



MEMORANDUM

DATE: April 7, 2021
TO: CRCOG Policy Board and Alternates
FROM: Lyle Wray, Executive Director
SUBJECT: CRCOG March 2021 Monthly Report

Here is the March 2021 CRCOG monthly report. If you have questions or suggestions, please let me know (lwray@crcog.org). My direct number is 860 724 4232.

Executive Director Report

Was out on medical leave February 24 to March 5 and phased back to full time starting the following week. Unless otherwise noted, all meetings were by videoconference.

On Monday March 8 had weekly CRCOG DEHMS long term recovery meeting. Held CRCOG managers check in discussion. Participated in the CRCOG-PVPC MPO coordination meeting. Participated in the statewide ESF 6/14 meeting on unmet needs in the COVID-19 response.

On Tuesday March 9 participated in the CT Council of Governments meeting.

On Wednesday March 10 worked on a few legislative issues and joined the call on COVID-19 for municipalities.

On Thursday March 11 went through CRCOG proposed 2021 – 2022 annual budget. Participated in another Meeting of the Minds executive cohort session (<https://meetingoftheminds.org/>).

On Friday March 11 provided detailed feedback for the draft Hartford Springfield Boston rail service economic impact study. Developed outline for CRCOG Annual Meeting agenda.

On Monday March 15 had weekly CRCOG DEHMS long term recovery meeting. Held CRCOG managers check in discussion. Participated in the Hartford TMA group meeting. Participated in the statewide ESF 14 meeting

on COVID-19 response. Participated in the National Association of Regional Councils Major Metros meeting.

On Tuesday March 16 joined a press conference on the TRIP report showing the importance of transportation investment for CT. Joined the MIRA town hall on solid waste management issues for the region. Participated in the CRCOG Municipal Services Committee meeting. Participated in the 1000 Friends of CT property tax working group. Participated in the Knowledge Corridor Steering Committee meeting. Participated in a Hartford 400 Infrastructure working group check in.

On Wednesday March 17 participated in the regular AdvanceCT partners meeting. Participated in the CTCampus update on statewide efforts to retain college graduates in the state. Attended part of the virtual MOVE America conference on electric and autonomous vehicles.

On Thursday March 18 Participated in another Meeting of the Minds executive cohort session (<https://meetingoftheminds.org/>). Had an extensive meeting with Kim Robinson, Executive Director of Pioneer Valley Planning Commission on a variety of issues.

On Friday March 19 hosted the all-staff meeting at CRCOG. Participated in the CRCOG Planning Department progress review meeting. (Got my first vaccination shot on Saturday at Rentschler Field – all went smoothly).

On Monday March 22 participated in a briefing on plans for Penn Station NYC and rail connections to CT. Had weekly CRCOG DEHMS long term recovery meeting. Held CRCOG managers check in discussion. Participated in the CRCOG Transportation Committee. Participated in the statewide ESF 14 meeting on COVID-19 response. Participated in the National Association of Regional Councils Major Metros meeting.

On Tuesday March 23 with two other COG directors chatted with Chris Giglio of Capital Edge who is working on federal issues for four organizations in the region. Participated in the ACIR subcommittee meeting. Participated in the ESF 14 statewide committee on COVID-19 response.

On Wednesday March 24 participated in the CRCOG Personnel Finance Subcommittee meeting. Helped staff the CRCOG Policy Board meeting at noon. Held a staff discussion on the reemergence of funding earmarks at the federal level.

On Thursday March 25 joined in a National Conference of State Legislators webinar on the American Rescue Plan. Attended part of First District Congressman Larson's briefing on the ARP.

On Friday March 26 held another staff discussion on federal earmarks. Participated in a focus group on equitable electrification of transportation.

On Monday March 29 Had weekly CRCOG DEHMS long term recovery meeting. Held CRCOG managers check in discussion. Participated in the statewide ESF 14 meeting on COVID-19 response. Participated in the National Association of Regional Councils Major Metros meeting. With UConn Public Policy helped plan a race and equity dialogue webinar session.

On Tuesday March 30 held a staff discussion on Executive Director recruitment steps. Participated with UConn to plan an ACIR webinar on best practices reviews. Had a staff discussion on next steps for redesigning the CRCOG website. Participated in a webinar with Congressman Courtney on the federal earmark process. Participated in a call with Governor Lamont on the Hartford 400 infrastructure initiative and the North Atlantic Rail effort.

On Wednesday March 31 participated in the Capital Workforce Partners board of directors meeting. Met with staff on regional quality of life measures, CEDS tracking and a regional resident survey.

Administration and Finance Highlights

- CRCOG Communications staff has implemented Zoho Social for social media management.
- New social media guidelines have been distributed to staff and will be incorporated in the next update of CRCOG's Employee Handbook.
- Staff began implementation of Lucidpress for CRCOG brand management.
- Staff continues to work on budget.

Municipal Services Highlights

Municipal Services Committee

The Municipal Services Committee met on Tuesday, March 16th. The next Municipal Services Committee meeting is scheduled for **Tuesday, April 20th**.

Long-Term Regional Recovery Steering Committee (RRSC)

The Regional Long-Term Recovery Steering Committee did meet on March 25th and received a report regarding the regional base-line report as well as updates from various sub-committees.

Currently, the Human Services Working Committee meets on a bi-weekly basis.

