

CAPITOL REGION COUNCIL OF GOVERNMENTS



ANNUAL BUDGET – AMENDED 10/2019

July 1, 2019– June 30, 2020

www.crcog.org



The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to Capitol Region Council of Governments, Connecticut for its annual budget for the fiscal year beginning in July 1, 2017. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operating guide, as a financial plan, and as a communications device. This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting to GFOA to determine its eligibility for another award.



The full document is available online at http://www.crcog.org/about/annual_budget.html
On the cover: *The Charter Oak was an unusually large white oak tree growing on what the English colonists named Wyllys Hyll, in Hartford, Connecticut. The name "Charter Oak" stems from the local legend in which a cavity within the tree was used in late 1687 as a hiding place for the Constitution charter. The oak was blown down in a violent storm about 150 years later and made into a chair that is now displayed in the Hartford Capitol Building. The Oak currently serves as the symbol of the Sustainable Capitol Region Initiative, endorsed by the CRCOG Policy Board on September 23, 2009.*

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Figures

No figures entries.

All narrative aspects of the budget are the same as passed prior to the amendment. The only changes in this amendment are the financial tables. Consequently, only the Finance tables are presented in this budget amendment.

1. FINANCE

1.1. OVERALL BUDGET SUMMARY

1.1.1. TOTAL REVENUE AND EXPENDITURES

Table 1: Total Revenue and Expenditures

Revenue Sources	FY 2016-2017 Actual	FY 2017-2018 Actual	FY 2018-2019 Projected	FY2019-2020 Original Budget Total	FY2019-2020 Operating Budget	FY2019-2020 Grants and Contracts Budget	FY2019-2020 Amended Budget Total
Federal	2,954,597	3,038,589	2,916,407	4,328,869	1,807,216	2,505,762	4,312,978
State	2,935,685	2,231,472	2,165,474	1,647,115	1,207,445	776,133	1,983,578
Local	695,490	741,729	780,056	780,471	648,974	131,497	780,471
Other	1,337,694	1,708,975	935,585	1,020,165	266,079	731,393	997,472
TOTAL	7,923,465	7,720,765	6,797,522	7,776,620	3,929,714	4,144,785	8,074,499
Expenditures	FY 2016-2017 Actual	FY 2017-2018 Actual	FY 2018-2019 Projected	FY2019-2020 Original Budget Total	FY2019-2020 Operating Budget	FY2019-2020 Grants and Contracts Budget	FY2019-2020 Budget Total
Homeland Security	502,384	657,160	1,599,256	1,459,380		1,459,380	1,459,380
Municipal Services	1,032,842	1,190,000	890,000	510,000		510,000	510,000
Policy Development & Planning	578,543	980,188	1,252,794	266,552		266,552	266,552
Public Safety	920,000	850,000	717,393	717,393		717,393	717,393
Transportation	1,781,762	1,671,000	1,012,105	1,191,461		1,191,461	1,191,461
Personnel	1,355,939	1,524,864	1,431,164	1,446,678	1,435,678		1,435,678
Fringe	774,562	773,231	812,570	816,406	819,468		819,468
Management Support	423,627	461,021	514,677	565,170	590,019		590,019
Direct Expenses	221,353	234,910	238,734	305,925	305,925		305,925
Indirect Expenses	303,007	297,101	310,720	538,994	538,994		538,994
Contingency	30,000	25,128	30,000	30,000	30,000		30,000
TOTAL	7,924,019	8,664,603	8,809,412	7,688,139	3,720,084	4,144,785	7,864,869

1.1.2. OVERALL REVENUES AND EXPENDITURES DETAILS BY FUND AREA

Table 2: Revenues and Expenditures by Fund Area

	General Fund/ Admin.	Regional Program Fund	Policy and Planning	Transportation	Municipal Services	Public Safety	Homeland Security	Totals
Revenues								
Local Dues	780,471							
<i>Required Match</i>		100,000		331,850	-	-	-	431,850
<i>Additional Local Dues Allocated</i>			42,429	-	-	-	-	42,429
Total Local Dues	306,192	100,000	42,429	331,850	-	-	-	780,471
Federal			304,585	2,411,298	-	42,214	1,554,880	4,312,977
State			778,974	670,110	534,494	-	-	1,983,578
Other Sources			-	4,000	149,500	843,972	-	997,472
Total Sources	306,192	100,000	1,125,989	3,417,258	683,994	886,186	1,554,880	8,074,499
Expenditures								
Contractual / Grant Obligations		-	266,551	1,191,461	510,000	717,393	1,459,380	4,144,784
Operating Revenue	306,192		859,438	2,225,797	173,994	168,793	95,500	3,929,714
Operating Expenses								
Administration								
<i>Direct Salaries</i>			295,647	953,631	68,230	74,589.00	43,581	1,435,678
<i>Management Salaries</i>	590,019		121,502	391,913	28,040	30,653.76	17,910	590,019
<i>Overhead (Indirect Expenses)</i>	305,925		63,583	200,205	17,379	15,625.98	9,133	305,925
<i>Fringe</i>	819,468		168,752	544,321	38,945	42,574.52	24,876	819,468
<i>Direct Expenses</i>	166,562		209,955	135,727	21,400	5,350.00	-	538,994
<i>Allocated to departments</i>	(1,715,412)							
Total Administration	166,562		859,438	2,225,797	173,994	168,793	95,500	3,690,084
Contingency	30,000			-	-	-	-	30,000
Overhead not covered by Grants			-		-	-	-	
Total Uses	196,562	-	1,125,989	3,417,258	683,994	886,186	1,554,879	7,864,869
Surplus (Deficit)	109,630	100,000	-	-	-	-	-	209,630

1.2. OPERATING BUDGET

1.2.1. OPERATING BUDGET SUMMARY

Table 3: Operating Budget Revenue by Sources and Expenditures by Function Summary

