



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

EXECUTIVE COMMITTEE
MEETING NOTICE & AGENDA
Wednesday, September 27, 2023 – 9:00 A.M.

**Location: 127 Washington Avenue, 4th Floor West
North Haven, CT 06473**

NOTICE: This is a hybrid meeting with in-person attendance at the SCRCOG Office and remote access via Zoom

Log-on Information to attend this meeting remotely is provided below:

Join Zoom Meeting: <https://us02web.zoom.us/j/84119028074>

Call-In Number: +1-929-205-6099

Meeting ID: 841 1902 8074

The agenda and attachments for this meeting are posted and are available on our website at www.scrkog.org

1. Call to Order – *First Selectman James Zeoli, Chair*
2. Adopt Minutes of August 23, 2023 Executive Committee Meeting – *First Selectwoman Peggy Lyons, Secretary* Pages 2,3
3. Resolution Authorizing the Executive Director to enter into Agreement for eSTIP Software Subscription Pages 4-12
4. Resolution Authorizing the Executive Director to execute a Regional Performance Incentive Program Grant for a Regional Cybersecurity Assessment and Protection Program Page 13
5. Approval of FY 2023-2024 Regional Services Grant (RSG) Spending Plan Amendment #2 Pages 14-16
6. Resolution to Approve FY 24 Budget Revision #3 Pages 17-19
7. Resolution Authorizing the Executive Director to enter into an agreement with DataHaven For FY 2023-24 Regional Services Grant-funded Consultant Services Pages 20,21
8. Discussion regarding Job Posting for New Municipal Services Coordinator Position
9. Other Business
10. Adjournment

The agenda and attachments for this meeting are available on our website at www.scrkog.org. Please contact SCRCOG for copy of agenda in a language other than English. Auxiliary aids/services and limited English proficiency translators will be provided with two week's notice.

“Necesidades especiales: a las personas con discapacidad auditiva se les proveerá con medios auditivos y/o intérpretes de signos. Igualmente intérpretes para personas que hablan poco inglés, pero será preciso avisar con dos semanas de antelación. Se puede solicitar la agenda en otro idioma que no sea inglés comunicándose con SCRCOG”.

127 Washington Avenue, 4th Floor West, North Haven, CT 06473

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Carl J. Amento, Executive Director

TO: **SCRCOG Executive Committee Members**
FROM: **First Selectwoman Peggy Lyons, Secretary**
DATE: **September 20, 2023**
SUBJECT: **SCRCOG Executive Committee Meeting Minutes of August 23, 2023**

Present

Bethany First Selectman Paula Cofrancesco, *Vice Chair*
Guilford First Selectman Matthew Hoey
Hamden Mayor Lauren Garrett, *Treasurer*
Madison First Selectwoman Peggy Lyons, *Secretary*
New Haven Mayor Justin Elicker
Orange First Selectman James Zeoli, *Chair*
Wallingford Mayor William Dickinson, Jr.

SCRCOG Staff Carl Amento, Laura Francis, Rebecca Andreucci, Chris Rappa, Joan Paglinco

Guests: Ginny Kozlowski, *REX Development*

NOTE: The August SCRCOG Executive Committee meeting was a hybrid meeting.

1. Call to order

Chairman Zeoli called the meeting to order at 9:06 a.m.

2. Adopt Minutes of July 26, 2023 SCRCOG Executive Committee Meeting

Chairman Zeoli presented the Minutes of the SCRCOG Executive Committee meeting of July 26, 2023 which were included in the agenda packet on pages 2-3. First Selectwoman Cofrancesco moved for their approval. First Selectwoman Lyons seconded the motion, which passed with all in favor.

3. Renewal of Lease with Candid Group, LLC

Executive Director Amento referred to Exhibit B in the agenda package which is the floor plan showing the proposed expansion into adjoining vacant space. Chairman Zeoli asked how the expansion will be paid for. Finance Director Rappa explained that the increased monthly rental beginning December 1st would be paid from the projected overhead rate reflected in Budget Revision #2. The cost of furniture estimated at \$25,000 would be paid from fund balance. A motion to approve was made by First Selectman Hoey and seconded by First Selectman Cofrancesco. The vote to approve was unanimous.

4. FY 24 Budget Revision #2

Finance Director Rappa explained that Budget Revision #2 incorporated the increase in rent, and an estimate on new furniture costs of \$25,00, which will be paid from the fund balance. Mayor Garrett asked if the rent increase will be a problem in the following years. Rappa explained there will be less spent on consultants to make up for the additional rent.

A motion to approve was made by First Selectman Hoey and seconded by First Selectwoman Cofrancesco. The vote to approve was unanimous.