<https://crcog.org/ltr/> has initial and basic information regarding the Regional Long-Term Recovery Committee.

Questions may be directed to Kim Bona at kbona@crcog.org.

CRPC Bid Activities

March:

- Swimming Pool Chemicals / Water Treatment and Bituminous Class 1, Class 2, and Curb Mix were opened on March 17th. Results may be viewed at <https://crcog.org/bids/>

Upcoming Activities:

- CRPC plans to put out an RFP for Textile Collection and Recycling Services the week of April 12th.
- CRPC will begin collecting quantities for Treated Road Salt in May.

Regional Assessment

Assessment of the CRCOG area assessment offices will be benchmarked again in the late Fall.

Energy Consortium

The reverse auction took place on November 19th. MP2 was the lowest supplier with an extremely competitive rate and almost 20% savings from previous rates.

Municipalities who are still interested in getting onboard, please contact Kim Bona (kbona@crcog.org).

Cybersecurity

The Cyber Security Task Force continues to meet bi-monthly.

For additional information, please contact Erik Snowden at esnowden@crcog.org.

Job Order Contracting

Contracts have been awarded for General Construction and Road and Bridge Maintenance for all four regions. Please visit <https://crcog.org/eziqc-program/> for vendor information.

Questions may be directed to Kim Bona at kbona@crcog.org.

HR-Portal

Register now for the HR Portal Interview Panel Database. The database is now live and can be accessed by logging into nutmeghr.org.

CRCOG is collecting Municipal Human Resource Documents for the HR Example Document Database. If you have any HR Policies, Procedures, Forms, or Checklists, (Applications; Job Posting Templates; Affirmative Action Plan; Introductory Period Definition; Jury Duty Leave Policy; other HR documents), please send them to Kim Bona at kbona@crcog.org.

Continued to activate registrations on the HR Portal at nutmeghr.org. The site provides access to model documents, a link to the Municipal Salary Survey and Reporting Tool and key HR resources/links.

The FY'2020-2021 CT Municipal Salary Survey was sent to cities and towns on Monday, October 5th. **If you have not already completed the FY'2020-2021 Municipal Salary Survey, please do so as soon as possible.** Please visit ctmunicipaldata.org for more information and to access the salary survey. Questions may be directed to Kim Bona at kbona@crcog.org.

Human Resources Initiative

Policy Board approved contracting with Human Resources Consulting Group, LLC. The contract has been executed and information on these services may be viewed [here](#).

Electronic Document Management Services (EDMS)

EDMS has entered into program mode. Please contact pyoder@crcog.org for additional information.

Regional Geographic Information System (GIS)

- CRCOG IT/GIS now serves on the CT GIS Task Force. This group includes state legislators and is focused on championing and developing state GIS infrastructure and leadership. CRCOG GIS Coordinator is heading a working group that has collected data on the GIS capabilities of state, university, utility, and regional entities. This data is being synthesized into a summary document to present to the legislature. Work on the document as well as cost estimates continues after a meeting with staff from the Office of the Governor.
- CRCOG GIS staff and CAI Technologies has completed the FY 2021 annual parcel data collection and deployment.
- Installation of CAMA data processors continues.

For more information about CRCOG GIS projects and activities please contact Erik Snowden at esnowden@crcog.org or 860-724-4217.

Solid Waste Management

- The CRPC will be putting out an RFP for Textile Collection and Recycling Services the week of April 12th.
- CCSWA Chair, Mike Bisi, will provide a brief presentation to the CRCOG Policy Board at its April 28th meeting regarding the solid waste issue municipalities will face when MIRA shuts down.

Crumbling Foundations **Requests for Qualifications**

The previous RFVQ closed December 31st and the applicants were evaluated. No companies were selected as qualified vendors as they did not meet the criteria.

Current RFVQ's closed on March 31st and are currently being evaluated. The next RFVQ will be issued in April.

Concrete Foundation Issues Facilitation

CRCOG staff continues to work with various stakeholders including the housing advocate for crumbling foundations on these issues.

Foundation Testing Program

The Foundation Testing Program has been operating since November 28th, 2017. To date, 2808 applications had been received. 2520 applications had been paid and 5 approved for payment. A total of 2236 unique addresses have been reimbursed through this program.

On-Going Programs and Services

Hosting and IT Services

Regional Online Permitting System

Regional Online Permitting System

- [OpenGov](#) (formerly ViewPointCloud) is offering Connecticut municipalities a special discounted package for rapid, templated deployment of the permitting platform. For inquiries, contact Kim Bona at kbona@crcog.org.
- **CRCOG will be sending out a survey soon to members seeking feedback on the permitting software (Municipality or VPC) they are currently using.**

HR Consulting Group

- Class and Compensation Studies
- Training (including Sexual Harassment and Diversity)
- General HR Needs

VoIP Project

Fiberoptics Installation Services

COG Regional Election Monitor (currently recruiting for an REM)

Human Services Coordinating Council

Public Safety and Homeland Security Highlights

CRCOG Homeland Security & Grant Initiatives.

Work is underway on the FY 18 State Homeland Security Grant Program (SHSGP) grant. Work on the FY 19 SHSGP will commence shortly. The FY 20 SHSGP grant application was recently approved by DEMHS and all regions presented the most recent budgets. All open grants include funds for training and exercise, contractual support, and sustainment and maintenance of regional equipment. There are also set asides for the Hartford Bomb Squad, Capitol Region HAZMAT team and Metropolitan Medical Response System.

