

**Meeting of the
WestCOG Technical Advisory Group (TAG)**

September 6, 2017 at 11:00 am

Comstock Community Center, 180 School Road., Wilton, CT, 06897

Agenda

1. MEETING CALL TO ORDER

2. PUBLIC PARTICIPATION

3. FEATURED PRESENTATION

- a. MS4: DCIA Remediation, Solutions, and Resources – *Mr. Michael Towle; Planner, WestCOG*

4. INFORMATIONAL ITEMS

- a. Regional Snow Plow Update & Working Group
- b. MS4 Update
- c. Freight Origin/Destination Data Update
- d. Regional Traffic Counting Program

Attachment 4b, pg. 1

5. ACTION ITEMS

- a. Approval of August 1, 2017 minutes
- b. LOTCIP Program Adjustments
- c. Future LOTCIP Solicitation Methodology
- d. TAP Adjustments (*if necessary*)

Attachment 5a, pp. 2-4

Attachment 5b, pp. 5-6

Attachment 5c, pp. 7-14

6. OTHER BUSINESS

- a. Discussion Items as Raised by the TAG
- b. Future Presentations & Items of Interest

7. UPCOMING MEETINGS

10/3/17 – TAG Meeting (*Tentative*)

10/5/17 – MPO and COG Meetings

11/7/2017 –TAG Meeting

8. ADJOURNMENT

For language assistance or other accommodations, contact Western Connecticut Council of Governments at least five business days prior to the meeting at help@westcog.org. Para asistencia con el idioma y otras adaptaciones, por favor póngase en contacto con WestCOG por lo menos cinco días hábiles antes de la reunión al help@westcog.org. Para obter assistência língua ou outras acomodações, entre em contato com WestCOG pelo menos cinco dias úteis antes da reunião em help@westcog.org.



MS4 Update

September 2017

GIS User to User Meeting

Friday, September 15th, 8:30 - 12:30
Pope Park Recreation Center, Hartford, CT

Carl Zimmerman will give a presentation on how to plan for MS4 mapping requirements.

WestCOG's Regional GIS/IT Meeting

Tuesday, September 26th, 1:00pm
Comstock Community Center, 180 School Rd, Wilton, CT

An update on WestCOG's GIS services with an MS4 spin. WestCOG will be showcasing the MS4 DCIA Field App and MS4 web maps.

MS4 IDDE workshop

Wednesday, September 27th (Full Day Workshop, start time pending)
Newington Town Hall, 131 Cedar Street, Newington, CT

\$20 per person, targeted for municipal staff and others responsible for implementing IDDE programs under the 2016 CT MS4 general permit. It will include both classroom instruction and hands-on training - additional details on the agenda will be shared soon.

Register for the workshop here: <https://form.jotform.us/72264406409152>

MS4 GIS data Available

WestCOG's GIS geodatabase includes a collection of MS4 layers depicting impervious cover totals at the town, watershed, basin (Permit Standard) and inlet catchment areas. Additionally, includes culverts and inlet data derived from the planimetrics. Will be available in webmap format soon.

Next Steps and Municipal Requirements

See our website:

<https://westcog.org/environmental-management/water-conservation/stormwater/municipal-stormwater-support/>

Western Connecticut

COUNCIL OF GOVERNMENTS



Disclaimer: These interim minutes of the Technical Advisory Group (“TAG”) 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 TAG 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 TAG.