5. FY 24 Regional Services Grant (RSG) Spending Plan Amendment #1

Executive Director Amento explained that the revision was being requested to add an economic development program. Ginny Kozlowski advised with this funding, REX Development will offer free on-call economic development services under the SCRCOG Municipal Services Program.

Chairman Zeoli asked if the additional position mentioned in the program description would be under REX and if it was paid for by SCRCOG. Ginny confirmed it would be a position under REX, but would be funded by the SCRCOG's Regional Services Grant. A motion to approve was made by First Selectman Cofrancesco and seconded by First Selectman Lyons. The motion was approved unanimously.

6. Other Business

Chairman Zeoli noted that the Christmas Tree Shop was moving out of the Town of Orange.

7. Adjournment

First Selectwoman Cofrancesco moved to adjourn. First Selectman Lyons. seconded. The meeting was adjourned at 9:21 a.m.

Respectfully submitted,
First Selectwoman Peggy Lyons, *Secretary*



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Carl J. Amento, Executive Director

Resolution

Authorizing the Executive Director to enter into agreement for eSTIP Software Subscription

Whereas: SCRCOG administers the Transportation Improvement Program (TIP) for its member municipalities;

Whereas: The TIP is incorporated fully into the Connecticut Department of Transportation’s (CTDOT) Statewide Transportation Improvement Program (STIP);

Whereas: Both the TIP and STIP are revised regularly as projects are updated and new projects are added;

Whereas: EcoInteractive offers a subscription service to electronic TIP and STIP management software which would streamline the amendment process between SCRCOG and CTDOT while also being publicly accessible;

Whereas: SCRCOG identified this subscription service in the approved FY24-FY25 Unified Planning Work Program (UPWP); and

Whereas: CTDOT has approved SCRCOG’s use of this selected vendor pursuant to the Metropolitan Planning Organization (MPO) Handbook.

Now, Therefore, Be It Resolved By the Council of Governments:

That the Executive Director is authorized to negotiate and sign a subscription services agreement with the above consultant consistent with the CTDOT MPO Handbook.

Certificate

The undersigned duly qualified and acting Secretary of the South Central Regional Council of Governments certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Council of Governments on September 27, 2023.

Date: September 27, 2023

By: _____
First Selectwoman Peggy Lyons, *Secretary*
South Central Regional Council of Governments

SAAS SERVICES ORDER FORM

Customer: South Central Regional Council of Governments (SCRCOG)	Contact: Laura Francis
Address: 127 Washington Avenue, 4th Floor West	Phone: (203) 466-8624
North Haven, CT 06473	E-Mail: lfrancis@scrcog.org
Services: ProjectTracker SaaS Solution (the "Service(s)).-	
<p>Services Fees: Subscription fees are paid monthly beginning from the Start Date, payable in arrears, subject to the terms of Section 4 herein and the pricing schedule below:</p> <p>Year 1 Implementation (9/1/23 - 6/30/24): \$540 per month or \$6,480 annually</p> <p>Year 1 (10/1/23 - 6/30/24): \$1,383 per month or \$12,450 annually</p> <p>Year 2 (7/1/24 - 6/30/25): \$1,453 per month or \$17,430 annually</p> <p>Year 3 (7/1/25 - 6/30/26): \$1,525 per month or \$18,302 annually</p>	<p>Initial Service Term: 9 months starting 10/1/2023 (the "Start Date") with two, one-year options to extend</p>
<p>Service Capacity: Ongoing subscription access to ProjectTracker SaaS solution implemented for SCRCOG with access to product modules and features listed in Exhibit A.</p>	

SAAS SERVICES AGREEMENT

This SaaS (Software as a Service) Services Agreement ("Agreement") is entered into on this 1st of October, 2023 (the "Effective Date") between EcoInteractive LLC with a place of business at 1756 Picasso Ave, Suite K, Davis CA 95618 ("Company"), and the Customer listed above ("Customer"). This Agreement includes and incorporates the above Order Form, as well as the attached Terms and Conditions and contains, among other things, warranty disclaimers, liability limitations and use limitations. There shall be no force or effect to any different terms of any related purchase order or similar form unless signed by the parties.

EcoInteractive LLC

SCRCOG:

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

Vision and Goals

Have a single system to manage, track, report on TIP projects in an efficient and effective manner.