CRCOG public safety staff have been working with communities on vaccination planning efforts.

CRCOG staff participated in the annual Region 3 DEMHS meeting with all Emergency Management Directors.

CRCOG staff met with the new leadership of the Capitol Region HAZMAT Team.

COVID-19 Support Activities

The Regional Emergency Support Plan was activated on March 18th, 2020 (hard to believe it has been over a year!). The Regional Coordination Center is on a partial virtual activation. Coordination is being done by the ESF-5 (Emergency Management) and ESF-8 (Public Health and Medical Services) duty officers.

The Capitol Region Incident Management Team (CT-IMT3) has been activated and developed an Incident Action Plan (IAP) which is being reviewed by local public health leads and reissued weekly.

We are utilizing our Regional Distribution Site Standard Operating Guide. Our Regional Distribution Center in West Hartford was opened on March 25th

and the three day a week operation ended at the end of August. The site is currently now open on an as needed basis and was utilized several times in February. The Capitol Region Incident Management Team is manning the site along with staff from the Town of West Hartford, National Guard, CRCOG and area CERT teams.

Finally, our Medical Reserve Corps remains a very valuable asset. They have current activations at St. Francis, Chatham Health District, Bristol-Burlington Health District, Town of Vernon and the City of Hartford Health Department with hundreds of Cr-MRC members volunteering their time in both medical and non-medical roles.

Other Highlights

A bi-monthly Capitol Region Citizen Corps Council meeting was held via Zoom. Our CERT teams found creative and innovative ways to help during the pandemic and reported out on their activities.

Working with the Department of Public Health to act as the fiduciary agent for local public health emergency preparedness funds. Our 24/7 coverage forms, MCM Action Plan and Multi-Year Training and Exercise Plans have been submitted. CRCOG distributed the new Administrative Service Agreements for BP2 in mid-January. These agreements will be good for the last 4 years of the grant. We continue to have monthly ESF-8 meetings and bi-weekly meetings with the local Public Health Directors.

Policy Development and Planning Highlights

Regional Planning Commission (RPC)

Staff provided comment letters to RPC for several referred applications. Staff organized the presentation by AARP representatives for the March 18 RPC meeting.

Municipal Zoning, Subdivision and Plan Referrals

During the month of March, staff received fourteen (14) referrals and reviewed them. Comment letters were issued for fourteen (14).

MetroHartford Brownfields Program

Staff worked to secure an executed contract with our consultants for Licensed Environmental Professional services for the Assessment grant and met with our EPA project officer and environmental professional for a kickoff meeting. Staff prepared a request for reimbursement for expenditures under the Assessment grant. Staff discussed RLF program revisions with EPA and discussed program operations municipal officials and opportunities with a developer's representative.

Transit-Oriented Development and Town Center Action Collaborative

The vision for this group is aimed at coordinating resources and assisting communities in filling gaps to doing economic development along transit corridors and in town centers. Staff issued a RFQ for the study with a due date of April 16. Staff also began assembling the RFQ review panel.

Corridor Advisory Committee

The CAC is a convening of the chief elected officials and other key stakeholders along the *CTfastrak* and *CTrail* Hartford Line corridors. Staff scheduled a meeting for April 6.

Active Transportation Planning

Staff worked on a CDC-funded active transportation project that is being conducted statewide:

- Submitted monthly report to the Department of Public Health.
- Developed a draft work plan for year 4 of the grant.
- Worked on the year 3 Annual Performance Report.
- Got quotes for the purchase of bike racks for the MetroCOG region.
- Held check-in calls with the consultants on March 8 and March 22.
- Held a call with Hartford to discuss potential additional funding from the CDC (BRIC) on March 9, and with New Haven on March 11.
- Held check-in call Bike Walk CT regarding Train-the-Trainer workshops on March 11 and March 25.
- Held check-in call with UConn regarding CT Trail Finder on March 24.
- Held scoping call with Stamford re: Parklet Design Guide on March 5.
- Held scoping call with Meriden re: Parklet Design Guide on March 12.

Regional Bikeshare

- Held check-in call on March 10.
- Received signed agreement from Superpedestrian.
- Developed a draft scope of work for an update to the 2014 Bike Share Feasibility Study. The Policy Board approved a resolution authorizing the update at the March meeting.

Comprehensive Economic Development Strategy/Economic Development

- Submitted the CEDS annual report to EDA.
- Attended a webinar organized by congressional staffers related to economic development funding opportunities on March 16.
- Attended the AdvanceCT Partners meeting on March 17.
- Attended the LISC Local Advisory Committee meeting on March 18.
- Met with the MetroHartford Alliance to discuss the new EDA Build to Scale program on March 8.

- Met with our regional EDA representative on March 23 to discuss the Build to Scale program.

East Hartford Silver Lane Transportation Corridor Study

No activity. This project has been closed.

Enfield Routes 190 & 220

Staff held a kick-off meeting with the consultant, Town, and CTDOT on March 10. Staff coordinating follow up action items with Town and consultant and are working to schedule a call with the Town and the creation of a Working Group for the project. Additionally, staff finalized the EJ/LEP Memo for project outreach and received the matching funds from the Town.

CRCOG Foundation

No activity.