INTERIM MINUTES OF 8/1/2017

Technical Advisory Group (TAG)

Held at 11am at the Comstock Community Center
180 School Road, Wilton, CT 06897

- Bethel Director of Public Works Douglas Arndt
- Bridgewater Absent
- Brookfield Absent
- Danbury Director of Public Works Antonio Iadarola
- Darien Planning & Zoning Director Jeremy Ginsberg
- Greenwich Deputy Commissioner of Public Works James Michel
- HARTtransit Transportation Planner Harrison Wenchell
- New Canaan Absent
- New Fairfield Absent
- New Milford Director of Public Works Mike Zarba
- Newtown Director of Public Works Fred Hurley
- Norwalk Assistant Principal Engineer Michael Yeosock
- Norwalk TD CEO Kimberlee Morton
- Redding Director of Public Works Jeff Hanson
- Ridgefield Absent
- Sherman Absent
- Stamford Bureau Chief Jim Travers
- Weston Land Use Director Tracy Kulikowski
- Westport Town Engineer Peter Ratkiewich
- Wilton Assistant Town Planner Daphne White

Also in Attendance:

Roxane Fromson and Kerry Ross of CTDOT, Danbury Traffic Engineer Abdul Mohamed, Danbury Engineer Tom Altermatt, Morley Boyd, John Suggs, and WestCOG staff members, Michael Towle, Kristin Floberg, Robert Sachnin, Jamie Bastian, Kristin Hadjstylianos, and Nicole Sullivan.

CALL TO ORDER / PUBLIC COMMENT

The meeting was called to order at 12:08pm by Robert Sachnin. There was no public comment.

1 Riverside Road, Sandy Hook, CT 06482

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INFORMATIONAL ITEMS

Community Connectivity Grant Program: Robert Sachnin briefly reviewed from the attachment provided the grant program which is a part of Governor Dannel Malloy's Let'sGoCT!

MS4 Briefing/Update: This update was addressed by Michael Towle who discussed the Water Finance Clearing House and Nitrogen Strategy Workshop, as well as future goals in this program.

Regional Snow Plow Update & Working Group: Kristin Floberg updated the TAG Members, stating that she is the official point of contact for this project. She also stated that the interview selection committee has taken place and has chosen Axiomatic LLC. She went on to explain the qualifications possessed by Axiomatic LLC and the key time line points for this project.

ACTION ITEMS

Approval of 6/6/2017 Minutes: On a motion made by Mike Yeosock and seconded by Tracy Kulikowski the minutes of the TAG Meeting of 6/6/2017 were unanimously accepted.

LOTICIP Solicitation Methodology: This topic was addressed by Robert Sachnin, seeking to engage discussion regarding potential funding for LOTICIP. General direction was sought in respect to a future solicitation and methodology, contingent on additional funding. It was stated that open solicitation, hybrid, adhoc, or no action for funding could all be considered as options. On a motion made by Fred Hurley and seconded by Mike Zarba a hybrid open solicitation methodology with a reserve set aside, along with a hybrid two to four year financing option, were recommended as the general parameters for a future solicitation. The motion carried unanimously.

HVMPO Draft 2018-2021 Transportation Improvement Program & Air Quality Conformity: The federal transportation improvement program and corresponding CTDOT air quality conformity determinations for the Housatonic Valley MPO were discussed by Robert Sachnin. On a motion made by Antonio Iadarola and seconded by Fred Hurley the HV Draft FFY 2018-2021 TIP project listings and air quality conformity determinations were unanimously recommended to the HVMPO.

SWRMPO Draft 2018-2021 Transportation Improvement Program & Air Quality Conformity: The federal transportation improvement program and corresponding CTDOT air quality conformity determinations for the South Western Region MPO were discussed by Robert Sachnin. Peter Ratkiewich stated that the administration of the Town of Westport has proposed the removal of Project #158-214 from the SWR Draft 2018-2021 TIP, pending forthcoming information based on the Environmental Assessment. He cited community concern due to the lack of information regarding the scope of improvements. This includes five line items, three of the which are for the construction phase, one each for final design and right of way. With the inclusion of the changes stated, a motion was made by Peter Ratkiewich and seconded by Tracy Kulikowski to recommend the amended SWR Draft FFY

2018-2021 TIP project listings and air quality conformity determinations to the SWRMPO. The recommendation was unanimous, except by the abstention made by Kimberlee Morton.

TAP Adjustments (if necessary): Robert Sachnin provided a brief status update to the group.