Revenue Sources	FY2016- 2017 Actual	FY2017- 2018 Actual	FY2018 - 2019 Projected	FY 2019- 2020 Original Budget	FY 2019- 2020 Amended Budget	Percent of Budget
Federal	1,421,318	1,658,909	1,158,438	1,823,107	1,807,216	46%
State	879,775	875,448	1,046,926	870,982	1,207,445	31%
Local	654,045	663,283	701,709	648,974	648,974	17%
Other	256,994	342,091	193,089	288,772	266,079	7%
TOTAL	3,212,132	3,539,731	3,100,163	3,631,835	3,929,714	100%
Expenditures	FY2016- 2017 Actual	FY2017- 2018 Actual	FY2018 - 2019 Projected	FY 2019- 2020 Original Budget	FY 2019- 2020 Budget	Percent of Budget
Personnel	1,390,313	1,425,419	1,338,029	1,446,678	1,435,678	39%
Fringe	739,295	729,808	715,474	816,406	819,468	22%
Management Su	464,168	459,325	500,920	565,170	590,019	16%
Indirect Expense	281,453	323,694	286,161	305,925	305,925	8%
Direct Expenses	153,316	337,144	253,968	375,494	538,994	14%
Contingency and	-	-		33,681	30,000	1%
TOTAL	3,028,545	3,275,390		3,543,354	3,720,084	100%

CRCOG's operating budget revenue is from the following sources: administrative funds from grants for grant administration (either a percentage of the total grant or a predefined budgeted amount), federal, state and local funds dedicated for operations (such as FHWA), and income from services provided (such as the Purchasing Council dues and related revenues).

1.2.2. OPERATING BUDGET DETAILS

Table 4: Operating Budget Summary by Department

	General Fund/ Admin.	Regional Program Fund	Policy and Planning	Transportation	Municipal Services	Public Safety	Homeland Security	Totals
Revenues								
Local Dues	648,974							
<i>Required Match</i>		100,000		200,353				300,353
<i>Additional Local Dues Allocated</i>			42,429					42,429
Total Local Dues	306,192	100,000	42,429	200,353	-	-	-	648,974
Federal			57,519	1,611,983		42,214	95,500	1,807,216
State			759,490	413,461	34,494			1,207,445
Other Sources				-	139,500	126,579		266,079
Total Sources	306,192	100,000	859,438	2,225,797	173,994	168,793	95,500	3,929,714
Expenditures								
Operating Revenue	306,192	100,000	859,438	2,225,797	173,994	168,793	95,500	3,929,714
Operating Expenses								
Administration								
<i>Direct Salaries</i>			295,647	953,631	68,230	74,589	43,581	1,435,678
<i>Management Salaries</i>	590,019		121,502	391,913	28,040	30,654	17,910	590,019
<i>Overhead (Indirect Expenses)</i>	305,925		63,583	200,205	17,379	15,626	9,133	305,925
<i>Fringe</i>	819,468		168,752	544,321	38,945	42,575	24,876	819,468
<i>Direct Expenses</i>	166,562		209,955	135,727	21,400	5,350	-	538,994
<i>Allocated to departments</i>	(1,715,412)							
Total Administration	166,562	-	859,438	2,225,797	173,994	168,793	95,500	3,690,084.00
Contingency	30,000			-	-	-		30,000
Overhead not covered by Grants								-
Total Uses	196,562	-	859,438	2,225,797	173,994	168,793	95,500	3,720,084
Surplus (Deficit)	109,630	100,000	-	-	-	-	-	209,630

1.2.3. OPERATING BUDGET REVENUE SOURCES

Table 5: Operating Budget Revenue Sources

		2013-2014 Actual	2016-2017 Actual	2017-2018 Actual	2018-2019 Projected	2019-2020 Budget	2019-2020 Amended Budget
Operating Revenue							
FEDERAL							
Federal Highway Admin-PL		1,007,355	1,307,186	1,513,709	1,012,049	1,588,739	1,602,825
Transportation Studies		-	-	-	-	-	-
Regional Transit Strategy		-	-	-	-	8,000	8,000
Route 5 - East Windsor Study				12,000	6,841	1,158	1,158
Comprehensive Transit Service Analysis Study			11,387		-	-	-
New Britain BRT - Modeling	301300	17,516	-		32,000	-	-
EPA Brownfields Assessment Grant			1,986		-		
EPA Brownfields Revolving Loan Fund Grant			9,559	17,650	13,841	3,659	3,659
CDC Complete Streets Grant					24,146	78,837	48,860
FEMA Pre-Disaster Mitigation Grant				30,000	5,562	5,000	5,000
U. S. Department of Homeland Security		-	-	-	-	-	-
Homeland Security Grant Program -FFY 2014			30,000		-		
Homeland Security Grant Program -FFY 2015			33,000		-		
Homeland Security Grant Program -FFY 2016			-	60,000	30,500	30,500	\$ 30,500
Homeland Security Grant Program -FFY 2017					29,500	30,500	30,500
Homeland Security Grant Program -FFY 2018						30,500	30,500
Citizen Corps Program	360300?	16,000	4,000	6,000	4,000	4,000	4,000
DPH - Hospital Emergency Preparedness			24,200	19,550	-		42,214
MRC Public Health Preparedness			-	-			
Total Federal		1,503,838	1,421,318	1,658,909	1,158,438	1,823,107	1,807,216
STATE							
Conn. Dept of Transportation		125,919	123,215	140,018	88,519	158,874	200,353
Conn. Dept of Transportation - CCMPO			-		-		
State OPM (SGIA)/RSG		125,000	403,556	334,230	710,369	360,000	736,490
State OPM Complete Streets Grant				100,000	-	-	-
Transportation Studies		-	-		-		
Regional Transit Strategy						2,000	2,000
Silver Lane - East Hartford Study			1,480		-		
Route 5 - East Windsor Study				3,000	1,710	290	290
Comprehensive Transit Service Analysis Study	301510		2,847		-		
New Britain BRT - Modeling					8,000	-	-
LOTICIP Admin.	301014;	24,938	212,204	210,000	149,349	205,000	205,000
West Hartford Road Diet Study			-		-		
UCONN Eastern Gateways Study	301016		13,545		-	-	-
UCONN Farmington/Hartford	301015		-		-	5,818	5,818
CT DECD Brownfields Grant		-	8,161		-		
Nutmeg Network Demonstration Projects			42,539	21,000	-	16,000	13,700
Crumbling Foundations Testing Program				35,000	73,150	103,000	20,794
Anchor Institutions (RPIP Grant)				27,200	15,830	20,000	23,000
CAPTAIN 4G (RPIP OPM Grant) and Other RPIP Grants	380121; 380122	40,512	72,227	5,000	-	-	-
Total State		391,637	879,775	875,448	1,046,926	870,982	1,207,445

