

Western Connecticut Council of Governments

October 5, 2017 – 12:30 p.m.

**Location: Ridgefield Visiting Nurse Association
27 Governor Street, Ridgefield, CT 06877**

Agenda

1. Meeting call to order: Hon. Jayme Stevenson, Chairman
2. Public participation
3. Guest speaker: Public Health Section Chief Lori Mathieu, of the CT Department of Public Health's Drinking Water Section
4. Action items:
 - a) Approval of August 17, 2017 Minutes Attachment 4a, pp. 1-3
 - b) FFY 2017 Homeland Security R5EPT MOU Attachment 4b, pp. 4-10
 - c) Concurrence with REDD Designation Attachment 4c, pp. 11-16
 - d) Approval of CEDS Attachment 4d, pg. 17
 - e) LOTCIP Program Adjustments Attachment 4e, pp. 18-19
5. Information items:
 - a) Nominating Committee
 - b) Legislative Committee
 - c) Draft 2018 COG Meetings Schedule Attachment 5c, pg. 20
 - d) Update on COG Operations
 - e) Monthly Financial Report-8/31/17 Attachment 5e, pg. 21
 - f) Legal action regarding opioids
6. Public participation
7. Other business
8. Next meeting: Thursday, November 16th
9. Adjournment

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 8/17/2017 Regular Meeting

Held at the Ridgefield Visiting Nurse Association
27 Governor Street, Ridgefield, Connecticut 06877

Chairman Jayme Stevenson - Vice Chairman Susan Chapman
Secretary David Gronbach - Treasurer Patricia Llodra

MEMBERS ATTENDING

- Bethel..... First Selectman Matt Knickerbocker
- Bridgewater..... First Selectman Curtis Read
- Brookfield..... First Selectman Steve Dunn
- Danbury Absent
- Darien First Selectman Jayme Stevenson
- Greenwich..... First Selectman Peter Tesei

- New Canaan..... First Selectman Robert Mallozzi
- New Fairfield First Selectman Susan Chapman
- New Milford..... Absent
- Newtown..... First Selectman Patricia Llodra
- Norwalk..... Mayor Harry Rilling
- Redding..... Absent

- Ridgefield..... First Selectman Rudy Marconi
- Sherman..... First Selectman Clay Cope
- Stamford..... Chief of Staff Michael Pollard
- Weston..... First Selectman Nina Daniel
- Westport..... First Selectman James Marpe
- Wilton..... First Selectman Lynne Vanderslice

OTHERS ATTENDING

Norwalk Transit CEO Kimberly Morton, Richard Schreiner and Harrison Wenchell of HARTransit.
WestCOG staff members Francis Pickering, Patricia Payne, Robert Sachnin, Nicole Sullivan, Jamie

Bastian, Bob Brinton, and Kristen Floberg. Cathy Lezan, Tracey Alston, and Garrett Sheehan of Eversource were in attendance. Dan Liungi of CCM, Andrea Ryan of Western CT Health Network, Bruce Wittchen of OPM, Matt Pafford of OPM, and Sara Harris Westport Operations Director were also in attendance.

CALL TO ORDER

The meeting was called to order at 12:37pm by Chairman Jayme Stevenson.

ACTION ITEMS

Approval of 6/15/2017 Minutes: After review and on a motion made by Jayme Stevenson and seconded by Lynne Vanderslice, the minutes of the meeting of 6/15/2017 were unanimously approved.

MAP Forum MOU: Director Pickering explained that the Memorandum of Understanding was an update to an MOU endorsed by HVCEO and SWRPA to reflect regional consolidation. He also explained that the MOU did not create new costs or liabilities. On a motion made by Clay Cope and seconded by Matt Knickerbocker, the motion to approve was unanimously carried.

America the Beautiful Urban Forestry Grant Resolution: Director Pickering explained that a resolution was necessary for the COG to accept a grant award from DEEP for the project, which includes a regional tree canopy assessment and well as a plan for the City of Norwalk. On a motion made by Clay Cope and seconded by Michael Pollard, the motion to approve was unanimously carried.

FY 16-17 4th Quarter Financial Report: Treasurer Patricia Llodra and Finance Director Patricia Payne reviewed the Fiscal Year 16-17 4th Quarter Financial Report from the Operating Statement and Balance Sheet attached. On a motion made by Harry Rilling and seconded by Curtis Read the report was unanimously approved.