OTHER BUSINESS

Discussion Items as Raised by the TAG: Robert Sachnin discussed the possibility of the CHRO presenting to the TAG members at a future meeting. He also referenced the recent release of the FRA NEC Future ROD.

Future Presentations & Items of Interest:

Robert Sachnin stated that UConn trainings for T2 bike and ped will take place for those who are interested.

ADJOURNMENT

The meeting was then adjourned at 12:23.

INTERIM MINUTES SUBJECT TO FINAL APPROVAL BY THE TAG MEMBERS

WestCOG Southwestern Region LOTCIP Program - Proposed Adjustments 08/30/17

State Fiscal Year	Municipality	Project	Amount	Balance
Available Funding (FY14-16), less admin. costs*				\$18,117,290
FY14	Stamford	Fiber Optic Trunk Cable	(\$5,459,061)	
FY14	Norwalk	(1) Hamilton Ave Staircase	(\$600,000)	
FY15	Norwalk	SoNo Streetscape	(\$2,069,045)	
FY15	Greenwich	Frontage Rd	(\$1,080,000)	
FY15	Stamford	(1) West Ave & West Main St	(\$2,000,000)	
FY16	Darien	(1) Noroton Ave & West Ave	(\$1,200,000)	
FY16	Westport	(1) Main St	(\$850,000)	\$274,825 increase
FY16	Norwalk	Traffic Signal System Upgrade - Phase 3 (Pedestrian Items Only)	(\$500,000)	
FY16	Stamford	(2) Greenwich Ave & Pulaski St Roundabout	(\$2,100,000)	
			Remaining Balance	\$2,259,184
Authorized Funding (FY17), CTDOT to Request Bonding, less admin. costs*				\$8,111,140
FY17	Greenwich	Sound Beach Ave Bridge & Roundabout	(\$4,900,900)	
FY17	Westport	(2) Riverside Ave	(\$607,115)	
FY17	Greenwich	(1) Davis Ave	(\$2,500,000)	
FY17	Stamford	(3) Strawberry Hill Rd & Rock Spring Rd	(\$1,750,000)	
			Remaining Balance	\$612,309
CTDOT Requested Appropriation (FY18-19), less admin. costs**				\$13,810,860
FY18	Greenwich	(2) Glenville Rd & Brookside Dr	(\$1,750,000)	
FY18	Westport	(3) Compo Rd South	(\$300,000)	
FY18	New Canaan	(1) Locust Ave Parking	(\$2,000,000)	
			Remaining Balance	\$10,373,169
(Overprogramming from April 2016 Solicitation)				
	Greenwich	(3) Lake Ave & Rock Ridge Ave	(\$1,000,000)	
	Stamford	(4) Atlantic St & Main St	(2,000,000)	
	Stamford	(5) Atlantic St & Broad St	(\$500,000)	
	Stamford	(6) Broad St & Summer St	(\$500,000)	

*Based on 6/28/16 CTDOT LOTCIP Program Summary. Also accounts for 3% admin. costs.

**assumes admin. costs at 3%

(#) to left of project name indicates the municipal priority

TAG: COG Approval Recommended __/__/2017

COG: Approved __/__/2017

 = Proposed Adjustment

WestCOG Housatonic Valley Region LOTCIP Program - Proposed Adjustments 08/30/17				
	Municipality	Project	Amount	Balance
Available Funding (FY14-FY16), less admin. costs*				\$9,644,710
FY14	Brookfield	"Four Corners" Intersection & Bike/Ped Improvements	(\$837,000)	
FY14	New Fairfield	Candlewood Corners Drainage Project	(\$693,000)	
FY14	New Milford	Still River Drive Roundabout	(\$1,119,175)	
FY15	Newtown	Toddy Hill Road Bridge Replacement	(\$3,200,000)	
FY16	New Milford	Wellsville Avenue Bridge Reconstruction	(\$1,381,000)	
FY16	Ridgefield	Farmingville Road Multi-Use Trail	(\$1,530,000)	\$430,000 increase
			Remaining Balance	\$884,535
Authorized Funding (FY17), CTDOT to Request Bonding, less admin. costs*				\$4,378,580
FY17	Danbury	White Street Intersection Improvements	(\$2,650,000)	
FY17	Bethel	Downtown TOD Pedestrian and Streetscape Improvements	(\$1,500,000)	
FY17	Sherman	Wakeman Hill Road Pavement Rehabilitation	(\$750,000)	\$750,000 inc.***
			Remaining Balance	\$363,115
CTDOT Requested Appropriation (FY18-19), less admin. costs**				\$7,455,420
			Remaining Balance	\$7,818,535