Connecticut Resource Conservation & Development

CRCOG continues its participation as a representative on the Connecticut Resource Conservation & Development (CT RC&D). Staff continued work on an Environmental Review Team project for a Great Meadows Land Trust site in Wethersfield at the request of CTRC&D.

Sustainable CT

Staff agreed to assist Sustainable CT with review of municipal applications in April. The Policy Board passed a resolution authorizing a memorandum of agreement with Sustainable CT for CRCOG to host two Sustainable CT fellows this summer.

Natural Hazard Mitigation Plan

CRCOG's subgrant application for FEMA's Building Resilient Infrastructure and Communities (BRIC) grant program to support the next update to the Capitol Region Natural Hazard Mitigation Plan continued to be under review by FEMA in March.

Water Utility Coordinating Committee

No activity this month.

Other

- Staff collected data and created a GIS shapefile of the region's affordable housing and related demographics.
- Attended a meeting with DataHaven regarding their statewide survey on March 10.
- Staff submitted a project application for a gap closure study focused on the East Coast Greenway to CTDOT.

- Staff attended a webinar titled “Building Support for Housing in Your Community” on March 25.
- Staff attended a webinar on “Form and Function: The Role and Function of Complete Streets Post-COVID,” on March 25.
- Staff attended a webinar entitled, “Transit and COVID-19: A Fact-Based Discussion” on March 2nd.
- Staff attended a webinar entitled, “CT Climate Change Vulnerability Index: Progress and New Results for Heat and Wind” on March 22.

Transportation Highlights

Task 1: Management of the Planning Process

Staff & Task Management

- While working remotely, Planning staff met daily via Zoom to discuss on-going work assignments.
- Senior staff met regularly to discuss work responsibilities and identify action items for each staff member.
- Senior staff met regularly with Executive Director to discuss activities within the Planning Department.
- Attended CRCOG staff meeting on March 19.
- Reviewed applications for two summer intern positions. Interviews will be held in April.
- Received and reviewed applications from UConn's Internship and Professional Practice (IPP) program for a graduate-level intern for the 2021-2022 school year. Interviews will be held in April.

UPWP

- Submitted a draft FY2022-2023 UPWP to CTDOT, FHWA, and FTA.

Task 2: Data Inventory, GIS & Forecasting

Maintain, Operate, and Develop the Travel Forecast Model

- Modeling consultant continued travel forecast modeling efforts for various work assignments.
- CRCOG staff have been coordinating with outside agencies requesting to use CRCOG model as part of Greater Hartford Mobility Study (GHMS). Additional consultants engaged with GHMS requested data access or access to the CRCOG TDM in March.
- CRCOG staff newly given greater responsibility in the management of the Cambridge Systematics contract and invoices are being trained in how to review and process contracts. This extends to other tasks involving CS, including data management and scenario planning.
- Staff have been coordinating with CS to assess the progress being made for modeling, scenario planning, and data storage solutions.

- The new Travel Demand Model (Time-of-Day Type) is continued to be reviewed and fine-tuned by CRCOG travel demand modeling consultant.
- There are discussions underway of possible post-processing solutions that what summarize the model output in a more user-friendly way.
- Staff have been working alongside CRCOG travel demand modeling consultant to prepare model output as a resource in Greater Hartford Mobility Study.
- Staff have used GHMS assignment as a way of becoming familiar with model output. Maps were made to show inflow and outflow at certain points around the cordon and continue to be revised. Maps are currently being finalized.
- CRCOG has recently obtained extra remote add-on licenses for TransCAD access, enabling them to run model remotely. This has been important for training with the model.
- Further coordinated with CTDOT's Greater Hartford Mobility Study team regarding coordination of modeling efforts and potential reviews between CRCOG and CTDOT modeling consultants. Researched specific issues with the current model output associated with CT River bridge crossing capacity restrictions.
- CRCOG staff have been documenting various methodologies and tools used in data analysis so that other staff members can be prepared and trained to work in this area.

Leverage 2016 LIDAR Data

- CRCOG staff have begun implementation of an ESRI designed workflow to generate 3D building data for use in scenario planning. This process uses the 2016 lidar data as its main input.
- Staff have familiarized themselves with the data types produced by LiDAR, including "LAS" files. These can be used to the general ground elevation and height of objects such as buildings and trees.

Maintain the Regional GIS

- CRCOG GIS Coordinator is participating in a working group with state legislators, state agencies and UConn with a goal of promoting legislative support for statewide GIS coordination. A bill concept has been approved to move forward by the Planning and Development Committee.
- CRCOG GIS Coordinator submitted testimony in support of the CT statewide GIS Coordination bill.
- Continued to maintain and update Web GIS for use by member municipalities and the public.
- Automated CAMA data uploaders continue to be installed in our municipalities.

- Continue to maintain and update CRCOG Transportation Department website.

Develop Land Use and Demographic Forecasting Methods

- CRCOG staff continued to study land use and demographic forecasting methods relevant to scenario planning and travel demand modeling.
- Two CRCOG staff members attended a paid, 3-day ESRI course on Spatial Analysis with ArcGIS Pro. These skills can be used in both scenario planning, travel demand modeling and performance targets analysis for processing and analyzing large volumes of geo-referenced data. Spatial analysis helps to identify and test for patterns in the data that may be visually deceiving when a very large number of objects are mapped.
- CRCOG staff have been assisting consultant with obtaining parcel data for a land-use modeling feature of Community Viz scenario planning software. This parcel data will be combined with LIDAR data as part of this effort.