INFORMATION ITEMS:

Jayme Stevenson entertained a motion to amend the order of Information Items on the agenda and to add "New Business". This motion was carried by Lynne Vanderslice and seconded by Susan Chapman, with unanimous approval.

Draft CEDS: will be released for a 30-day public comment period from August 21st to September 20th. Associate Planner Elizabeth Esposito is the project lead for the CEDS; however, Director Pickering spoke. Nina Daniel suggested that heavy taxation, which the document identifies as a threat, should be called out in the Executive Summary.

LOTICIP Update: Project Manager Brinton gave an overview of the region's program, noting that several of the region's projects are going to construction in the near future.

Update on Phase 2 of the CAMA Study: Director Pickering gave an update on the second phase of the Regional Computer Assisted Mass Appraisal (CAMA) Study, which is focused on assisting with the implementation of workflow efficiencies identified in the first phase of the study.

Overview of the Snow Removal Operations, Management, and Routing Study: Associate Planner Kristin Floberg gave an update on the status and future stages of the study, which was awarded by OPM to the COG in 2017. Axiomatic LLC, was selected in July 2017, is currently meeting with public works staff to gather data for subsequent stages of the study, including baseline assessment, development of plans, and the preparation of plow routes.

State and Federal Update: There was group discussion. Topics discussed included the state budget and the FRA's Record of Decision on the Northeast Corridor Future project.

New Business: A card for Mayor Boughton was discussed.

PUBLIC PARTICIPATION: Tracey Alston presented Eversource's option to receive updates and notify the utility of power outages via text message.

ADJOURNMENT

The next WestCOG meeting will need to be confirmed for September 21, 2017 at the Ridgefield Visiting Nurse Association. Then on a motion made by Matt Knickerbocker and seconded by Steve Dunn, the meeting was adjourned at 1:48pm.

INTERIM MINUTES SUBJECT TO FINAL APPROVAL BY THE COG MEMBERS



MEMORANDUM OF UNDERSTANDING

AMONG

Naugatuck Valley Council of Governments (NVCOG)

AND

Western CT Council of Governments (WestCOG)

AND

Northwest Hills Council of Governments (NHCOCG)

**REGARDING: FUNCTIONS AND RESPONSIBILITIES FOR DEMHS REGION 5 UNDER
FFY 2017 HOMELAND SECURITY REPT GRANT PROGRAM**

This Memorandum of Understanding (MOU) is made by and among the coordinating Councils of Government (COGs) for Region 5 which includes the Northwest Hills Council of Governments (NHCOCG) and its partner COGs: the Naugatuck Valley Council of Governments (NVCOG) and the Western CT Council of Governments (WestCOG). The purpose of this MOU is to delineate the roles of the parties to facilitate and accomplish the goal of enhanced regional emergency planning within Region 5 of the Connecticut Department of Emergency Management and Homeland Security (DEMHS), through coordinated support of the activities of the Regional Emergency Planning Team (REPT).

WHEREAS, Connecticut is using a regional funding approach with the FFY 2017 Homeland Security Grant Funds to reinforce the regional collaborative priority contained in the National Response Plan, and to further the Connecticut Homeland Security Strategic Goal to improve critical incident management and response through the implementation and use of the National Incident Management System (NIMS) and a regional planning process; and

WHEREAS, DEMHS has facilitated the creation of a Regional Emergency Planning Team (REPT) within each DEMHS region, together with Regional Emergency Support Functions (RESFs) representing emergency support disciplines within the region; and

WHEREAS, the REPT and its RESFs will convene and gather the necessary information and data to determine the emergency management needs within the Region, to assist in the construction and updating of a Regional Emergency Support Plan, and to yield concrete recommendations for improvements to strengthen mutual aid systems as they relate to prevention, mitigation, preparedness, response, and recovery; and

WHEREAS, the Northwest Hills Council of Governments has accepted the role of the Coordinating COG, or principal agent, responsible, in concert with DEMHS, the REPT and the constituent municipal Chief Executive Officers, to support emergency preparedness planning throughout DEMHS Region 5 under the FFY 2017 grant; and

WHEREAS, the NVCOG and WestCOG have agreed to act as partner COGs to assist the NHCOC in performing the activities necessary to support the DEMHS Region 5 emergency preparedness planning process under the FFY 2017 grant;