Implementation of such a system will aim to meet the following goals:

- Save valuable staff time across multiple organizations
- Improve planning process workflow efficiency and outcomes
- Improve plan data quality and consistency
- Communicate a compelling story
- Enhance virtual collaboration

Project Objectives

- Implement platform to manage the TIP planning and approval process across multiple stakeholders, coordinate project updates, perform project and amendment reviews, and produce reporting analytics on the TIP plan.
- Meet federal compliance with an audit trail for version and access control.
 - Track versions of projects as they progress through approvals (i.e. in progress, submitted, or denied) as well as status of each approval level (i.e. accepted on unapproved amendment, approved amendment, denied amendment).
 - Provide specific levels of user access for MPO, sponsor, State, and Federal users for specific roles and functions.
- Drive consistency in data and reporting by having everyone use the same project form with spell check, dynamic data validation, alerts, and other QA features.
- Enable transparency and collaboration by having a central system with all relevant project information, so as updates are made, the most up to date records (both approved and those waiting approval) are in a singular place and available to view for users with access.
 - Saves significant staff time and resources spent collecting and assembling data across disparate systems.
 - Streamlines communication between staff
 - Improves quality and timeliness of information
 - Provides reporting that stays up to date as agencies update revenue, expenditure, or programmed information.
- Efficiency in generating TIP reports with public website that updates automatically
 - Share real-time updates with the public using an integrated public website
 - Eliminate creating reports for amendments and project listings, by referencing public website in TIP documentation

Solution Overview

EcoInteractive is proposing to use fully developed off-the-shelf software that can be quickly configured to meet SCRCOG's specific needs. In addition to meeting the project objectives defined above, EcoInteractive's ProjectTracker SaaS also offers:

- Industry Expertise
 - ProjectTracker SaaS is currently used in 22 states by over 3,000 secure users.
 - ProjectTracker currently tracks over 30,000 transportation projects and manages more than \$340 billion in funding.

- o EcoInteractive has had a long history of real-world success, with a 20+ years proven track record implementing SaaS solutions for managing TIP, Long Range Plan, Call for Projects, and transportation project data.
- o Extensive understanding of the Long-Range Plan, TIP, other transportation business processes, and the complexities of the roles of DOT programs, local agencies, the MPO, State and Federal Agencies. That's how we were able to develop ProjectTracker SaaS to streamline communication between DOTs, MPOs, local agencies, FHWA, FTA.
- o Work with a nationwide community of DOTs, large MPOs, small MPOs, and other transportation agencies to bring domain expertise into our product.
- o Our software has proven a huge success for our customers including MPOs like:
 - Chicago Metropolitan Agency for Planning (CMAP)
 - Southern California Association of Governments (SCAG), which incorporates two of our other clients Los Angeles County Metropolitan Transportation Authority (Metro) and Orange County Transportation Authority (OCTA)
 - Oklahoma Council of Governments (ACOG)
 - San Diego Association of Governments (SANDAG)
 - Sacramento Council of Governments (SACOG)
 - Fresno Council of Governments (Fresno COG)
 - San Luis Obispo Council of Governments (SLOCOG)
 - Metropolitan Washington Council of Governments (MWCOG)
 - Pikes Peak Area Council of Governments (PPACG)
 - Atlanta Transit Link Authority (ATL)
 - Ozarks Transportation Organization (OTO)
 - Kentucky/Ohio/West Virginia Interstate Planning Commission (KYOVA)
- Proven Outcomes
 - o 50% reduction in time spent on duplicate data entry, data reconciliation and error resolution.
 - o 65% less time generating required and ad-hoc TIP reports.
 - o 90% less time responding to public inquiries.
 - o 30% less time ensuring financial constraints are met.
- SaaS Business Model
 - o Economic, high value solution that drastically cuts infrastructure setup, initial build, and ongoing maintenance costs.
 - o Web-based cloud software solution accessible from anywhere and any device with an Internet connection.
 - o Built on powerful, robust and scalable infrastructure.
 - o Proven performance and scalability to fully support thousands of users with varied levels of access and user permissions.
 - o Strong enterprise-grade security protocols and proven track record of infrastructure resiliency.
 - o Supports automated data sharing with other internal data systems.
 - o Responsive maintenance and technical support services.
 - o Predictable and transparent pricing.
 - o Long-term solution with continual product and infrastructure improvements.

- Product Innovation
 - Continual product innovations released on the platform specifically addressing planners' evolving needs.
 - Improvements and new functionality released and available for all clients.

Scope and Technical Assumptions

EcoInteractive will implement ProjectTracker, its off-the-shelf SaaS solution, that can be quickly configured to meet SCRCOG's specific needs.

The technical assumptions in **Table 1** outline the standard modules and features SCRCOG will require to meet the goals and objectives mentioned.