Performance Metrics

- CRCOG staff met with CTDOT staff on March 12 to cooperate and share analysis in the area of congestion.

NPMRDS Travel Time Data

- Congestion and Crashes Ranking (CCR) effort. Staff are reviewing output from CCR effort and are looking how to share results and progress to next stage where crashes are taken into account as well.

Analysis of Crash Data & Connecticut Crash Data Repository

- CRCOG Staff have continued to map crash data on an as-needed basis in both ArcGIS and the analytical tools provided in the Connecticut Crash Data Repository.

Data Management

- Staff have been working with Cambridge Systematics within the overall scope of their travel demand modeling and data management services to determine how best to migrate large amounts of tabular data (crash data, NPMRDS data) to the SQL server.

CRCOG Website and Accessibility

- Continue to maintain and update CRCOG Transportation Department website.

Scenario Planning

- Continued preparing land use data for the consultants to use for setting up the scenario planning model. This effort is now underway with four staff members contributing in order to be able to process massive amounts of LiDAR data. Both the original data and the data produced through analysis are very large.
- Two CRCOG staff member have been assigned to jointly manage running of scenario planning effort, one being point-person for data issues and general day-to-day tasks and the other for contract management. Both staff member will provide support to each other and roles are not exclusive. Analysis is a joint responsibility.

Task 3: Planning and Policy Development

Staff Support to CRCOG Committees

- **Transportation Cost Review Subcommittee**
There was no Cost Review Subcommittee meeting in March.
- **Transportation Committee**
The Transportation Committee held a meeting on March 22. Agenda items included the adoption of the February 22 meeting minutes, and staff reports on DRAFT FY2022-2023 Unified Planning Work Program (UPWP), Bike/Ped Sub-Committee Report and CTDOT Local Roads Safety Programs. Actions items included TIP Amendments, Resolution – Bike Share Feasibility Study Update, Congestion Mitigation and Air Quality (CMAQ) Program – Project Rankings and Transportation Planning Study Solicitation and Ranking Criteria.
- **Policy Board**
The Policy Board held a meeting on March 24. Planning staff attended and reported on Transportation Committee and Community Development activities.
- **Freight Planning Coordination**
See Task 3e for details.

Coordination with State and Federal Representatives, and MPOs

- Coordinated with State and Federal representatives as needed.
- Continued participation in MAP Forum. Attended an organizational call on March 5.
- Staff participated CTDOT's COG Coordination meeting on March 2.
- Participated in coordination call with PVPC on March 1.
- Participated in the Hartford TMA Coordination Meeting on March 15, with representatives from Naugatuck Valley COG and Lower CT River Valley COG.

- Coordinated with WestCOG regarding transit safety performance measures.
- Coordinated with Senator Murphy's, Representative Hayes', Representative Larson's, and Representative Courtney's offices regarding Community Project legislation and potential projects.

Consultation with Land Use and Resource Agencies

- Participated in equitable transportation electrification interview on March 26 as part of a PURA effort.

Consistent with Public Participation Policies

- No complaints of Title VI discrimination were received this month.
- A representative from the Connecticut Coalition for Environmental and Economic Justice (CCEEJ) is on the CRCOG Transportation Committee as a voting member.
- *Note: Public participation activities specific to tasks and studies are listed in the relevant sections of this report.*

Staff Training and Development

- Attended freight-related webinars and trainings as available (see Task 3e for additional details).
- Attended Title VI/EJ/Public Participation webinars and trainings as available (see Task 5 for additional details).
- Continued discussions about the development of an CRCOG Project Management Training for staff.
- Attended FHWA Webinar - MUTCD General Overview of Proposed Changes on March 18.
- Attended "Transit and COVID-19: A Fact-Based Discussion" on March 2.
- Attended T2 Center's Special Edition Coffee & Conversation "The Transportation and Climate Initiative Program (TCI-P)" on March 3.

Task 3a: Transit Planning

Transit Planning & Policy Assistance

- Continued to coordinate with Towns and Hartford Foundation for Public Giving regarding a scope of work for a potential Transit-Oriented Development Study. The study would look at specific sites in the CT**fastrak** and CT**rail** corridors and analyze their financial feasibility. Issued the RFQ for consultant services. Responses are due April 16. Began to assemble a RFQ review panel.
- Responded to an inquiry from the Town of Southington regarding the status of implementing local bus service in the town.

CTrail Hartford Line Activities

- Reviewed revised draft report of the Rail Improvements Economic Impact Study.
- Issued a RFQ for consultant services to assist with an upcoming Transit-Oriented Development study. Responses to the RFQ are due April 16.

Transit Safety Performance Targets

- Staff have been reviewing new Transit Safety targets that have been in effect since January 1st, 2021. As an MPO, CRCOG has several agencies for which it must set or adopt targets by a July 20th, 2021 deadline. Staff have been coordinating with CTDOT in this matter.

Task 3b: Project Selection and Programming

Transportation Improvement Program (TIP) FFY2018-2021

- With the adoption of the FFY 2021-2024 Transportation Improvement Program (TIP), the FY2018-2021 TIP is no longer being updated.