NOW THEREFORE, the parties agree as follows:

1. **TERM:** This MOU shall be effective upon signature by the parties hereto, and shall remain in effect until the end of the FFY 2017 Homeland Security Grant period (10/1/17 through 5/31/20). This is an open ended agreement between NHCOC/NVCOG/WestCOG and extensions shall automatically mirror the extensions granted by DEMHS/FEMA.
2. **AUTHORITY:** This MOU is entered into by the parties under the authority granted to them under the Connecticut General Statutes.
3. **SCOPE:** This MOU defines the roles and responsibilities of the Coordinating COG with regard to specific tasks and deliverables set under the DEMHS Regional Collaboration Grant Guidance for the FFY2017 Homeland Security Grant Funds, as well as its subcontracting relationships with the partner COGs within Region 5, and their roles and responsibilities.
4. **FUNDING:** It is understood by the parties that the Coordinating RPO will receive **\$59,000** in FFY 2017 Homeland Security Grant Funds to act as fiscal fiduciary agent for the Region 5 FFY 2017 Homeland Security Grant Funds, and to perform the duties enumerated within this MOU and in the DEMHS FY2017 Regional Collaboration Grant Application Kit. From the **\$59,000** the Coordinating COG will allocate **\$ 24,000** in exchange for the performance of the partner COGs responsibilities listed below, and in the DEMHS FY 2017 Grant Application Kit.
5. **RESPONSIBILITIES OF COORDINATING COG:** The Coordinating COG shall be responsible for executing activities and deliverables required by the FY 2017 Regional Collaboration Program grant during the October 1, 2017 – May 31, 2020 performance period (or until grant is complete). These are summarized below:

GRANT PROGRAM PERIOD: OCTOBER 1, 2017 – MAY 31, 2020

PROGRAM OVERSIGHT AGENT BUDGET

(PURCHASE ORDER)

<u>#</u>	<u>DELIVERABLE</u>	<u>DUE DATE</u>	<u>AMOUNT</u>
1.	Submittal of Oversight Agent Package and Grant Application	9/8/17	1,800
2.	Collection and Submission of MOA's to DEMHS	11/3/17	1,100
3.	Quarterly Progress & Financial Reports (Includes CEO and EMD Communications. Year 1 paid with 2016 HSG)	Quarterly	0
4.	Fiduciary Agent Updates at REPT meetings (Year 1)	Quarterly	2,000
5.	Best Practices Presentation and Summary	4/2018	1,000
6.	Outreach, Data Collection and Report on 2018 Statewide Exercise (EPPI) Information	Fall 2018	800
7.	Annual Update Of Resource Typing	6/15/2019	4,000
8.	Quarterly Progress & Financial Reports (Includes CEO and EMD Communications. Year 2 and 3)	Quarterly	34,800
9.	Fiduciary Agent Updates at REPT meetings (Year 2 &3)	Quarterly	3,500
10.	Interoperable Communications Training Coordination	Quarterly in 2019	5,000
11.	Equipment Inventory and Custodial Reports	4/30/2020	5,000
TOTAL AGENT PO:			59,000

6. RESPONSIBILITIES OF PARTNER RPOs:

**DEMHS REGION 5 – 2017 HOMELAND SECURITY GRANT PROGRAM
RESPONSIBILITIES OF FIDUCIARY AND PARTNER RPOs**

FFY 2017 REPT / Regional Collaboration Agent Purchase Order Process						
Task #	Deliverables	Total Amount	WCOG	NVCOG	NHCO G	NHCOG Fiduciary
1	Development and submission of 2016 Fiduciary Agent/REPT Application and Spending Plan	1800	200	200	200	1200
2	Collection and Submission of Municipal MOAs	1100	200	200	200	500
3a	Quarterly Report for 01/31/2018*	0	0	0	0	0
3b	Quarterly Report for 04/30/2018*	0	0	0	0	0
3c	Quarterly Report for 07/31/2018*	0	0	0	0	0
3d	Quarterly Report for 10/31/2018*	0	0	0	0	0
4a	CEO and EMD Communications for 01/31/2018*	0	0	0	0	0
4b	CEO and EMD Communications for 04/30/2018*	0	0	0	0	0
4c	CEO and EMD Communications for 07/31/2018*	0	0	0	0	0
4d	CEO and EMD Communications for 10/31/2018*	0	0	0	0	0
5	Fiduciary Status Updates at REPT and SC Meetings – Year One	2,000	0	0	0	2,000
6	REPT Best Practices Presentation and Summary	1,000	0	0	0	1,000
7	Annual Update of Resource Typing Data	4000	1000	1000	1000	1000
8	Outreach, data collection and reporting on participation in Statewide 2017 EPPI Exercise	800	200	200	200	200
9a	Quarterly Report for 01/31/2019*	0	0	0	0	0
9b	Quarterly Report for 04/30/2019*	0	0	0	0	0
9c	Quarterly Report for 07/31/2019*	0	0	0	0	0
9d	Quarterly Report for 10/31/2019	400	100	100	100	100