*Based on 6/28/16 CTDOT LOTCIP Program Summary. Also accounts for 3% admin. costs.

**assumes admin. costs at 3%

TAG: COG Approval Recommended __/__/2017

COG: COG Approved __/__/2017

 = Proposed Adjustment

*** Note: Sherman previously had a LOTCIP allocation of \$398,000 for Taber Road Pavement Rehabilitation

Western Connecticut COUNCIL OF GOVERNMENTS



Local Transportation Capital Improvement Program (LOTICIP) Project Selection Process FY 2018-2021 Project Solicitation

1. **Objective:** this document lays out the process for project selection under the region's Local Transportation Capital Improvement Program (LOTICIP), guiding the selection of new projects as well as significant changes to existing projects. It is the goal of WestCOG to program funds in a manner that is orderly, equitable, and beneficial to the region.
2. **LOTICIP Background:** LOTICIP provides state funding for a variety of municipal transportation capital improvements, including: bridge rehabilitation and replacement; road reconstruction; intersection improvements; traffic signals; streetscapes; sidewalks; multi-use trails; and pedestrian bridges.
3. **Eligibility:** projects must adhere to CTDOT's revised [LOTICIP Guidelines](#) dated March 2016 and including any future revisions.
 - Projects must be located on roads classified as urban collector or higher (see exceptions for bridge and transportation alternatives projects).
 - Minimum project construction cost is \$300,000.
 - Pavement preservation/rehabilitation and stand-alone sidewalk projects are capped at a maximum of 15% (combined) of annual LOTICIP funding to the region (+/- \$600,000 HV, \$1 million SW per year).
 - Bridge improvements on roads classified as local are eligible if the span length is 20 feet or greater.
 - Transportation alternatives projects are eligible. Although a specific cap has not been established, the amount of regional funding allocated to such projects is expected to be limited.
 - Applicants: include the eighteen municipalities that comprise the Western Connecticut Council of Governments (COG).
4. **Available Funding:** is determined by using state LOTICIP funding of \$62 million in FY 2018 and \$64 million in FY 2019-2021, reserving a 25% contingency, and accounting for existing project commitments. Exact numbers are subject to change.

The region anticipates that the following amounts will be available for funding new projects:

- | | |
|----------------------------|--|
| • Housatonic Valley MPO | \$11.6 million total FY 2018-21 |
| • <u>South Western MPO</u> | <u>\$17.4 million total FY 2018-21</u> |
| • Total WestCOG Region | \$29.0 million total FY 2018-21 |

Funding for new projects will be allocated by *(MPO / total WestCOG region)*. {TAG/COG to select}

Further detail is provided as follows, and a list of current project allocations is attached for reference:

	FY 14-17 Balance	Pending Cost Increases	FY 18 Project Commitments	FY18 LOTICIP Funding*	FY18 Net Available	FY19 LOTICIP Funding*	FY20 LOTICIP Funding*	FY 21 LOTICIP Funding*	FY 18-21 Total Available
HVMPO	\$1,543,115	(\$1,180,000)	\$0	\$2,751,405	\$3,114,520	\$2,840,160	\$2,840,160	\$2,840,160	\$11,635,000
SWMPO	\$887,134	(\$274,825)	(\$4,050,000)	\$5,096,865	\$1,659,174	\$5,261,280	\$5,261,280	\$5,261,280	\$17,443,014
Total	\$2,430,249	(\$1,454,825)	(\$4,050,000)	\$7,848,270	\$4,773,694	\$8,101,440	\$8,101,440	\$8,101,440	\$29,078,014