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		2013-2014 Actual	2016-2017 Actual	2017-2018 Actual	2018-2019 Projected	2019-2020 Budget	2019-2020 Budget
CRCOG/LOCAL/PRIVATE/OTHER							
Local Government Assessments		519,169.00	652,565	663,283	701,709	648,974	648,974
Silver Lane - East Hartford Study			1,480	-	-		
Total CROG/Local		519,169	654,045	663,283	701,709	648,974	648,974
CONTRACT/FEE FOR SERVICES							
Public Safety		-	-	-	-	-	-
Participation Fee		25,119	59,907	149,591	24,281	135,402	126,579
CAPTAIN Reserve		-	-	-	-	-	-
Heartbeat CAD System		-	-	-	-	-	-
Purchasing Council	350012	63,241	40,597	44,000	45,833	44,000	45,000
Municipal Services Deferred Revenue			-	-	-	870	
RFP Depot/Bid Sync		87,799	55,000	50,000	30,000	10,000	10,000
Electricity Consortium		15,251	14,561	12,000	12,000	12,000	10,000
EZ IQC		16,244	42,890	30,000	30,881	40,000	28,000
Regional Solid Waste Management		13,900	1,500	1,500	1,500	1,500	1,500
IT Services Cooperative		15,975	42,539	55,000	48,594	45,000	45,000
Total Contract/Fee For Services		277,501	256,994	342,091	193,089	288,772	266,079
TOTAL OPERATING REVENUE		2,692,146	3,212,132	3,539,731	3,100,163	3,631,835	3,929,714

1.2.4. OPERATING EXPENSES

Table 6: Operating Expenditure Summary

Expenditures	FY2016- 2017 Actual	FY2017- 2018 Actual	FY2018 - 2019 Projected	FY 2019-	FY 2019-	Percent of Budget
				2020 Original Budget	2020 Budget	
Personnel	1,390,313	1,425,419	1,338,029	1,446,678	1,435,678	39%
Fringe	739,295	729,808	715,474	816,406	819,468	22%
Management Su	464,168	459,325	500,920	565,170	590,019	16%
Indirect Expense	281,453	323,694	286,161	305,925	305,925	8%
Direct Expenses	153,316	337,144	253,968	375,494	538,994	14%
Contingency and	-	-		33,681	30,000	1%
TOTAL	3,028,545	3,275,390		3,543,354	3,720,084	100%

1.2.5. OPERATING BUDGET PERSONNEL SERVICES

Table 7: Operating Budget—Personnel Services

Personnel Expenditures	2016-17 Actuals	2017-2018 Actual	2018-2019 Projected	2019-2020 Budget	2019-2020 Amended Budget
SALARIES					
Transportation	867,508	873,325	894,700	957,841	953,631
Policy & Planning	238,130	344,755	265,553	249,399	295,647
Municipal Services	125,250	98,737	86,999	108,443	61,975
Service Sharing	35,454	21,158	6,301	7,400	6,255
Public Safety Council	38,158	65,698	59,476	79,580	74,589
Homeland Security	85,812	21,747	25,000	44,015	43,581
Management Support	464,168	459,325	500,920	565,170	590,019
Total Salaries	\$ 1,854,481	1,884,744	\$ 1,838,949	\$ 2,011,848	\$ 2,025,697
MERIT/UPGRADE	-	1,702	26,275		
FRINGE BENEFITS					
Health Insurance	384,054	382,602	387,863	435,933	436,316
H S A - Employer Contribution	-				
Health Insurance -Stipend	1,200	1,200	1,300	2,400	2,400
Vision Care	4,335	4,485	3,774	4,300	4,300
Pension	170,191	172,479	151,722	183,017	184,542
Unemployment Compensation	8,538	8,282	9,825	12,600	12,600
FICA	143,533	138,879	134,364	150,729	151,845
Long Term Disability	5,070	4,629	4,641	4,657	4,763
Short Term Disability	7,896	7,834	7,815	8,186	8,144
Life Insurance	3,503	3,480	3,220	3,634	3,608
Car Allowance	5,000	5,000	5,000	5,000	5,000
Executive Director Deferred Comp.	5,000	-	5,000	5,000	5,000
Employee Assistance	975	938	950	950	950
Total Fringe Benefits	739,295	729,808	715,474	816,406	819,468
TOTAL PERSONNEL	2,528,774	2,614,552	2,554,423	2,828,254	2,845,165