9e	Quarterly Report for 01/31/2020	400	100	100	100	100
9f	Quarterly Report for 04/31/2020	400	100	100	100	100
9g	Quarterly Report for 07/31/2020	400	100	100	100	100
10a	CEO and EMD Communications for 01/31/2019*	0	0	0	0	0
10b	CEO and EMD Communications for 04/30/2019*	0	0	0	0	0
10c	CEO and EMD Communications for 07/31/2019*	0	0	0	0	0
10d	CEO and EMD Communications for 10/31/2019	6000	1500	1500	1500	1500
10e	CEO and EMD Communications for 01/31/2020	6000	1500	1500	1500	1500
10f	CEO and EMD Communications for 04/30/2020	6000	1500	1500	1500	1500
10g	CEO and EMD Communications for 07/31/2020	6000	1500	1500	1500	1500
10h	CEO and EMD Communications Contingency for Year Two and Three	9200	2000	2000	2000	3200
11	Fiduciary Status Updates at REPT and SC Meetings – Year Two and Three	3500	0	0	0	3500
12	Interoperable communications training coordination with ESF-2	5000	1000	1000	1000	2000
13	Custodial Ownership and Equipment Inventory Reports	<u>5000</u>	<u>1000</u>	<u>1000</u>	<u>1000</u>	<u>2000</u>
	Total - 2016 HSG	\$59,000	\$12,000	\$12,000	\$12,000	\$23,000

* Deliverable funded by 2016 HSG for Region 5

In the event the REPT or REPT SC desires to assign planning activities different than those outlined in this MOU, the parties will agree to perform such activities to the degree that funding and staffing is available.

7. POINTS OF CONTACT:

Naugatuck Valley Council of Governments
49 Leavenworth Street – Suite 303
Waterbury, CT 06702-1403
203-757-0535
rdunne@nvcogct.org
Rick Dunne, Executive Director

Western CT Council of Governments
1 Riverside Road
Sandy Hook, CT 06482

203-316-5190

fpickering@westernctcog.org

Francis Pickering, Executive Director

Northwest Hills Council of Governments

59 Torrington Road, Suite A-1

Goshen, CT 06756

860-491-9884

rlynn@northwesthillscog.org

Richard M. Lynn Jr., Executive Director

8. AMENDMENT OF THIS MOU: The agreement may be modified only upon the mutual written consent of the parties and of DEMHS.

9. COMMENCEMENT/EXPIRATION DATE: This instrument is executed as of the date of last signature and is **effective through the completion of the FY 2017 DEMHS Regional Grant**, at which time it will expire unless extended. Termination of this agreement by any entity must be submitted in writing to the other two COGs 45 days prior to the termination date.

10. DEFAULT AND TERMINATION OF CONTRACT:

a. If, at any time during the term of the MOU, NVCOG or WestCOG, in the reasonable discretion of NHCOG: (a) has failed materially to provide services required in accordance with this MOU; (b) abandons the work; (c) subcontracts, assigns, transfers, conveys or otherwise disposes of its obligations under the MOU other than as provided herein; or (d) repeatedly or materially fails to comply with any other term or condition contained in the MOU, NHCOG shall have the right to terminate the MOU upon written notice to the subject RPO.

b. The above remedies are in addition to any other remedies NHCOG may have under applicable law.

c. In the event of termination by NHCOG, NHCOG's payment obligation shall cease as of the final date on which services in accordance with this MOU are last performed by the subject COG.