Table 1 - Technical Assumptions	
Module	Standard Features
N/A	<ul style="list-style-type: none"> ● One time import of project data during implementation. ● Client must provide validated project data for import in spreadsheet or database table format. ● If importing in any previously mapped projects, client to provide shapefile for one time import during implementation. There must be a matching attribute (i.e. project ID) within shapefile that links the mapped location to the project.
TIP Project Tracking and Workflow	<ul style="list-style-type: none"> ● Provide a single, secure URL web-portal for universal login access. ● Meet federal compliance with audit trail for user access and version control. ● Electronically submit new projects, carry-over projects, amend projects, or perform project reviews. ● Track information and funding for individual project versions for a specific adoption or amendment. ● Maintain data integrity with spell check, dynamic data validation, alerts, and other QA features. ● Streamline the review process with new project changes highlighted on the page and automated text summary of changes to the project. ● Stay up to date with automated email notifications. ● Search through all TIP projects in the system with Project search filters. ● Create and manage federally approved TIP revision types: <ul style="list-style-type: none"> ○ Adoption ○ Formal Amendment ○ Administrative Modification ● Standard User Types for user access control include: <ul style="list-style-type: none"> ○ Admin ○ MPO Staff ○ Sponsor ○ Read-Only ○ State Reviewer ○ FHWA Reviewer ○ FTA Reviewer

	<ul style="list-style-type: none"> ● Standard fields tracked on project page include: <ul style="list-style-type: none"> ○ Project ID, Plan/Program, Revision Type/#, Project Title, Project Description, Lead Agency, Project Type, County, Municipality, Location Information, Programming Information (fund year, fund category, fund type, fund phase, AC/ACCP), Change Reason and Narrative, Contact Information ● Configuration options in scope include up to an additional: <ul style="list-style-type: none"> ○ 2 admin fields ○ 4 non-admin fields ○ 2 ID fields (for example: Federal ID, LRTP ID) ○ 6 funding phases ○ 25 project questions with non-conditional drop-down valid values ○ 1 revision type 																
<p>Document Manager</p>	<ul style="list-style-type: none"> ● Upload and manage documentation for projects. ● Users will upload documents directly into the system for projects for initial onboarding and on an ongoing basis. ● Secure data storage for up to 50GB of data ● The following file extensions are supported for upload to ProjectTracker: <table border="1" data-bbox="375 877 875 1562"> <thead> <tr> <th>Extension(s)</th> <th>File Type</th> </tr> </thead> <tbody> <tr> <td>*.doc, *.docx</td> <td>Microsoft Word</td> </tr> <tr> <td>*.jpg, *.jpeg, *.png</td> <td>Image</td> </tr> <tr> <td>*.kml, *.kmz</td> <td>Keyhole Markup Language (GIS data)</td> </tr> <tr> <td>*.pdf</td> <td>Portable Document Format (PDF)</td> </tr> <tr> <td>*.txt</td> <td>Text File</td> </tr> <tr> <td>*.xls, *.xlsx, *.xlsm</td> <td>Microsoft Excel</td> </tr> <tr> <td>*.zip</td> <td>ZIP archive</td> </tr> </tbody> </table>	Extension(s)	File Type	*.doc, *.docx	Microsoft Word	*.jpg, *.jpeg, *.png	Image	*.kml, *.kmz	Keyhole Markup Language (GIS data)	*.pdf	Portable Document Format (PDF)	*.txt	Text File	*.xls, *.xlsx, *.xlsm	Microsoft Excel	*.zip	ZIP archive
Extension(s)	File Type																
*.doc, *.docx	Microsoft Word																
*.jpg, *.jpeg, *.png	Image																
*.kml, *.kmz	Keyhole Markup Language (GIS data)																
*.pdf	Portable Document Format (PDF)																
*.txt	Text File																
*.xls, *.xlsx, *.xlsm	Microsoft Excel																
*.zip	ZIP archive																
<p>GIS</p>	<ul style="list-style-type: none"> ● Extensively developed technology seamlessly connects all ProjectTracker modules with a GIS interface, and provides efficient, online browser-driven “point and click” screens, tools, and interactive reports. These easy to use features minimize the need for training or specialized knowledge allowing users to focus on core competencies and not software. For example, ProjectTracker’s use of intuitive “point and click” ArcGIS drawing tools means that staff and external planning agency users can meet a vast majority of their GIS needs without the need to purchase, install, and provide specialized training for desktop GIS software. 																

