Future funding levels are unknown, but a reduction is considered unlikely.**

5. **Project Evaluation Criteria:** The following factors will be used to evaluate and prioritize proposals:

- Conformance to CTDOT requirements and [LOTICIP Guidelines](#).
- Readiness to proceed.
- Municipality’s historical performance advancing projects.
- Regional significance.
- Equity.

DRAFT

A project’s readiness to proceed refers to the level to which scope, limits, impacts and cost have been defined and vetted. Historically, too many projects have been abandoned, significantly altered or meet public opposition after being endorsed by the COG. Project concepts that have not been carefully evaluated for feasibility and/or potential negative impacts (e.g., property, existing infrastructure, environmental resources) should not be submitted but rather considered for a subsequent solicitation, after completing critical reviews and refinement.

6. **Project Review and Endorsement Process:**

- **Municipalities submit proposals:** Interested municipalities submit a Project Proposal, Cost Estimate, letter signed by the Chief Elected Official committing to fund design and other supporting information (Project Proposal Outline and Cost Estimate templates provided).
- **Staff review and evaluation of proposals:** WestCOG staff will review proposals for eligibility, conformance with program requirements, and in relation to the evaluation criteria resulting in a recommendation for each proposal.
- **TAG review:** Staff will present a summary of its evaluation and recommendations to the TAG, after which the TAG will make recommendations to the COG.
- **COG endorsement:** The COG will be presented the staff and TAG recommendations, after which the COG will determine which projects and associated funding level it will endorse.

Project Proposals that are considered eligible for LOTCIP funding but lack an adequate level of scope definition and/or cost estimation will be referred back to the sponsoring municipality for refinement and subsequent reconsideration for COG endorsement.

7. **Post-Endorsement Project Development and Administration:** Sponsoring municipalities have primary responsibility for advancing development of LOTCIP projects, including design, R/W acquisition, construction contract solicitation (i.e., bidding), construction inspection and contract administration. These functions can be performed by municipal staff or consultants. Following the COG's initial endorsement, the focus turns to securing CTDOT funding (Commitment to Fund letter) and project delivery. To facilitate continued progress, COG-endorsed projects will be monitored and managed as described below.

Progress and Schedules

The COG endorses projects based on information provided in Project Proposals. However, to secure a Commitment to Fund from the CTDOT, the municipality must complete a LOTCIP Application ([LOTCIP Guidelines](#), Appendix B). The municipality is required to submit a DRAFT LOTCIP Application (complete but not signed) to WestCOG within 60 days of the COG's endorsement. WestCOG's review typically results in comments and revision prior to signing and resubmission.

Once a COG-endorsed Application is submitted to CTDOT, the Local Roads Unit staff will review it and coordinate with the municipality, typically making comments and asking questions. The municipality is responsible for providing responses. Timely resolution of comments is critical to overall project delivery. The municipality should coordinate any issues related to scope or cost increase with WestCOG staff prior to responding to the CTDOT. In some cases, a supplemental COG endorsement will be required. Following satisfactory resolution of comments, CTDOT will issue a Commitment to Fund letter.

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Within 60 days of the Commitment to Fund letter, the sponsoring municipality is required to prepare and submit a project delivery schedule to WestCOG. The schedule should include the expected dates of reaching significant pre-construction and construction milestone. Example milestones include design initiation (consultant notice to proceed), phase design submissions (preliminary, semi-final, final), completion of property maps and appraisals, completion of R/W acquisition, recipient of permits, authorization to advertise, advertisement for bids, contract award, construction notice to proceed and completion of construction. Although schedules are subject to change, maintaining progress is important and schedule discipline should be exercised.

Projects that do not reach early milestones (e.g., Application to CTDOT, secure Commitment to Fund) in a timely fashion or fall substantially behind schedule will be reviewed. The COG may rescind its endorsement of a project if progress toward construction is determined to be unsatisfactory.

Quarterly Reports

The CTDOT requires that sponsoring municipalities provide updated schedule and cost information for all projects that have received a Commitment to Fund letter. See [LOTCIP Guidelines](#), Appendix M. The information is used by CTDOT for staff workload scheduling and financial planning (i.e., funds are available for projects when needed). WestCOG staff collect the information from municipalities and prepare/deliver the report to CTDOT.

Changes

Projects are scoped, reviewed, and initially endorsed based on preliminary information. Subsequent project development (i.e., detailed evaluation and design, public involvement, impact mitigation) may reveal additional information, requirements, and cost. The following guidance is provided in relation to scope and cost increases.

Projects with CTDOT funding commitments that experience an increase estimated cost of 20% or more require coordination with WestCOG and CTDOT as outlined in the [LOTICIP Guidelines](#).

LOTICIP funding is designated (by WestCOG and CTDOT) for a particular project scope and location. These funds are not “block grants” that may be used for any eligible purpose. In the event a project, as endorsed by the COG, is no longer viable, municipal staff shall inform WestCOG. Depending on circumstances, rescoping or cancellation with or without a replacement project may be appropriate. Significant consideration is given to the preference of the municipal sponsor.

If at any time during project development (i.e., after COG endorsement and prior to Authorization to Award), the estimated project cost exceeds the COG-endorsed amount, regardless of the reason, the municipality will be required to fund the increase with municipal sources or secure the COG’s endorsement for additional LOTICIP funding.

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Attachments

- Project Proposal Outline
- Cost Estimate template