11. ASSIGNMENT: No part of this Agreement nor any rights or obligations hereunder, shall be assigned or subcontracted without the prior written approval of NHCOG. This is intended to be a restriction on both the right and the power to assign, and any purported assignment not consented to by NHCOG as herein required shall be void, shall confer no rights on the purported assignee and need not be recognized by NHCOG. This Agreement shall be binding upon and inure to the benefit of NVCOG, WestCOG and NHCOG and their respective permitted successors and assigns.

12. **SEVERABILITY:** The invalidity or unenforceability of any provision hereof shall in no way affect the validity or enforceability of any other provision.

13. **APPLICABLE LAW:** This MOU shall be governed, construed and enforced in accordance with the laws of the State of Connecticut, without regard to its conflicts of laws principles.

14. **ENTIRE MOU:** This MOU and all Exhibits attached hereto contain the entire understanding of the parties and supersede and replace any and all previous understandings, written or oral, regarding the subject matter of this MOU. This MOU may not be changed, except in an amendment signed by all parties.

15. **CONSTRUCTION:** Section headings herein are for convenience only and shall not affect the construction thereof.

16. **COUNTERPARTS; FACSIMILE SIGNATURES:** This MOU may be executed in two or more counterparts, each of which shall be deemed to be an original, but all of which shall constitute one and the same instrument. Facsimile signatures shall be treated as original signatures.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the last written date below.

Naugatuck Valley Council of Governments (NVCOG)
Rick Dunne, Executive Director

Date:

Western CT Council of Governments (WestCOG)
Francis Pickering, Executive Director

Date:

Northwest Hills Council of Governments (NHCOG)
Richard M. Lynn Jr., Executive Director

Date:

Western Connecticut

COUNCIL OF GOVERNMENTS



TO: WestCOG Board Members
 FROM: Elizabeth Esposito, Associate Planner
 DATE: September 28, 2017

RE: Next Steps in the CEDS Process

The CEDS is now ready for adoption by the COG. However, OPM and DECD have requested that formal approval and submission of the CEDS be postponed until the COG receives Regional Economic Development District (REDD) designation. Following the Board guidance COG staff have been preparing an application for REDD Designation since November 2016. To avoid delay, this application was submitted as soon as it was complete (9/5); a resolution of concurrence is included for your review and approval; in addition, the staff advises that the Board approves a resolution authorizing the Chair to approve the document on behalf of the Board, when the State deems appropriate. These actions will avoid the need for one or more special meeting(s) this fall.

In conjunction with a CEDS, Economic Development District (EDD) designation enables a region, its municipalities, and its stakeholders the opportunity to access new funding for projects, as well as increasing the competitiveness of grant applications submitted.

This CEDS will guide economic development in the Region for the next 5 years by developing goals and objectives for WestCOG and its partners to pursue. The process of the creating this CEDS also facilitates partnership and collaboration between various stakeholders in the Region.

Development of the CEDS was supported by an Economic Development Administration grant and began in summer of 2016. Private and public sector stakeholders were represented on the CEDS Strategy Committee, which oversaw the document as it was created and provided feedback.

This CEDS takes a strategic, evidence-based approach to the issues facing Western Connecticut. It is based on a comprehensive analysis of demographic, economic, and other pertinent data. Extensive research and public participation informed the analysis, project prioritization, and strategy selection. In developing the CEDS, COG staff facilitated 11 Strategy Committee meetings, 6 focus groups, and 5 meetings engaging REDD stakeholders. A draft of the document was made available to the COG for review on August 1, 2017, and to the public for comment on August 21, 2017. The public comment period closed on September 20, 2017. A project timeline including from the start of the grant period to the CEDS expected submission follows.

CEDS and EDD Timeline

Summer 2016

- Preliminary Data Gathering
- Grant Kickoff
- Regional Analysis

Fall 2016

- Regional Analysis
- Survey Development, Launch & Review
- REDD Designation Application Begins

Winter 2017

- SWOT Analysis
- Focus Group Development & Facilitation
- Regional Analysis Review

Spring 2017

- Strategic Action Plan Development
- SWOT Review

Summer 2017

- Project Solicitation & Prioritization
- Full Draft Review by Strategy Committee
- Full Draft Review by COG Board

September 2017

- REDD Application Submitted (9/5)
- Public Comment Period (8/21-9/20)
- REDD Approval Received (9/25)
- Closeout of CEDS Grant (9/30)