1.2.6. OPERATING BUDGET DIRECT EXPENSES

Table 8: Operating Budget Direct Expenses—Detail

Direct Expenditures	2016-2017 Actual	2017-2018 Actual	2018-2019 Projected	2019-2020 Budget	2019-2020 Amended Budget
SERVICES & SUPPLIES					
Publication, Dues, Advertising	22,858	27,767	7,580	29,590	29,590
Reproduction & Printing	-	-	1,000	2,200	2,200
Recruitment	-	-	3,500	3,500	3,500
Supplies, Postage, Other	5,213	1,865	2,370	7,150	7,150
Computer Services/Software	29,162	23,507	85,694	96,702	96,702
Equipment Maintenance - GIS	3,600	3,600	2,100	7,900	7,400
Telephone	935	996	625	1,100	1,100
Insurance	-	-	-	-	-
TOTAL SERVICES & SUPPLIES	\$ 61,767	\$ 57,735	\$ 102,869	\$ 148,142	\$ 147,642
PROFESSIONAL SERVICES					
Legal	6,162	9,156	1,400	11,750	11,750
Legislative Liaison	23,850	23,100	12,300	24,802	24,802
Consultants	25,858	158,633	48,610	58,000	222,500
Spanish language translation - documents	320	-	1,200	4,500	4,500
Spanish language intpretation - meetings	-	-	1,000	1,000	1,000
Interpreter for the deaf	-	-	2,000	2,000	2,000
Polish language translation & intpretation	-	-	1,000	2,500	2,500
TOTAL PROFESSIONAL	56,189	190,889	67,510	104,552	269,052
EQUIPMENT & CAPITAL COSTS					
Equipment	10,481	25,045	10,150	14,800	14,800
Leasehold Improvements	-	-	250	2,500	2,500
Furniture & Furnishings	-	-	4,820	12,460	12,460
TOTAL EQUIPMENT & CAPITAL COSTS	10,481	25,045	15,220	29,760	29,760
MTGS. TRAVEL & CONF.					
Food	10,128	7,536	5,430	11,240	11,240
Mileage/Parking	7,281	7,619	2,749	10,150	10,150
Training/Tuition Reimb	1,000	823	3,340	9,200	9,200
Conf/Workshops	-	41,288	50,350	55,750	55,750
Rentals	2,788	2,825	2,000	1,000	-
Workshop-Local Government	836	611	1,000	2,200	2,200
Annual Meeting	2,847	2,773	3,500	3,500	3,500
Legislative Reception	-	-	-	500	500
TOTAL MTGS. TRAVEL & CONFERENCE	24,879	63,475	68,369	93,540	92,540
TOTAL DIRECTS	153,316	337,144	253,968	375,994	538,994
Contingency	-	-	-	30,000	30,000

1.2.7. OPERATING BUDGET INDIRECT EXPENSES

Table 9: Operating Budget Indirect Expenses—Detail

	2016-2017 Actuals	2017-2018 Actual	2018-2019 Projected	2019-2020 Budget	2019-2020 Amended Budget
RENT, MAINTENANCE, UTILITIES	135,006	134,698	135,061	141,025	141,025
POSTAGE	1,611	3,042	2,000	3,000	3,000
EQUIPMAINT MAINTENANCE	5,360	5,608	6,232	7,500	7,500
INSURANCE	39,420	68,795	37,306	39,500	39,500
EQUIPMENT		4,508			
OFFICE SUPPLIES	14,232	15,064	16,357	17,500	17,500
REPRODUCTION & PRINTING	12,900	10,977	12,938	13,000	13,000
NARC -DUES	6,688	6,688	6,688	7,200	7,200
PENSION ADMINISTRATION	4,750	4,250	4,250	5,000	5,000
TELEPHONE/DATA SERVICE/INTERNET	11,629	12,284	10,479	12,000	12,000
COMPUTER SERVICES	6,659	15,145	10,285	9,000	9,000
PAYROLL PROCESSING FEES	6,254	6,106	6,595	6,500	6,500
ACCOUNTING/AUDIT	30,000	32,000	30,500	36,000	36,000
SECTION 125 ADMINISTRATION	1,117	1,179	1,267	1,200	1,200
LEGAL	-	-	500	1,500	1,500
COMP SOFTWARE/UPGRADE	5,827	3,351	5,703	6,000	6,000
	281,453	323,694	286,161	305,925	305,925

1.3. OPERATING BUDGET NOTES

1.3.1. OPERATING REVENUE

CRCOG/Local

Local Government Assessments

CRCOG Member Towns

\$ 648,974

Member towns are assessed at \$0.6898 per capita with a \$3,000 standard base per the new dues structure adopted by the Board.

Reserve

\$ -0-

No funds are anticipated to be used from the CRCOG reserve to balance the annual budget.

Purchasing Council

\$ 45,152

Revenues for the cooperative purchasing program member dues for non-CRCOG member towns (CRCOG member towns are automatically included in the purchasing council via the Local Government Assessments).

RFP Depot/Bid Sync

\$ 10,000

Revenue for administering an online competitive solicitation tool used to receive and tabulate bids online. CRCOG receives 1% from all revenue that goes through RFP Depot/Bid Sync and ½% from piggybacking entities.

Electricity Consortium

\$ 12,000

This is revenue to defray the cost of providing reverse auctions for multi-year contracts for the Electricity Consortium.

EZ-IQC

\$ 40,000

This revenue is for administering the competitive bid process of vendors for small construction projects.

Regional Solid Waste Management

\$ 1,500

Time and overhead received from CRCOG members and Central Connecticut Solid Waste Authority for research and coordination of solid waste issues, including disposal of solid waste services.

IT Service Cooperative **\$ 50,000**
 This revenue item is derived from the regional permitting project maintenance costs and used to finance CRCOG costs for administering the program.

Public Safety Council **\$ 135,402**
 The administrative/operating activities of the Public Safety Council will be funded by the police mobile data system participation fees. This revenue comes from the user fee through the Captain mobile data communications system.

FEDERAL & STATE

FHWA and Federal Transit Administration

The following represents the breakdown of federal, state and local funding for transportation and planning work. Funding from this source is program-specific and must be used to carry out obligations of the transportation and planning program.