FFY 2021-2024 Transportation Improvement Program (TIP)

- TIP amendments this month included:
 - New Britain - Ped/Bike Trail Loop in Stanley Quarter & A.H. Stanley Parks
 - Granby - Major Intersection Improvements at CT 20/189
 - South Windsor - Ped Safety Improvements
 - Berlin/Wethersfield - Installation of CTSS w/ CV Tech. (Phase 1)
 - Windsor - Rehab/Replace Culvert @ Holcomb Hill Road
 - Windsor - Traffic Signal Modernization at Various Intersections Day Hill Road
 - Berlin/Wethersfield - Operational Improvement Breakout from 0007-250 - CTSS w/ CV Tech.
 - Statewide - Mast Arm & Span Pole Inspections
 - District 2 - Replace Traffic Control Signals at Various Locations
 - District 1 - Replace Traffic Control Signals at Various Locations
 - Southington - Construction of a portion of the Farmington Canal Heritage Trail
 - Mansfield - Downtown Pedestrian Loop Closure.

STP Block Grant Program (and State LOTCIP Program - billed to LOTCIP funding)

Project Funding & Development

- CRCOG released a Transportation Planning Study solicitation on March 8, with applications due on April 26. Staff met to discuss ranking

criteria for selection under this solicitation and responded to inquiries from towns related to the solicitation.

- Held internal discussions about projects that could be funded through potential federal earmarks.

LOTICIP Efforts this month included:

- ***Zoom/Remote Meetings:***

- Attended a 90% design on-board meeting with the Town of West Hartford on March 4 for Mountain Road/Albany Project
- Discussed CTDOT comments regarding International Drive Pavement Rehabilitation Project internally, with the Town of Windsor/CTDOT on March 9,10, 15,16 and 24
- Attended a preliminary design on-board meeting with the Town of Wethersfield on March 30 for the Wolcott and Franklin Project
- Met with the following town representatives:
- Town of Simsbury to discuss Hopmeadow Sidewalk Application comments and LOTICIP process on March 17
- Willington Town representative to discuss scope of Route 32 Sidewalk Application on March 19
- Town of Hebron Representative to discuss 2020 application Martin Road Project on March 19
- Town of Southington to discuss Plantsville District comments
- Town of Avon to discuss cost increase on March 24
- Met internally to discuss LOTICIP quarterly report requests on March 10
- Attended internal transportation staff meeting (via Zoom) to discuss LOTICIP projects on March 1,5,8,12,15,19,22,26 and 29

- ***Town and CTDOT Communications:***

- Continue to facilitate advancement of CRCOG approved LOTICIP projects to CTDOT
- Submitted revised cost estimate to CTDOT for South Windsor Avery Street 5 and Simsbury Hopmeadow Sidewalk Project
- Submitted one application to CTDOT: Hebron Martin Road Reconstruction Project
- Discussed CTDOT final design comments with Town and consultant for South Windsor Avery Street 5 and Farmington Brickyard Road Projects
- Discussed temporary ROW with CTDOT unit, town and consultant
- Requested status update on Final Design submission for City of Hartford Main Street/Boce Barlow and Glastonbury Main Street Application
- Discussed pavement treatment for International Drive with Town of Windsor, CTDOT and consultant

- Suffield Mountain Road final design submitted to District and received comments and plans re-submitted; Simsbury/Bloomfield Route 189 Multi-Use Trail acknowledged by District on February 4 after January 15 submittal; no comments
 - Discussed ROW with City of New Britain, provided letter to CTDOT and CTDOT responded with approval via email
 - Provided letter to CTDOT regarding decorative sidewalks for Coventry South Street Project
 - Reviewing the following final design packages:
Simsbury/Bloomfield Route 189 Corridor Multi-Use Trail Project (waiting for district letter), Suffield Mountain Road Multi-Use Trail Project (consultant review) and Coventry Swamp Road (consultant review)
 - Submitted cost funding increase and scope modification request to CTDOT for Newington Robbins/Maple Complete Streets Project
 - Received 90% design submission from West Hartford Mountain Road and participated in an on-board meeting on March 4; followed up with information
 - Prepared for and participated in a preliminary design meeting for Wethersfield Wolcott/Franklin
 - Provided additional three (3) projects applications to be reviewed by on-call consultants for eventual submission to CTDOT
 - CTDOT issued three (3) environmental reviews for Rocky Hill Elm Street Sidewalk, Berlin Kensington Bridge Replacement and East Hartford Brewer Street IV
 - Follow up with town on project status of Ellington Route 83 Sidewalk (L047-0002)
 - Sent quarterly report requests to municipalities for Quarterly reporting
 - Scheduled a kick-off meeting for Avon Old Farms Road Project
 - Follow up on status of Windsor Day Hill Drive funding increase request
 - Coordinated with the following municipalities regarding projects and/or application advancement: Avon, Bloomfield, Coventry, Farmington, Glastonbury, Manchester, Marlborough, New Britain, Newington, Plainville, Simsbury, Stafford, South Windsor, Southington, Vernon, Willington and Windsor.
- ***Administrative/Invoicing:***
 - Processed BETA and CHA consultant invoices/Work Orders.
 - Updated four (4) LOTCIP financial spreadsheets, including bid analysis, cost analysis and metrics.
 - Revised publication for newsletter highlighting LOTCIP benefits.