October 2017

- COG approval of CEDS
- CEDS Submission to State

November 2017

- State Approval of CEDS Expected

December 2017

- Deadline to submit Approved CEDS to EDA (12/29)

Benefits of EDD Designation

- Municipalities in an EDD may apply to the U.S. Economic Development Administration for funding that is limited to EDDs with active CEDS
- EDA grant programs (see following pages):
 - Public Works Program
 - Economic Adjustment Assistance Program
- Example projects recently funded by the EDA in Connecticut:
 - 2015: \$1 million in Public Works funds to the City of Ansonia to fund construction of utility and road improvements to support development of the Foundation Lake Commerce Center.
 - 2014: \$1.3 million in Public Works funding to the Mohegan Tribe of Indians of CT to fund the renovation of an existing facility to create the Mohegan Innovation Center, a business incubator.
 - 2013: \$800,000 to support the rehabilitation and replacement of infrastructure at the Dyke Lane Pumping Station in Stamford. (Disaster & Recovery Funding [Non-CEDS])
 - 2012: \$367,600 in the Wholesome Wave Foundation's New England Food Hub Initiative in Bridgeport. (Rural Jobs and Innovations Accelerator Challenge)
- Priority (additional 'points') on state grant applications
- No cost to COG members

Public Works Program

What does the Public Works program do?

EDA's Public Works program helps distressed communities revitalize, expand, and upgrade their physical infrastructure. This program enables communities to attract new industry; encourage business expansion; diversify local economies; and generate or retain long-term, private-sector jobs and investment through the acquisition or development of land and infrastructure improvements needed for the successful establishment or expansion of industrial or commercial enterprises.

What kind of public works projects does EDA fund?

EDA Public Works program investments help facilitate the transition of communities from being distressed to becoming competitive by developing key public infrastructure, such as technology-based facilities that utilize distance learning networks, smart rooms, and smart buildings; multitenant manufacturing and other facilities; business and industrial parks with fiber optic cable; and telecommunications and development facilities. In addition, EDA invests in traditional public works projects, including water and sewer systems improvements, industrial parks, business incubator facilities, expansion of port and harbor facilities, skill-training facilities, and brownfields redevelopment.

What criteria are used in determining which projects receive planning grants?

- The project's demonstrated alignment with at least one of EDA's current investment priorities as published on EDA's website at www.eda.gov
- The project's potential to increase the capacity of the community or region to promote job creation and private investment in the regional economy
- The likelihood that the project will achieve its projected outcomes
- Ability of the applicant to successfully implement the proposed project, including the applicant's financial and management capacity and the applicant's capacity to secure the support of key public and private sector stakeholders

What are some examples of successful Public Works projects?

For examples of successful EDA projects, visit <http://www.eda.gov/annual-reports/fy2012/>

How do I get more information on how to apply?

The Federal Funding Opportunity (FFO) is available at <http://www.eda.gov/funding-opportunities/index.htm>. To discuss any project proposals in further detail, contact your EDA Regional Office.



Economic Adjustment Assistance Program

What does the Economic Adjustment Assistance (EAA) program do?

The EAA program provides a wide range of technical, planning, and public works and infrastructure assistance in regions experiencing adverse economic changes that may occur suddenly or over time. These adverse economic impacts may result from a steep decline in manufacturing employment following a plant closure, changing trade patterns, catastrophic natural disaster, a military base closure, or environmental changes and regulations.

Who may benefit from EAA and what will such funding do to promote economic development?

The EAA program can assist state and local entities in responding to a wide range of economic challenges through:

- **Strategy Grants** to support the development, updating or refinement of a Comprehensive Economic Development Strategy (CEDS).
- **Implementation Grants** to support the execution of activities identified in a CEDS, such as infrastructure improvements, including site acquisition, site preparation, construction, rehabilitation and equipping of facilities. Specific activities may be funded as separate investments or as multiple elements of a single investment.

Why is it advantageous to apply for EAA funding?

The EAA program is EDA's most flexible program. Under the EAA program, EDA can fund market and environmental studies, planning or construction grants, and capitalize or recapitalize revolving loan funds (RLFs) to help provide small businesses with the capital they need to grow.

What criteria are used in determining which projects receive EAA grants?