<u>TRANSPORTATION</u>	<u>FEDERAL</u>	<u>STATE</u>	<u>LOCAL</u>	<u>TOTAL</u>
FHWA 2019-2020	\$1,588,739	\$158,874	\$238,311	\$1,985,924
LOTICIP		205,000		205,000
UCONN Farmington/ Hartford Study		\$5,818		\$5,818
Regional Transit Study	\$8,000	\$2,000		\$10,000
TOTALS	\$1,596,739	\$371,692	\$238,311	\$2,206,742

CONNDOT is providing state funding of \$158,874 (8%) during FY 2019-2020 towards CRCOG operating fund. Based on the new allocation of matching funds, \$238,311 (12%) is required from General Fund Local Assessment revenue to provide for the local match required for the FHWA transportation operating funds. The Regional Transit Study is being funded 80% Federal and 20% State. The LOTICIP an UCONN Farmington/Hartford grants are funded 100% by the state.

Homeland Security Administration **\$ 91,500**
 Funding is for the administration of the FFY 2016 Homeland Security Grant.

Citizen Corps **\$ 4,000**

EPA Brownfields Revolving Loan Fund Grant **\$ 3,659**
 REVIEW Funding for Brownfield Grant is being provided to cover the cost of administration to inventory, characterize and assess brownfields sites in the Capitol Region.

DPH Hospital Emergency Preparedness **\$ 42,214**
 Provides funds to administer the grant provided the Department of Public Health to increase Connecticut’s ability to respond to Bioterrorism and other public health emergencies at local and regional levels.

Regional Services Grant (formerly SGIA) **\$360,000**
 Funding for FY 2019-2020 is budgeted at 50% of the FY 2018-19 funds and is contingent on approval of the State Budget.

Anchor Institute (RPIP Grant) **\$ 20,000**

Administrative cost associated with OPM RPIP Anchor Institutions Grant (TOD) which will follow-up on HFGP study recommendations and expand the work to the CT*rail* corridor

CDC Complete Streets Grant **\$ 78,837**
 Administrative and staff cost associated with CDC Complete Streets Grant of which CRCOG’s grant focuses on promoting health through complete streets implementation.

Nutmeg Demonstration Project **\$ 16,000**
 Administrative costs associated with the Human Resources Portal and Electronic Document Management Nutmeg Network Demonstration Projects

Crumbling Foundations Testing Program **\$103,000**
 Administrative costs associated with the State of Connecticut’s Crumbling Foundations Testing Program for homeowners affected by pyrrhotite.

1.3.2. OPERATING EXPENDITURES

PERSONNEL SERVICES

Salaries **\$2,011,848**

The Fiscal Year 2018-19 Budget consists of 21 full-time and six part-time staff positions. The Budget includes a 2% COLA adjustment for CRCOG staff.

Fringe Benefits **\$ 816,406**
 Fringe Benefits are projected at 42.36% of salaries based on an analysis of current fringe which includes projected 15% increase in health benefits and an 8% increase in dental insurance. Employees contribution to Health Insurance is on a sliding scale based on whether coverage is Single, Two-Person or Family. Unemployment Contributions is budgeted at 3%. Long Term Disability is budgeted at 26 cents per thousand; Life Insurance and AD&D are budgeted 16.9 cents per thousand; Short Term Disability is budgeted at 33 cents per \$10 of weekly benefits based on quotes provided by the CRCOG Insurance Carrier.

DIRECT EXPENSES

Direct Expenses are projected at \$405,994 and include the following:

Services & Supplies

Publications, Dues, Advertisements **\$ 30,158**

Publications, Dues, & Advertisements include the following charges:

Transportation	3,015
Policy and Planning	6,075
Municipal Services	5,500
Public Safety	1,000
Administration	14,000

Reproduction & Printing **\$ 2,200**

Reproduction & Printing includes the following charges:

Transportation	1,000
Policy and Planning	1,050
Municipal Services	150

Recruitment **\$ 1,500**

Administration	1,500
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Supplies, Postage, Other **\$ 7,150**

Administration	5,000
Policy & Planning	1,000

Transportation	500
Municipal Services	250
Public Safety	400
Computer Software Upgrade / Maintenance	\$96,702
Administration	7,500
Policy & Planning	4,390
Transportation	
-Urban Footprint Software	27,000
-SQL (or hosting at NOVUS)	3,200
-Editor, ArcInfo ERSI Network, etc	10,710
-WebGIS	21,902
-NPMRDS assistance Software	22,000
Equipment Maintenance –CAD	
\$ 7,400	
Transportation	
-TransCAD Maintenance	7,400
Telephone	
\$ 1,100	
Public Safety	300
Administration	800
Consultant/Professional Services	
Legal	11,750
- Public Safety	1,000
- Transportation	1,000
- Municipal Services	1,500
- Administration	8,500
(Legal fees relating to CRCOG administration are included in Indirect Expenses.)	
Legislative Liaison	\$24,802
Consultants	\$222,500
- Policy & Planning	185,500
- Administration	35,000
- Municipal Services	1,000
Language Interpretation	
-Transportation (includes translation for the deaf and into Spanish & Polish when needed)	
Spanish Language Translation –Documents	4,500
Spanish Language Interpretation – Meetings	1000
Interpreter for the deaf/blind	2,000
Polish Language Translation/Interpretation	2,500
Equipment & Capital Costs	
Computers & Monitors	\$14,800
Transportation (Traffic Counters, Laser Rangefinder, Computers)	7,300
Administration	4,500

Municipal Services	2,000
Public Safety	1,000
Leasehold Improvements	\$ 2,500
Furniture & Furnishings	\$12,460
Meetings & Food	\$11,240
Policy and Planning	840
Municipal Services	1,500
Public Safety	400
Administration	8,500

The amount budgeted for food is net of anticipated income to offset costs. Approximately 17% of the cost of lunches provided by CRCOG for various meetings was reimbursed by meeting attendees during FY 2018-19.

Mileage **\$11,240**

Mileage reimbursement is budgeted at 55 cents per mile in accordance with the U.S. General Services Administration rate adjustment.