* Net of 3% admin. costs and 25% reserve for cost increases

1. Assumed Statewide LOTICIP Funding = \$62 million FY 18 and \$64 million FY 19-21
2. HVMPO Pending Cost Increases = \$430,000 Ridgefield Farmingville Rd. Multi-Use Trail; \$750,000 Sherman Wakeman Hill Rd. Pavement Rehabilitation (Note: Sherman previously had a LOTICIP allocation of \$398,000 for Taber Hill Rd. Pavement Rehabilitation)
3. SWMPO Pending Cost Increases = \$274,825 Westport Main St. Sidewalks

Maximum Project Award: to maximize the number of projects and municipalities that can participate, a maximum cost of \$2,500,000 or less is recommended, with further flexibility as determined by the Technical Advisory Group (TAG) and COG.

Outer Year Funding: Projects programed for FY 2020 and 2021 funding may not initially advance LOTICIP projects until confirmation is received that CTDOT will accept associated project materials (i.e. applications, design submissions). FY 2020 and 2021 are included to assist member municipalities by aligning to their capital planning process.

5. Project Prioritization and Selection Criteria: priority may be given based on the following considerations and subject to TAG and COG approval:

- Adherence to CTDOT LOTICIP Guidelines
- Regional significance
- Readiness to proceed - which may include, but is not limited to:
 - Municipal track record of successfully advancing LOTICIP projects
 - Project complexity and design status
 - Critical path concerns: such as anticipated permitting, rights of way (ROW), and utilities
- Existing unfunded regional/MPO priorities
- Existing LOTICIP overprogrammed projects
- Safety
- Bicycle and pedestrian improvements
- Mobility and connectivity to existing transportation systems
- Equity

6. Project Review and Approval Process

- Municipalities submit projects: for consideration using the WestCOG Project Proposal Summary form.
- Staff reviews projects: for LOTICIP eligibility, confirm purpose and need, cost, etc.
- Staff evaluates and ranks projects: using the project prioritization and selection criteria.
- TAG review: of staff project evaluations and draft listing of projects proposed for funding, with discussion and revisions as warranted.

- TAG recommendation: of project priorities to the COG.
- COG review and approval: of TAG project recommendations, with discussion and revisions as warranted.

7. Municipal Responsibilities

- Commitment: the Chief Elected Official shall commit to the project in writing, including commitment to design and completion.
- Match Funding: LOTCIP provides up 100% funding for ROW and construction. Design and in some cases, ROW, are the responsibility of the municipality.
- Quarterly Reporting: each municipality shall provide quarterly reports to WestCOG staff and the TAG regarding design progress and construction expenditures and schedule. Deadlines for submission are: September 30, December 31, March 31, and June 30.