- The ability of the proposed project to realistically achieve the desired results and catalyze additional resources;
- The ability of a project to start quickly and create jobs faster;
- The extent to which the project will enable the community/region to become more diversified and more economically prosperous;
- The relative economic distress of the region;
- The applicant's performance under previous Federal financial assistance awards, including whether the grantee submitted required performance reports and data;
- The comparative feasibility of the applicant to achieve the outcomes identified in the application;

What is an example of a successful EAA project?

For examples of successful EDA projects, visit <http://www.eda.gov/annual-reports/>

How do I get more information on how to apply?

The Federal Funding Opportunity (FFO) is available at <http://www.eda.gov/funding-opportunities/index.htm>. To discuss any project proposals in further detail, contact your EDA Regional Office.



**CERTIFIED RESOLUTION OF CONCURRENCE
OF THE
WESTERN CONNECTICUT COUNCIL OF GOVERNMENTS
Comprehensive Economic Development Strategy**

Ridgefield, Connecticut

I, Jayme Stevenson, Chairman of the Western Connecticut Council of Governments (hereinafter “WestCOG”) certify that the following is a true copy of the resolution of concurrence adopted by WestCOG at its meeting on October 5, 2017 in Ridgefield, Connecticut, a quorum being present.

RESOLVED, that WestCOG concurs with and appreciates the designation of WestCOG as a Regional Economic Development District (“REDD”) under Connecticut General Statutes §32-741 by the Connecticut Office and Policy and Management.

This resolution is in full force and effect as of October 5, 2017.

Jayme Stevenson, Chairman
Western Connecticut Council of Governments
October 5, 2017

[Affix seal here]



**CERTIFIED RESOLUTION OF THE
WESTERN CONNECTICUT COUNCIL OF GOVERNMENTS
Comprehensive Economic Development Strategy**

Ridgefield, Connecticut

I, Jayme Stevenson, Chairman 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 October 5, 2017 in Ridgefield, Connecticut, a quorum being present.

RESOLVED, that WestCOG formally approves the region's 2017 Comprehensive Economic Development Strategy (CEDS); and furthermore authorizes Chairman Jayme Stevenson or Executive Director Francis Pickering to submit the CEDS to the State of Connecticut and the U.S. Economic Development Administration (EDA) and to take steps as prescribed by the State of Connecticut and the EDA to obtain Economic Development District (EDD) designation(s).

This resolution is in full force and effect as of October 5, 2017.

Jayme Stevenson, Chairman
Western Connecticut Council of Governments
October 5, 2017

[Affix seal here]

WestCOG Housatonic Valley Region LOTCIP Program - Proposed Adjustments 10/05/17				
	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 09/06/2017

COG: COG Approved __/__/2017

= Proposed Adjustment

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

WestCOG Southwestern Region LOTCIP Program - Proposed Adjustments 10/05/17

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 09/06/2017

COG: Approved __/__/2017

 = Proposed Adjustment

DRAFT 2018 Meetings Schedule

Proposed Meeting Location - Ridgefield Visiting Nurse Assoc., 27 Governor Street, Ridgefield, CT 06877

*****Meetings held on the third Thursday of each month, unless otherwise noted.**

Annual Legislative Breakfast, Proposed: Thursday, January 18th beginning at 8:45am.

Location: Ridgefield Visiting Nurse Assoc. (Snow date of Thursday, January 25th)

<u>Date 2018</u>	<u>MPO Meeting</u>	<u>WestCOG Meeting</u>
Jan. 18	8:00 am – 8:15 am	8:15 am – 8:30am
Feb. 15	11:30 am – 12:00 pm	12:30 pm – 2:00 pm
Mar. 15	11:30 am – 12:00 pm	12:30 pm – 2:00 pm
Apr. 19	11:30 am – 12:00 pm	12:30 pm – 2:00 pm
May 17	11:30 am – 12:00 pm	12:30 pm – 2:00 pm
June 21	11:30 am – 12:00 pm	12:30 pm – 2:00 pm
July 19	11:30 am – 12:00 pm	12:30 pm – 2:00 pm
Aug. 16	11:30 am – 12:00 pm	12:30 pm – 2:00 pm
Sept. 27***	11:30 am – 12:00 pm	12:30 pm – 2:00 pm
Oct. 18	11:30 am – 12:00 pm	12:30 pm – 2:00 pm
Nov. 15	11:30 am – 12:00 pm	12:30 pm – 2:00 pm
Dec. 13***	11:30 am – 12:00 pm	12:30 pm – 2:00 pm