Transportation	4,500
Policy and Planning	1,900
Municipal Services	1,000
Public Safety	750
Administration	2,000

Training/Tuition Reimbursement **\$9,200**

Transportation	5,200
Policy and Planning	500
Administration	2,500
Municipal Services	1,000

Conference/Workshops **\$55,750**

Transportation	10,000
Policy and Planning	6,500
Municipal Services	7,500
Public Safety	750
Administration	31,000

Workshop – Local Government **\$2,200**

Policy and Planning	\$2200
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Annual Meetings **\$3,500**

To offset the costs of the CRCOG annual meeting.

Legislative Reception/Other Events **\$500**

Contingency **\$30,000**

To cover unanticipated expenditures during the year.

INDIRECT EXPENSES

Indirect Expenses of \$305,925 include the following:

Rent, Maintenance, Utilities **\$141,025**

Rent (Based on Lease Amendment #6 Effective September 2018-August 2023)	129,525
Utilities	11,500

Telephone/Data Services/Internet Fee **\$12,000**

Postage **\$ 3,000**

Equipment Maintenance	\$ 6,135
Insurance	\$ 39,500
An overall 5% increase in premium is being projected for Liability, Crime and Fidelity Bond insurance for Fiscal Year 2018-19.	
General Liability, Property, Directors & Officers	33,125
Worker's Compensation	5,551
Crime	824
Office Supplies	\$17,500
Reproduction & Printing	\$13,000
Copier Lease	7,840
Property Insurance	1,660
Miscellaneous	3,500
National Association of Regional Council Dues	\$ 7,200
NARC membership and support	
Pension Administration	\$5,000
Computer Services	\$9,000
Grants Management System	5,271
Timesheet Maintenance	1,729
Vision Point	2,000
Payroll Processing Fees	\$6,500
Accounting/Audit	\$36,000
Computer Software/Upgrade	\$6,000
GIS Maintenance	1,250
Server Maintenance	1,750
CCAT E-Mail & Web Hosting	3,000
Legal	
	\$2,000
Includes cost of legal fees pertaining to administrative matters	
Section 125 Processing	
	\$1,200

1.4. GRANTS AND CONTRACTS BUDGET

1.4.1. GRANTS AND CONTRACTS BUDGET OVERVIEW

Table 10: Grants Budget Revenue and Expenditures

Revenue Sources	FY2016- 2017 Actual	FY2017- 2018 Actual	FY2018 - 2019 Projected	FY 2019- 2020 Budget	FY 2019- 2020 Amended Budget	Percent of Budget
Federal	1,533,279	1,379,680	1,757,969	2,505,762	2,505,762	60%
State	2,055,910	1,356,024	1,118,548	776,133	776,133	19%
Local	41,444	78,446	78,347	131,497	131,497	3%
Other	1,080,700	1,366,884	742,496	731,393	731,393	18%
TOTAL	4,711,334	4,181,035	3,697,360	4,144,785	4,144,785	100%
Expenditures	FY2016- 2017 Actual	FY2017- 2018 Projected	FY2018 - 2019 Projected	FY 2019- 2020 Budget	FY 2019- 2020 Budget	Percent of Budget
Homeland Security	758,322	581,632	917,714	1,459,380	1,459,380	35%
Municipal Services	1,515,604	676,404	578,603	510,000	510,000	12%
Policy Development and Planning	403,055	668,313	437,456	266,552	266,552	6%
Public Safety	1,152,516	1,363,962	717,393	717,393	717,393	17%
Transportation	881,836	890,724	1,046,194	1,191,461	1,191,461	29%
Total	4,711,334	4,181,035	3,697,360	4,144,786	4,144,785	100%

1.4.2. GRANTS AND CONTRACTS DETAILS

Table 11: Grants and Contract Budget Summary by Department

	Policy and Planning	Transportation	Municipal Services	Public Safety	Homeland Security	Totals
Revenues						
Federal	247,067	799,315	-	-	1,459,380	2,505,762
State	19,484	256,649	500,000	-	-	776,133
Local Dues		131,497				131,497
Other Sources	-	4,000	10,000	717,393	-	731,393
Total Revenues	266,552	1,191,461	510,000	717,393	1,459,380	4,144,785
Expenditures						
Contractual / Grant Obligations	266,552	1,191,461	510,000	717,393	1,459,380	4,144,785
Total Expenditures	266,552	1,191,461	510,000	717,393	1,459,380	4,144,785
Surplus (Deficit)	-	-	-	-	-	-

1.4.3. GRANT AND CONTRACTS REVENUES

Table 12: Grants and Contracts Revenue--Detail

	2016-2017 Actual	2017-2018 Actual	2018-2019 Projected	2019-2020 Budget	2019-2020 Amended Budget
Grant & Contracts Budget					
FEDERAL					
FHWA Planning Studies and Contractors (CROG)	250,510	\$ 174,971	469,498	599,315	599,315
Transportation Studies					
Regional Transit Strategy	-		-	112,000	112,000
Plainville Study (CCMPO FHWA Carry-forward)	-		-	-	-
Silver Lane - East Hartford Study	11,844	67,326	48,823	32,000	32,000
Route 5 - East Windsor Study		66,550	69,450	56,000	56,000
Comprehensive Transit Service Analysis Study	-	22,708	3,573		
New Britain BRT - Modeling	113,840		-		
Hartford Transit	51,843	91,723	-		
EPA Brownfields Assessment Grants	51,845	83,520	-		
EPA Brownfields Revolving Loan Fund Grant	201,297		4,300	25,000	25,000
CDC Complete Streets Grant	-		78,467	191,141	191,141
CEDS Grant	-	56,422	76,721	-	-
FEMA Pre-Disaster Mitigation Grant	-	234,829	89,424	30,926	30,926
Citation Grant (CONNDOT) & E-Crash	93,778		-		
U. S. Department of Homeland Security	-		-		
Homeland Security Grant Program - FFY 2014	46,841		-		
Homeland Security Grant Program - FFY 2015	321,655	131,020	-	-	-
Homeland Security Grant Program - FFY 2016		68,796	146,132	256,566	256,566
Homeland Security Grant Program - FFY 2017		276	-	200,000	200,000
MMRS 2015	46,904	23,096	-	-	-
MMRS 2016		20,462	34,983	-	-
MMRS 2017			9,000	47,500	47,500
EMPG HAZMAT 2014	2,943		-		
EMPG HAZMAT 2015	31,194	6,084	-		
EMPG HAZMAT 2016		30,007	14,963	-	-
EMPG HAZMAT 2017			17,850	20,800	20,800
Citizen Corps Program	13,356	60,735	7,682		
Infectious Disease Preparedness	128,228				
DPH Hospital Emergency Preparedness		241,156	675,322	880,514	880,514
MRC - Public Health Preparedness	167,201		11,781	54,000	54,000
Total Federal	1,533,279	1,379,680	1,757,969	2,505,762	2,505,762