	<ul style="list-style-type: none"> ● Ad-hoc import of mapped project locations by Admin users allows the Agency to import externally-mapped datasets (eliminates duplicative mapping efforts). ● An ESRI Shapefile export provides a download of all mapped project locations within ProjectTracker on a nightly refreshed basis. ● Supported geometry types include points, lines, and polygons (note, only points and lines are supported by FHWA for FMIS authorization requests using GIS Location(s)). ● 10,000 GIS snaps annually
Standard Reporting	<ul style="list-style-type: none"> ● Wide array of web enabled reports and dashboards. ● Hyper-linked drill-down features for web enabled reports. ● Includes filtering and sorting capability. ● Download to a spreadsheet feature. ● Standard reporting includes: <ul style="list-style-type: none"> ○ Financial Constraints ○ Manage Revenues ○ Program Summary by Fund ○ Project List ○ Project Overview ○ Project Question Summary ○ Locations Details ○ Programmed Visualization Report ○ Contacts Report ○ Project Attachments ○ Comprehensive Data Export ○ GIS Export
Public Website	<ul style="list-style-type: none"> ● Integrated, feature-rich public web site provides transparency to the public and other agencies. ● Available as mobile web pages for searching and viewing of TIP data on mobile devices. ● View projects within approved amendments/adoptions in current TIP cycle. ● Ability to add and collect public comments. ● Ability to make draft list of projects available for review/comment on an amendment by amendment basis. ● Dynamically query projects using a variety of filters. ● Drill down into projects to get additional project detail. ● Provide an interactive and searchable map of TIP project data. ● Public website will be configured to give similar look and feel (header/footer color, official logo) based on client's main website for branding consistency.
DOT Data Import	<ul style="list-style-type: none"> ● Ad-hoc bulk import of DOT projects into ProjectTracker. ● Client will provide DOT project listing in .csv, and maintain a consistent format for import.
Other Plans and Programs	<ul style="list-style-type: none"> ● Electronically submit new projects, carry-over projects, or amend projects. ● Track information and funding for individual project versions for a specific adoption or amendment.

(i.e. Capital Program)	<ul style="list-style-type: none"> • Configured fields tracked on the project page can be different per plan. The total number of configured fields must fit within the configuration options scope defined in the 'TIP Project Tracking and Workflow' section. • Maintain data integrity with spell check, dynamic data validation, alerts, and other QA features. • Streamline the review process with new project changes highlighted on the page, automated text summary of changes to the project. • Stay up to date with automated email notifications. • Search through all projects in the system with project search filters. • Carryover feature to move projects between different plans/programs. Any project fields or valid values different between the plans'/programs' form will be dropped once carried over.
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Implementation Approach

EcoInteractive is proposing to use fully developed off-the-shelf software that can be configured to meet SCRCOG’s specific needs. **Figure 1** shows the core milestones for implementation of SCRCOG’s TIP system. Items highlighted in green represent tasks that EcoInteractive is responsible for. Items highlighted in blue represent tasks that SCRCOG would need to complete. Delays in providing acceptable data for import/configuration will cause delays in the implementation timeline that EcoInteractive is not responsible for.

Weeks following project implementation start date	Month 1				Month 2				Month 3				Month 4			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Infrastructure Set-up & Project Kickoff																
Project Kickoff meeting																
Setup of Domains and Environments for Secure & Public Site																
Implementation and Configuration of TIP Project Tracking and Workflow Module (Reporting, Secure Site, Public Site, Documents, GIS)																
Gathering of Project Data																
Configuration of ProjectTracker																
Import of initial project data for testing																
Client Testing																
Configuration of Capital Program																
Gathering of Project Data																
Configurations for Capital Program																
Import of initial project data for testing																
Client Testing																
DOT Project Import																
Provide DOT .csv file																
Configure import file																
Client Testing																
Go-Live																
Go-Live Prep																
Final data import																
Go-Live																
Administrative Training																
Sponsor & Staff Training																

Figure 1

Pricing

Prior to contract signature, pricing information is valid through 10/1/23.

Special pricing and other considerations were made for SCRCOG for their participation in the Partner Program, including but not limited to complimentary DOT project import module.

Within 6-12 months of Go-Live, customers in the Partner Program will participate in a joint webinar about their experience, and potentially be featured in either a case study or blog article.

Pricing Breakdown:

Pricing Schedule - Partner Program					
	Year 1 Implementation	Year 1	Year 2	Year 3	TOTAL
Base + TIP	\$6,000	\$15,000	\$15,750	\$16,538	\$53,288
Capital Program	\$480	\$1,600	\$1,680	\$1,764	\$5,524
TOTAL	\$6,480	*\$12,450	\$17,430	\$18,302	\$54,662

Annual 5% CPI increase

*Prorated 9 months



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Carl J. Amento, Executive Director

Resolution Authorizing the Executive Director to execute a Regional Performance Incentive Program Grant for a Regional Cybersecurity Assessment and Protection Program

Whereas: Pursuant to Section 4-124s of the Connecticut General Statutes, as amended by Public Act 21-2, SCRCOG applied for a Regional Performance Incentive Program (RPIP) grant to fund the costs of implementing a Regional Cybersecurity Assessment and Protection Program;

Whereas: The Office of Policy and Management (OPM) has awarded SCRCOG with a four-year RPIP grant totaling \$2,220,066 for this program; and

Whereas: Per the terms of the RPIP, the grant has a required 50% match (\$2,220,066), which will be provided from local funding from the participating municipalities.