8. Program Adjustments and Financial Details

- Cost Containment Policy: any increases to cost in excess of ten percent (10%), after COG approval (assuming funding is available), will require the municipality to either:
 - Pay the difference (beyond the 10%)
 - Request review and approval of the TAG and COG to program additional LOTCIP funding (if sufficient funds exist) or reprogram as needed.
- Scope Changes:
 - Municipally-driven: staff shall be informed of changes to project cost, scope, or priority as soon as possible. Depending on the magnitude of change, TAG and COG review may be required. Such additional review will be made on a project by project basis.
 - CTDOT-driven: The TAG and COG may periodically adjust project scopes of work and funding allocations based on CTDOT review comments, revised cost estimates, and other information that becomes available. Any resulting changes may also prompt TAG and COG review.
- Delays, Adjustments, and Reprogramming:
 - Delays: in schedule may result in a recommendation by the TAG to reprogram funds (and action by the COG to do so). Such consideration will be based on a project by project basis, depending on the reason(s) for delay and impact to the overall programming of LOTCIP projects. Projects will be considered delayed, and will be subject to a mandatory project review by the TAG, if LOTCIP Applications are not submitted to CTDOT within 4 months from allocation of funds for the project by the COG and if Final Design Submissions are not made within 24 months from CTDOT issuance of a Commitment to Fund.
 - Available regional funding: (FY2018 & 2019) will be used on a first come, first serve basis and subject to TAG/COG approval. Projects programmed during this period experiencing delays referenced above may be adjusted to outer years to accommodate projects advancing more rapidly. Such efforts are required to obligate available funding and sustain overall program health.
 - Reprogramming: projects determined ineligible by CTDOT, those cancelled by the sponsoring municipality, and/or those experiencing delays may be removed from the program by the TAG and COG. Their allocations will be returned to the program and made available for other program efforts, such as cost increases and/or new projects. It is expected that priority consideration in reallocation of funds from cancelled projects will be given to the sponsoring municipality.

WestCOG Housatonic Valley Region LOTCIP Program - 05/24/17				
	Municipality	Project	Amount	Balance
Available Funding (FY14-FY16), less admin. costs*				\$9,644,710
FY14	Brookfield	"Four Corners" Intersection & Bike/Ped Improvements	(\$837,000)	
FY14	New Fairfield	Candlewood Corners Drainage Project	(\$693,000)	
FY14	New Milford	Still River Drive Roundabout	(\$1,119,175)	
FY15	Newtown	Toddy Hill Road Bridge Replacement	(\$3,200,000)	
FY16	New Milford	Wellsville Avenue Bridge Reconstruction	(\$1,381,000)	
FY16	Ridgefield	Farmingville Road Multi-Use Trail	(\$1,100,000)	
			Remaining Balance	\$1,314,535
Authorized Funding (FY17), CTDOT to Request Bonding, less admin. costs*				\$4,378,580
FY17	Danbury	White Street Intersection Improvements	(\$2,650,000)	
FY17	Bethel	Downtown TOD Pedestrian and Streetscape Improvements	(\$1,500,000)	
			Remaining Balance	\$1,543,115
CTDOT Requested Appropriation (FY18-19), less admin. costs**				\$7,455,420
			Remaining Balance	\$8,998,535

*Based on 6/28/16 CTDOT LOTCIP Program Summary. Also accounts for 3% admin. costs.

**assumes admin. costs at 3%

TAG: COG Approval Recommended 03/07/2017

COG: COG Approved 03/16/2017

WestCOG Southwestern Region LOTCIP Program - 05/24/17

State Fiscal Year	Municipality	Project	Amount	Balance
Available Funding (FY14-16), less admin. costs*				\$18,117,290
FY14	Stamford	Fiber Optic Trunk Cable	(\$5,459,061)	
FY14	Norwalk	(1) Hamilton Ave Staircase	(\$600,000)	
FY15	Norwalk	SoNo Streetscape	(\$2,069,045)	
FY15	Greenwich	Frontage Rd	(\$1,080,000)	
FY15	Stamford	(1) West Ave & West Main St	(\$2,000,000)	
FY16	Darien	(1) Noroton Ave & West Ave	(\$1,200,000)	
FY16	Westport	(1) Main St	(\$575,175)	
FY16	Norwalk	Traffic Signal System Upgrade - Phase 3 (Pedestrian Items Only)	(\$500,000)	
FY16	Stamford	(2) Greenwich Ave & Pulaski St Roundabout	(\$2,100,000)	
			Remaining Balance	\$2,534,009
Authorized Funding (FY17), CTDOT to Request Bonding, less admin. costs*				\$8,111,140
FY17	Greenwich	Sound Beach Ave Bridge & Roundabout	(\$4,900,900)	
FY17	Westport	(2) Riverside Ave	(\$607,115)	
FY17	Greenwich	(1) Davis Ave	(\$2,500,000)	
FY17	Stamford	(3) Strawberry Hill Rd & Rock Spring Rd	(\$1,750,000)	
			Remaining Balance	\$887,134
CTDOT Requested Appropriation (FY18-19), less admin. costs**				\$13,810,860
FY18	Greenwich	(2) Glenville Rd & Brookside Dr	(\$1,750,000)	
FY18	Westport	(3) Compo Rd South	(\$300,000)	
FY18	New Canaan	(1) Locust Ave Parking	(\$2,000,000)	
			Remaining Balance	\$10,647,994
(Overprogramming from April 2016 Solicitation)				
	Greenwich	(3) Lake Ave & Rock Ridge Ave	(\$1,000,000)	
	Stamford	(4) Atlantic St & Main St	(2,000,000)	
	Stamford	(5) Atlantic St & Broad St	(\$500,000)	
	Stamford	(6) Broad St & Summer St	(\$500,000)	