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	2016-2017 Actual	2017-2018 Actual	2018-2019 Projected	2019-2020 Budget	2019-2020 Budget
STATE					
Transportation					
FHWA Planning Studies and Contractors (CRCOG)	49,890	\$ 21,871	45,132	18,332	18,332
ConnDOT CCMPO Plainville Study Match	5,000		-		
Regional Transit Strategy Plainville Study	-		-	28,000	28,000
Silver Lane - East Hartford Study	1,480	8,416	6,103	4,000	4,000
Route 5 - East Windsor Study	-	16,637	17,363	14,000	14,000
Comprehensive Transit Service Analysis Study	28,460	5,677	893		
LOTICIP	147,280	164,794	160,652	160,000	160,000
UCONN Eastern Gateways Study	140,544	137,702	56,360	-	-
UCONN Farmington/Hartford	74,664	82,062	90,000	32,317	32,317
CT DECD Brownfields Grant	72,702	39,847	-		
State OPM Complete Streets Grant		167,750	127,423	19,484	19,484
State OPM (SGIA)/RSG			-	-	-
Nutmeg Network Demonstration Projects	100,000	108,682	153,500	150,000	150,000
Crumbling Foundations Testing Program		270,667	250,000	350,000	350,000
Anchor Institutions (RPIP Grant)	42,247	37,787	61,123		
Service Sharing Grant (OPM)	1,393,642	294,133	150,000	-	-
Total State	2,055,910	1,356,024	1,118,548	776,133	776,133
CRCOG/LOCAL/PRIVATE/OTHER					
CEDS Grant Match -CRCOG		\$ 23,159	-	-	-
CEDS Grant Match from Other Partners		\$ 25,000	-	-	-
Local Assessments	34,964		-		
FHWA Planning Studies & Contractors (Local Government Assesment)		\$ 21,871	72,244	131,497	131,497
CCMPO Plainville Study Match	5,000		-		
Silver Lane - East Hartford Study	1,480	\$ 8,416	6,103	4,000	4,000
Total CRCOG/Local/Private	41,444	78,446	78,347	135,497	135,497
CONTRACT/FEE FOR SERVICES					
Public Safety	-		-		
Participation Fee	876,710	1,074,300	717,393	717,393	717,393
CAPTAIN Reserve	-		-		
Heartbeat CAD System	182,028	289,662	-		
Regional Solid Waste Management	21,962	2,923	25,103	10,000	10,000
IT Services Cooperative	-		-	-	-
CONTRACT/FEE FOR SERVICES	1,080,700	1,366,884	742,496	727,393	727,393
TOTAL PROGRAM REVENUES	<u>4,711,334</u>	<u>4,181,035</u>	<u>3,697,360</u>	<u>4,144,785</u>	<u>4,144,785</u>

1.4.4. GRANT AND CONTRACTS EXPENDITURES

Table 13: Grants and Contracts Expenditures—Detail

Grant Expenditures	2016-2017 Actual	2017-2018 Actual	2018-2019 Projected	2019-2020 Budget	2019-2020 Amended Budget
Policy, Planning and Development					
State OPM Complete Streets Grant	-	167,750	127,423	19,484	19,484
CDC Complete Streets Grant	-	-	78,467	191,141	191,141
DECD Brownfields Grant	72,702	39,847	-	-	-
EPA Brownfields Assessment Grant	51,845	83,520	-	-	-
EPA Brownfields Revolving Loan Fund Grant	201,297	-	4,300	25,000	25,000
CEDS Grant	34,964	104,581	76,721	-	-
HFPG Anchor Institution Grant	-	-	-	-	-
Anchor Institutions (RPIP Grant)	42,247	37,787	61,123	-	-
FEMA Pre-Disaster Mitigation Grant	-	234,829	89,424	30,926	30,926
Total Policy, Planning and Development	403,055	668,313	437,456	266,552	266,552
Transportation					
FHWA Planning Studies and Contractors (CRCOG)	300,400	218,713	586,874	749,144	749,144
CCMPO Consultants / Plainville Study	10,000	-	-	-	-
New Britain BRT Modeling	113,840	-	-	-	-
Silver Lane - East Hartford Study	14,805	84,157	61,029	40,000	40,000
Route 5 - East Windsor Study	-	83,187	86,813	70,000	70,000
Comprehensive Transit Service Analysis Study	28,460	28,385	4,466	-	-
Hartford Transit	51,843	91,723			
Regional Transit Strategy	-	-	-	140,000	140,000
LOTICIP	147,280	164,794	160,652	160,000	160,000
UCONN Eastern Gateways Study	140,544	137,702	56,360	-	-
UCONN Farmington/Hartford	74,664	82,062	90,000	32,317	32,317
Total Transportation	881,836	890,724	1,046,194	1,191,461	1,191,461
Municipal Services					
IT Services Cooperative	-	-	-	-	-
Nutmeg Network Demonstration Projects	100,000	108,682	153,500	150,000	150,000
Service Sharing Grant (OPM)	1,393,642	294,133	150,000	-	-
Crumbling Foundations Testing Program	-	270,667	250,000	350,000	350,000
Regional Solid Waste Management	21,962	2,923	25,103	10,000	10,000
Total Municipal Services	1,515,604	676,404	578,603	510,000	510,000