Now, Therefore, Be It Resolved By the Council of Governments

That SCRCOG execute and deliver to the State of Connecticut a Notice of Grant Award (the "Agreement") in the amount of \$2,220,066 for the Regional Performance Incentive Program Grant; and

Be It Further Resolved:

That Carl Amento, as Executive Director of SCRCOG, is directed to execute and deliver the Agreement on behalf of SCRCOG and to do all things necessary or appropriate to carry out the terms of the Agreement, including executing and delivering all agreements and documents contemplated by the Agreement.

Certificate

The undersigned duly qualified and acting Secretary of the South Central Regional Council of Governments certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Council of Governments on September 27, 2023.

Date: September 27, 2023

By: _____
First Selectwoman Peggy Lyons, Secretary
South Central Regional Council of Governments

**FY 2023-2024 REGIONAL SERVICES GRANT (RSG) SPENDING PLAN
PROPOSED Amendment #2
September 20, 2023**

Source of Project Funding:

CT OPM Regional Services Grant (RSG)	\$948,502
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FY 2023-24 Budget

Line Item	Original	Change	Revised
1. Staff Labor and Expenses	\$374,352	\$37,619	\$411,971
2. GIS Consultant	\$13,000		\$13,000
3. UConn MPA Intern	\$17,250		\$17,250
4. Capitol Region Purchasing Council Dues	\$7,500		\$7,500
5. Recreational Trails Update	\$30,000		\$30,000
6. Data Dashboard (DataHaven)	\$30,000	\$10,000	\$40,000
7. UVermont Regional Tree Canopy Mapping	\$30,000	\$6,200	\$36,200
8. Municipal Services Consultants	\$446,400	-\$53,819	\$392,581
Total	\$948,502	0	\$948,502

Details of Municipal Services Consultants (#8 above)

8a. Affordable Housing Part 1	
Consultant: David Fink (continuing)	\$40,000
<i>SCRCOG will continue offering guest speakers, presentations, workshops and discussions for its Regional Housing Working Group and will dedicate additional time and more specific resources to municipal staff to further their housing goals. This year we will also offer bus tours of successful developments.</i>	

8b. Affordable Housing Part 2	
Consultant: Benjamin Fink (continuing)	\$60,000
<i>SCRCOG will continue to assist its member municipalities in the facilitation/promotion of resident education/communication through community-wide education programs and trainings. This year an additional \$15,000 will be set aside for the training and development of citizen outreach specialists allowing for expansion of the scope of this work</i>	

8c. Affordable Housing Part 3	
Consultant: To be selected by RFP/RFQ process	\$60,000
<i>SCRCOG staff will work with an affordable housing expert consulting firm to update and enhance its Draft Regional Affordable Housing Plan and will develop an Action Plan for assisting with the implementation of the region's 8-30j Local Affordable Housing Plans.</i>	

8d. Municipal Grants	
Municipal Grants Consultants: Juliet Burdelski/Renata Bertotti (continuing)	\$85,000
<i>SCRCOG will continue providing grants assistance to its member municipalities in two Grants programs: (1) Offering training and workshops to the Regional Grants Working Group; and (2) researching and informing member municipalities of relevant grants opportunities. In addition, the grants consultants will provide individualized grants assistance to SCRCOG member municipalities, with a pool of funds set aside for more dedicated attention to individualized municipal grants assistance.</i>	

8e. Solid Waste & Recycling, Food Waste Diversion and Municipal Composting	
Consultant: Pam Roach (continuing)	\$65,000
<i>SCRCOG will continue offering guest speakers, presentations, workshops, resources and discussions for its Regional Solid Waste & Recycling Working Groups. SCRCOG will also assist its member municipalities in the facilitation/promotion of resident education/communication through community-wide education programs and trainings, as well as the production of educational materials. SCRCOG will also provide individualized assistance to member municipalities in researching grant opportunities and assisting in applying for such grants. Finally, SCRCOG will provide assistance in municipal efforts to individually and collaboratively pursue new programs of glass and plastics recycling, and food waste diversion, as well as the conversion of existing municipal leaf and brush piles to use as composting facilities with the addition of food waste diversion.</i>	

8f. Information Technology/ Cybersecurity	
Consultant: Novus Insight (continuing)	\$20,500 (originally \$45,000)
<i>SCRCOG will continue offering cyberawareness training for SCRCOG municipal members' employees. Currently, 2050 municipal employees are involved in the year-long training. The emphasis for the coming year and beyond will be on implementation of the OPM Regional Performance Incentive Program (RPIP) grant for Regional Cybersecurity Assessment and Protection.</i>	