- Drafted spreadsheet that included all LOTCIP projects and whether they are on state, local or a combined roadway.
- Drafted an addendum for an increase to the BETA agreement.
- **Consultant Coordination:**
 - Coordinated preparation of invoices, design review memos and minutes.
 - Processed Notice to Proceed documents for signature.
 - Worked with consultants on negotiated lump sum fee and follow up discussion.
 - Allocated project on-call reviews.
 - Coordinated application reviews for 2020 Solicitation.
 - Discussed projects, reviews, applications with consultants.
 - Discussed temporary ROW process for LOTCIP projects.

Congestion Mitigation and Air Quality Program

CRCOG received five (5) applications from its member municipalities for CMAQ funding. Staff completed the application review and ranking, and a memo regarding the application ranking was presented to the Transportation Committee meeting and the Policy Board meeting on March 22 and 24, respectively. Both Transportation Committee and the Policy Board approved the staff recommendation of CMAQ application ranking. All five applications with regional ranking were submitted to CTDOT on March 30, for the statewide competition for funding.

Regional Safety Plan

The Regional Transportation Safety Plan as approved by the Policy Board in December 2020 was posted on the CRCOG website with an introductory description under the Transportation Core Plans page.

Task 3c: Vulnerable Users Planning

Livable and Sustainable Communities

See Task 3f for more details.

Bicycle & Pedestrian Subcommittee

Held committee meeting on March 9.

Bikeshare

- Held check-in call on March 10.
- Received signed agreement from Superpedestrian.
- Developed a draft scope of work for an update to the 2014 Bike Share Feasibility Study. The Policy Board will be acting on a resolution authorizing the update at the March meeting.

Task 3d: System Management and Operations

Congestion Management

Staff is continuing to investigate congestion and Crashes Ranking (CCR) effort output.

Safety Management

- Continue to maintain Safety Performance Measures webpage and ADA Self Evaluation and Transition Plans webpage on CRCOG website.
- Regional Transportation Safety Plan - no activity this month
- Staff accepted invitation from the CT State Safety Engineer, to participate on the new Infrastructure Emphasis Area Team. This is one of 3 Emphasis Area teams being organized under development of the updated Strategic Highway Safety Plan for the State of Connecticut.

Traffic Incident Management (TIM)

- Continued work on draft of a TIM pocket guide.
- Developed LOTCIP project spreadsheet for solicitation 2014-2020
- Participated in the following meetings/webinars:
 - FHWA Safe System Approach Webinar - March 10
 - Traffic Records Coordinating Committee Meeting - March 17
 - Webinar – Round About - March 16
 - Transportation Committee - March 22
 - Safe System, the HSIP, and the SHSP webinar - March 25
- Completed TIM Training module for emergency lighting.

Operations Planning

- Participated in the UConn T2 Traffic Signal Circuit Rider Meeting on February 4.

Task 3e: Freight Planning

Support the Connecticut Statewide Freight Plan

CRCOG continues to be available to work with CTDOT to implement the recommendations within this plan.

Interstate Nature of Freight Problems

Discussions related to working with CTDOT and the MAP Forum to coordinate MPO freight planning efforts with statewide and multi-state freight planning are ongoing.

Training and Coordination with Others

Remained available to work with CTDOT and the MAP Forum to coordinate CRCOG freight planning efforts with statewide and multi-state freight planning.

Maintain a Freight Webpage

A freight webpage is present on the CRCOG website and is updated as needed.

Task 3f: Livability and Sustainable Communities

Encourage Interagency and Interdisciplinary Collaboration and Coordination

- CRCOG continues its participation as representative to the Connecticut Resource Conservation & Development (CTRCD) Board. In March, staff participated continued work on an Environmental Review Team (ERT) project for a land trust property in Wethersfield.
- CRCOG also continues its participation as representative on the Water Utilities Coordinating Committee (WUCC) and Connecticut Water Planning Council.

Monitor Funding Opportunities

(See Task 3f – Outreach)

Brownfields

- In March, staff worked to secure an executed contract with Fuss & O'Neill for Licensed Environmental Professional services for the EPA funded Assessment grant. On March 17th, we met with our EPA project officer and environmental professional for a kickoff meeting. Under this grant, we will fund environmental assessments with a priority on sites which will support Transit Oriented Development.
- Under the Brownfields Revolving Loan Fund (RLF) program, staff continued coordination with the Town of Berlin regarding 889 Farmington Avenue which is part of a TOD redevelopment site adjacent to the Berlin train station and is receiving subgrant funding under the EPA's RLF program. Staff also continued coordination with the Town of Somers regarding an RLF subgrant to fund remediation in the vicinity of the Scantic River retaining wall at the site of the former Somersville Mill as well as continued coordination with Capital for Change on the underwriting of an RLF loan for the remediation of the Silver Lane Plaza in East Hartford. Also, in March, staff worked to secure an extension and budget adjustments for the EPA funded RLF grant. Staff also discussed RLF funding opportunities with a Hartford official and developers' representative.

Climate Change and Resiliency

- Staff attended a webinar sponsored by CIRCA entitled, "CT Climate Change Vulnerability Index: Progress and New Results for Heat and Wind" on March 22.

- Staff attended the State legislative public hearing for Transportation Climate Initiative (TCI) legislation on March 8.
- Staff attended and presented at the March 25 East Coast Utility Electric Vehicle Initiative Meeting.