*Based on 6/28/16 CTDOT LOTCIP Program Summary. Also accounts for 3% admin. costs.

**assumes admin. costs at 3%

(#) to left of project name indicates the municipal priority

TAG: COG Approval Recommended 01/11/2017

COG: Approved 1/23/2017

**Local Transportation Capital Improvement Program (LOTICIP)
Project Proposal Summary
FY 2018-2021 Project Solicitation**

1. Project Title:
2. Project Sponsor Information:

Municipality:
Contact Name:
Title:
Address:
Phone Number:
Email:
3. Project Location: *Please attach location map.*
4. Project Eligibility:

 Project is located on a road with a functional classification of collector or higher
 Bridge improvement on a local road if span is 20 feet or more
 Pavement preservation or pavement rehabilitation only
 Sidewalk construction only
 Transportation alternative project, e.g., multi-use trail, pedestrian bridge, etc.

Note: Project construction cost must be at least \$300,000 to be eligible under this program. It is recommended that the maximum project cost be \$2,500,000.
5. Project Description: *Describe the proposed project scope.*
6. Project Purpose and Need: *Describe the project objectives and problems or deficiencies that will be addressed by the project.*
7. Project Plans: *Provide concept plans.*
8. Cost Estimate: *Provide a detailed cost estimate spreadsheet, including 10% contingencies and 10% incidentals (construction inspection and materials testing), as well as right-of-way acquisition costs if the municipality will be seeking reimbursement. Please refer to the following for a format example (copy also attached):*
<http://www.ct.gov/dot/lib/dot/documents/dconsultdesign/Sample Cost Estimate Form.xlsx>

\$ _____ Design (100% town funded)
\$ _____ Right-of-Way (100% state or town funded)
\$ _____ Construction (100% state funded)

9. Proposed Schedule:

LOTICIP Application:
Preliminary Design:
Final Design:
Construction Start:
Construction End:

10. Supporting Information (as applicable):

- *Planning or engineering studies*
- *Photographs*
- *Traffic volumes (ADT and/or turning movements)*
- *Speed data*
- *Crash data*
- *Safety issues*
- *Recent area improvements (e.g., signal, road, or sidewalk improvements)*
- *Existing or proposed area land development, especially major traffic generators*
- *Environmental impacts anticipated*
- *Environmental permits required*
- *Right-of-Way acquisition needed*
- *Other funding sources (if applicable)*
- *Bicycle and pedestrian transportation benefits*
- *Other applicable information*

11. Priority of Project for Sponsor:

If a municipality is submitting more than one application, please provide the numerical rank for this project (i.e., 1st priority, 2nd priority, etc.)

12. Documentation of Local Match: *Attach a letter of support from Chief Elected Official, indicating the town's commitment to fund the design of the project, as well as any proposed municipal share of right-of-way or construction costs, if applicable.*

13. Please submit this in digital format to WestCOG no later than 4:00 p.m. on _____, 2017:

Rob Sachnin rsachnin@westcog.org with a copy to Bob Brinton rbrinton@westcog.org