8g. Purchasing	
Consultant: To be selected by RFP/RFQ process	\$20,000 (originally \$33,200)
<i>SCRCOG provided this program for its municipalities in FY 2021-2022 during which time it created a Regional Purchasing Working Group, established rules and procedures for a Regional Purchasing Consortium, developed two consortium bids for on-call engineers and on-call architects. SCRCOG also provided group and individualized training for the several municipalities that lacked a Purchasing Agent or had a new Purchasing Agent. The program wasn't offered in FY 2022-2023. In FY 2023-2024, SCRCOG would like to revive the Regional Purchasing Working Group and its training and discussion sessions as well as having the Purchasing Consortium offer new regional bids as requested by SCRCOG's municipalities</i>	

8h. Risk Management (New)	
Consultant: To be selected by RFP/RFQ process	\$12,081 (originally \$28,200)
<i>Because the majority of SCRCOG municipalities do not have a dedicated Risk Manager position, SCRCOG would like to hire an expert consultant and to organize a Regional Risk Management Working</i>	

Group to provide best practices, resources, and training to its member municipalities in the areas of risk identification and assessment, safety, insurance coverage and claims management, and employee training and workplace culture.

8i. Economic Development (New)	
Consultant: REX Development	\$30,000
<p><i>In collaboration with the South-Central Regional Council of Governments, Rex Development will offer free on-call economic development services under the Municipal Services Program. These services will provide peer-to-peer coaching or direct service based on the market and organizational needs of the community. Such services will include:</i></p> <p><i>On-Call Staff Coverage When staff is absent due to attrition or your staff is temporarily away or unavailable, the program will provide limited in-house coverage); Economic Development Training; Economic Development Consulting; Workforce Development; Resources; and Peer Review of Documents and the Local Economic Development Processes</i></p>	

FY 2023-24 Budget Revision #3

This revision updates the FY 2023-24 budget to incorporate the Regional Performance Incentive Program (RPIP) Grant for a Regional Cybersecurity Assessment and Protection Program and the related municipal match, as well as to align the budget with the Regional Services Grant (RSG) Spending Plan Amendment #2.

Revenue

Budget Revision #3 adds \$2,395,066 of revenue from the Regional Performance Incentive Program to the adopted FY 2023-24 budget, broken down as follows.

- \$2,220,066 of CT OPM RPIP (Cybersecurity Grant)
- \$175,000 of Municipal Contribution – Special Projects (match for RPIP grant)

Expenses

Budget Revision #3 includes the following changes. This revision reduces the projected overhead rate from 1.4473 to 1.4078.

- Salaries increase by \$18,000.
 - This is to allow for two RSG-funded interns from October – May.
- Other Consultants increase by \$312,381
 - This increase consists of \$350,000 for the Cybersecurity Grant Consultant and a reduction of \$37,619 of RSG Consultants as outlined in RSG Spending Plan Amendment #2
- Project Contingencies
 - The Transportation, LOTCIP, SMM Grant, and CPRG contingency line-items have been adjusted to account for the decreased overhead rate.

Actual line-item revisions are on the following page, followed by a Resolution authorizing Budget Revision #3.

FY 2023-24 Budget Revision # 3

<i>Revenue</i>	<i>Current Budget</i>	<i>Proposed Change</i>	<i>Revised Budget</i>
Municipal Contribution			
Municipal Contribution - Dues	239,600		239,600
Municipal Contribution - Special Projects	-	175,000	175,000
Fund Balance	25,000		25,000
Designated Fund Balance	33,586		33,586
Transportation Planning			
U.S. DOT	1,394,144		1,394,144
U.S. DOT - Carryover	507,454		507,454
CTDOT	174,268		174,268
CTDOT - Carryover	63,432		63,432
CTDOT - LOTCIP	171,611		171,611
Regional Planning			
CT OPM - Regional Services Grant (RSG)	948,502		948,502
CT OPM - RPIP (Cybersecurity)	-	2,220,066	2,220,066
CT Secretary of the State - Regional Election Monitor	3,691		3,691
CT DEEP - SMM Grant	112,800		112,800
CT DECD (EDA Grant) - CARES Act Funds	195,100		195,100
CT DECD (EDA Grant) - 4CT Funds	8,390		8,390
US EPA - Climate Pollution Reduction Grant	999,479		999,479
Regional Hazard Mitigation Plan			
Federal Emergency Management Agency	-		-
Other			
Investment Income	20,000		20,000
Retiree Health Insurance Contribution	6,500		6,500
TOTAL	4,903,557	2,395,066	7,298,623