MPO: Housatonic Valley and South Western Region Metropolitan Planning Organizations

WestCOG: Western Connecticut Council of Governments

Western Connecticut Council of Governments
Monthly Financial Report
AUGUST 2017

	Current Month Actual	Year to Date Actual	Year to Date Budget	Variance*	Annual Budget Approved
REVENUES					
State/Federal/Local Grants	\$ 153,199	\$ 254,107	\$ 362,870	\$ (108,763)	\$ 2,177,217
Local Dues	\$ 23,733	\$ 47,466	\$ 47,466	\$ -	\$ 284,793
Misc./Interest Income	\$ 123	\$ 185	\$ 133	\$ 52	\$ 800
TOTAL	\$ 177,055	\$ 301,758	\$ 410,469	\$ (108,711)	\$ 2,462,810
EXPENSES					
DIRECT CONTRACT EXPENSE:					
(Reimbursable through contracts)					
Project Consultants	\$ 6,550	\$ 13,270	\$ 100,519	\$ (87,249)	\$ 603,111
Other Direct Costs	\$ 11,267	\$ 15,013	\$ 10,026	\$ 4,987	\$ 60,161
Contingency (built into contracts)	\$ -	\$ -	\$ 6,195	\$ (6,195)	\$ 37,167
PERSONNEL EXPENSE:					
Salaries (Direct & Indirect)	\$ 78,053	\$ 155,374	\$ 168,923	\$ (13,549)	\$ 1,013,539
Payroll Taxes	\$ 5,995	\$ 11,964	\$ 14,523	\$ (2,559)	\$ 75,600
Pension	\$ 6,300	\$ 12,600	\$ 12,600	\$ -	\$ 87,136
Fringe Benefits	\$ 10,236	\$ 20,218	\$ 26,304	\$ (6,086)	\$ 157,824
GENERAL OVERHEAD EXPENSE:					
Rent	\$ 7,609	\$ 15,006	\$ 15,516	\$ (510)	\$ 93,097
Utilities	\$ 2,509	\$ 4,434	\$ 4,354	\$ 80	\$ 26,125
Audit & Legal Services	\$ 8,517	\$ 8,733	\$ 6,283	\$ 2,540	\$ 37,700
Other Professional Services	\$ -	\$ -	\$ 667	\$ (667)	\$ 4,000
Service Agreements	\$ 552	\$ 552	\$ 1,605	\$ (1,053)	\$ 9,632
Reproduction	\$ -	\$ 18	\$ 167	\$ (149)	\$ 1,000
Office Supplies	\$ 405	\$ 462	\$ 1,833	\$ (1,371)	\$ 11,000
Conf/Travel/Mtg. Expense	\$ 535	\$ 626	\$ 383	\$ 243	\$ 2,300
Membership Dues/Subscriptions	\$ 691	\$ 1,382	\$ 2,049	\$ (667)	\$ 12,294
Postage	\$ 53	\$ 53	\$ 250	\$ (197)	\$ 1,500
Commercial Liability Insurance	\$ 1,583	\$ 2,313	\$ 3,167	\$ (854)	\$ 19,000
Lease (copier/postage machine)	\$ 1,038	\$ 2,041	\$ 2,167	\$ (126)	\$ 13,000
Legal Notices	\$ -	\$ -	\$ 83	\$ (83)	\$ 500
Misc.	\$ 143	\$ 143	\$ 1,247	\$ (1,104)	\$ 7,480
Depreciation	\$ 333	\$ 667	\$ 667	\$ -	\$ 4,000
TOTAL	\$ 142,369	\$ 264,869	\$ 379,528	\$ (114,569)	\$ 2,277,166
SURPLUS/<DEFICIT>	\$ 34,686	\$ 36,889	\$ 30,941	\$ 5,858	\$ 185,644

**Financial Notes of Interest*: (1) Negative revenue variances are 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 the expense side as well due to changes in staffing and timing of expenses. (2) Surplus amounts partially reflect we are invoicing our grants at a burden, fringe and overhead (BFO) rate that is too high, and at fiscal year end may owe money back to grantors at the conclusion of our annual audit.