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	2016-2017 Actual	2017-2018 Actual	2018-2019 Projected	2019-2020 Budget	2019-2020 Budget
Public Safety					
Citation Grant (CONNDOT) & E-Crash	93,778	-	-	-	-
CAPTAIN Participation Fee	876,710	1,074,300	717,393	717,393	717,393
Heartbeat CAD System	182,028	289,662	-	-	-
Total Public Safety	1,152,516	1,363,962	717,393	717,393	717,393
Homeland Security					
US Department of Homeland Security	-	-	-	-	-
Homeland Security Grant Program - FFY 2014	46,841	-	-	-	-
Homeland Security Grant Program - FFY 2015	321,655	131,020	-	-	-
Homeland Security Grant Program - FFY 2016	-	68,796	146,132	256,566	256,566
Homeland Security Grant Program - FFY 2017	-	276	-	200,000	200,000
MMRS 2015	46,904	23,096	-	-	-
MMRS 2016	-	20,462	34,983	-	-
MMRS 2017	-	-	9,000	47,500	47,500
EMPG HAZMAT 2014	2,943	-	-	-	-
EMPG HAZMAT 2015	31,194	6,084	-	-	-
EMPG HAZMAT 2016	-	30,007	14,963	-	-
EMPG HAZMAT 2017	-	-	17,850	20,800	20,800
Citizen Corps Program	13,356	60,735	7,682	-	-
Infectious Disease Preparedness	128,228	-	-	-	-
DPH Hospital Emergency Preparedness	-	241,156	675,322	880,514	880,514
MRC - Public Health Preparedness	167,201	-	11,781	54,000	54,000
Total Homeland Security	758,322	581,632	917,714	1,459,380	1,459,380
TOTAL PROGRAM EXPENDITURES	<u>4,711,334</u>	<u>4,181,035</u>	<u>3,697,360</u>	<u>4,144,785</u>	<u>4,144,785</u>

1.5. GRANT BUDGET NOTES

Grant revenues are estimated to be \$4,175,300 from all sources in Fiscal Year 2018-19

TRANSPORTATION

The following is a breakdown of federal, state and local funding for transportation work, which totals \$1,187,461 including match requirement from General Fund Local Assessment. Funding for FHWA Planning Studies include the remainder of the maximum funds to be provided by CONNDOT (8%). Required Local funds total \$27,497; An New contractual costs include federal carry forward funds for which CONNDOT is not providing a state match. Local funds of \$104,000 is included to match 20% of Federal Carried Forward. Funding for Regional Transit Strategy, Route 5 East Windsor and Silver Lane East Hartford Studies which are budgeted at Federal -80%; State – 20%. LOTCIP and UCONN Studies 100% funded by the state.

Funding is program-specific for contractual obligations.

<u>PROJECTS</u>	<u>FEDERAL</u>	<u>STATE</u>	<u>LOCAL</u>	<u>TOTAL</u>
FHWA Planning Studies/Contractors	\$599,315	\$18,332	\$131,497	\$749,144
Regional Transit Strategy	112,000	28,000		140,000
Route 5 – East Windsor Study	56,000	14,000	-0-	70,000
LOTICIP		160,000		160,000
UCONN Farmington/Hartford Study		32,317	-0-	32,317
Silver Lane- East Hartford Study	32,000	4,000		36,000
Totals	\$799,315	\$256,649	\$131,497	\$1,187,461

TRANSPORTATION

FHWA Planning Studies and Contractual (CRCOG) \$749,144

contractual services for long range planning, mobility management, performance measures, public involvement, and transportation asset inventory. \$183,315

- Modeling/Data (Scenario & Diversion Planning) \$220,000
- Roundabout Study \$100,000
- Transit Priority Corridors \$200,000

POLICY AND PLANNING

The following is a breakdown of contractual obligations for Policy Development and Planning.

EPA Brownfield Loan Fund Grant \$25,000

EPA is providing funding to inventory, characterize and assess brownfields sites in the Capitol Region.

FEMA Pre-Disaster Mitigation Grant \$30,926

Natural Hazard Mitigation Planning Grant.

CDC Complete Streets Grant \$191,141

Consultant cost associated with CDC Complete Streets Grant of which CRCOG's grant focuses on promoting health through complete streets implementation.

MUNICIPAL SERVICES

The following is a breakdown of contractual obligations for Municipal Services

Crumbling Foundation Testing Program **\$350,000**

Governor Malloy appointed CRCOG to administer \$5 million in the governor’s Crumbling Foundations Testing Program for homeowners affected by pyrrhotite. This is an initial estimate of the amount of the testing program that will be administered in the first year of the program

Demonstration Projects **\$150,000**

Partnership with CCAT for demonstration projects on the Nutmeg Network.

Regional Solid Waste Management **\$ 15,000**

PUBLIC SAFETY COUNCIL

CAPTAIN User Fees

\$ 717,393

The Participation Fees are derived from various charges from local public safety departments for the maintenance of the region’s public safety system network.

Technical Support	\$ 45,000
Network Services	\$379,417
System Maintenance	\$292,276

Homeland Security Grant Administration

(including MMRS, HAZMAT and CRI) **\$ 524,866**

Funding under this program is to administer and manage Federal Homeland Security grant funds on behalf of the 41 communities which make up the Capitol Region Emergency Planning Committee and the State of Connecticut Department of Emergency Management and Homeland Security Region III.

DPH –Hospital Emergency Preparedness

\$ 880,514

Funding to increase Connecticut’s ability to respond to Bioterrorism and other public health emergencies at the local and regional level.

MRC – Public Health Preparedness **\$54,000**