<i>Expenses</i>	<i>Current Budget</i>	<i>Proposed Change</i>	<i>Revised Budget</i>
Salaries	811,398	18,000	829,398
Benefits	416,464	1,719	418,183
Travel	9,500		9,500
Computer Supplies & Software	53,800		53,800
Rent	152,900		152,900
General Office Expenses	103,586	1,062	104,648
Transportation Consultants	1,309,658		1,309,658
Other Consultants	801,776	312,381	1,114,157
Passthrough Grants	155,105		155,105
Office Equipment and Furniture	25,000		25,000
Contingency	-		-
Transportation - Reserved	137,371	14,810	152,181
LOTCIP - Reserved	128,048	295	128,343
CT DECD (EDA Grant) - Reserved	36,714		36,714
SMM Grant - Reserved	16,469	300	16,769
CPRG - Reserved	745,768	1,434	747,202
RPIP (Cybersecurity) - Reserved	-	2,045,066	2,045,066
Total	4,903,557	2,395,066	7,298,623



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

Resolution

South Central Regional Council of Governments

Fiscal Year 2023-24 - Budget Revision # 3

- Whereas: The South Central Regional Council of Governments (SCRCOG) adopted an operating budget for FY 2023-24 on May 24, 2023;
- Whereas: SCRCOG adopted Budget Revision #1 on June 28, 2023;
- Whereas: SCRCOG adopted Budget Revision #2 on August 23, 2023;
- Whereas: SCRCOG has been awarded a Regional Performance Incentive Program (RPIP) Grant of up to \$2,220,066, for a Regional Cybersecurity Assessment and Protection Program;
- Whereas: The RPIP Grant requires a grantee match of up to \$2,220,066, which will be funded by the participating municipalities via special assessments over the four-year period of the grant; and
- Whereas: The SCRCOG Board, at its September 27, 2023 meeting, amended the FY 2023-24 Regional Services Grant Spending Plan.

Now, therefore be it resolved by the South Central Regional Council of Governments:

That Fiscal Year 2023-24 Budget Revision # 3, which incorporates the RPIP Grant for a Regional Cybersecurity Assessment and Protection Program and the related municipal match and aligns the budget with the amended Regional Services Grant Spending Plan, is adopted.

Certificate:

The undersigned duly qualified and acting Secretary of the South Central Regional Council of Governments certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the South Central Regional Council of Governments on September 27, 2023.

Date: September 27, 2023

By: _____
First Selectman Peggy Lyons, *Secretary*
South Central Regional Council of Governments



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

Resolution

Authorizing the Executive Director to enter into an agreement with DataHaven for FY 2023-24 Regional Services Grant-funded Consultant Services

Whereas: SCRCOG’s Regional Services Grant (RSG) Spending Plan for FY 2023-24 was approved by the Council on June 28, 2023;

Whereas: the Council approved at its meeting on June 28, 2023 a Revised RSG Spending Plan after the CT Office of Policy & Management had granted additional RSG funds to SCRCOG for FY 2023-2024;

Whereas: The RSG Spending Plan identified a Regional Data Dashboard program;

Whereas: The SCRCOG By-Laws provide that “The Executive Director may at his/her discretion and under unusual circumstances, suggest that the Executive Committee consider only a single consultant possessing unique prerequisites, clearly establishing skills and background which might render “sole source” selection in the best interests of the Council”;

Whereas: The “unusual circumstances” of time constraints (the RSG funds must be spent by June 30, 2024) and the “unique prerequisites” in particular subject areas--(knowledge and experience in data compilation and analysis relating to Connecticut municipalities-- as well as previous success as a SCRCOG consultant) are demonstrated by the skills and backgrounds of the proposed consultant;

Whereas: The Executive Director proposes that the following consultant be engaged by SCRCOG for the work specified in the FY 2023-24 RSG Spending Plan as Data Dashboard or Demographic Profiles of the Region and its Municipalities:

Regional Data Cooperative for Greater New Haven, Inc. aka DataHaven; and

Whereas, SCRCOG solicited two other proposals for a similar program, and selected the DataHaven proposal as the one best fitting the needs of SCRCOG.

Now, Therefore, Be It Resolved by the Council of Governments:

That the Executive Director is authorized to negotiate and sign a consulting services agreement with DataHaven in accordance with the terms and conditions of this Resolution.

Certificate

The undersigned duly qualified and acting Secretary of the South Central Regional Council of Governments certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Council of Governments on June 28, 2023.

Date: September 27, 2023

By: _____
First Selectwoman Peggy Lyons, *Secretary*
South Central Regional Council of Governments