Task 4: Technical Assistance and Project Development

Technical Assistance to Towns

- To promote the coordination of transportation and land use decisions, as well as coordination of municipal, regional and state planning, CRCOG utilized the statutory zoning, subdivision and plan of development review process to comment on the impacts of land use decisions on the transportation network, and conformity of zoning, subdivision and planning proposals with regional and state plans. During the month of March, staff received eleven (11) referrals and reviewed and commented on fourteen (14).
- CRCOG's subgrant application for FEMA's Building Resilient Infrastructure and Communities (BRIC) grant program to support the next update to the Capitol Region Natural Hazard Mitigation Plan continued to be under review by FEMA in March.
- Sent guidance on new Community Project applications from US Representatives Hayes', Larson's, and Courtney's offices to Transportation and Municipal Services Committee members
- Coordinated with and assisted Towns planning to submit Community Project Applications

Assistance to State and Regional Agencies

- Continued coordination with CT MPO Transportation Directors on shared concerns following initial October and November monthly meetings.
- CT East Coast Greenway Committee: *No activity this month.*
- CT Greenways Council: *No activity this month.*
- Sustainable CT: *No activity this month.*
- Coordinated with CTDOT throughout March regarding Community Project legislation and application information, along with information on potential projects.

Technical Support on Corridor Studies & Other Special Projects

- Greater Hartford Mobility Study:
 - Staff have been working alongside CRCOG travel demand modeling consultant to prepare model output as a resource in Greater Hartford Mobility Study.
 - Staff attended online public information meeting on March 3.
 - Held a discussion with the transit lead of the GHMS to ensure that efforts are not duplicated with CRCOG's Transit Priority

- Corridors Study. Initiated contact between the two study teams to discuss the methodology for analyzing transit propensity.
- CDC Active Living – Community Transportation Planning and Implementation (funded with a grant from the CT Department of Public Health)
 - Staff worked on a CDC-funded active transportation project that will be conducted statewide:
 - Submitted monthly report to DPH.
 - Developed a draft work plan for year 4 of the grant.
 - Worked on the year 3 Annual Performance Report.
 - Got quotes for the purchase of bike racks for the MetroCOG region.
 - Held check-in calls with the consultants on March 8 and March 22.
 - Held a call with Hartford to discuss potential additional funding from the CDC (BRIC) on March 9, and with New Haven on March 11.
 - Held check-in call Bike Walk CT regarding Train-the-Trainer workshops on March 11 and March 25.
 - Held check-in call with UConn regarding CT Trail Finder on March 24.
 - Held scoping call with Stamford re: Parklet Design Guide on March 5.
 - Held scoping call with Meriden re: Parklet Design Guide on March 12.
 - *See details identified in Tasks 6 through 12.*

Task 5: Public Participation, Title VI, and Environmental Justice

Title VI

- All Title VI program documents (including the most recently adopted Policy and Program) are available on the CRCOG website through a link entitled: Civil Rights and Title VI Information.
- No complaints of Title VI discrimination were received this month and there are no ongoing complaints under review.

Environmental Justice

- A Connecticut Coalition for Environmental and Economic Justice representative is on the CRCOG Transportation Committee as a voting member.
- Finalized environmental justice analysis and outreach strategies the Transit Priority Corridors Implementation Strategy and the Routes 190 and 220 Traffic Impact Study in Enfield.

Reducing Language Barriers

- Finalized limited-English proficiency analysis and outreach strategies the Transit Priority Corridors Implementation Strategy and the Routes 190 and 220 Traffic Impact Study in Enfield.
- *Note: Public participation activities specific to other tasks and studies are also listed in the relevant section of this report.*

Standard Public Involvement Activities

- Staff has begun training on Lucidpress software.
- *Note: Public participation activities specific to other tasks and studies are also listed in the relevant section of this report.*

CRCOG Website and Accessibility

- Continued to keep the website up to date.

Task 6: Transportation Safety & Improvement Study, Farmington and Hartford

- This Study has been completed. The Route 4 Farmington Study Final Report and Executive Summary are posted on the CRCOG website.

Task 7: Route 5 Corridor Study, East Windsor

- Continued work on administering the project, including coordination call and processing invoice.
- Held a conference call on March 26 with CTDOT staff and study consultant on corridor improvement alternatives.
- The study team planned to hold another meeting in a couple of weeks to select viable preliminary alternatives to further investigate their impact/benefits on the corridor.
- Send second corridor study newsletter to the members of advisory committee and other interested parties.
- Processed one invoice.

Task 8: Silver Lane (SR 502) Corridor Study, East Hartford

- This study was completed in a previous quarter.

Task 9: Roundabout Safety and Feasibility Screening

- CRCOG staff continued working with the selected consultant, VHB, to develop a Scope of Work for the Roundabout Screening.

Task 10: Regional Transit Strategy Update

- CRCOG and CTDOT staff determined that aspects of the Regional Transit Strategy (RTS) will be incorporated into the scope of the Greater Hartford Mobility Study. Given this, CRCOG will not be progressing with an update of the RTS at this time. The UPWP has been amended to remove this task.

Task 11: Transit Priority Corridor Implementation Strategy

- Processed one consultant invoice.
- Held regular check-in calls with the consultant team.
- Reviewed and gave feedback on the study's Public Involvement Plan.
- Completed Environmental Justice and Limited-English Proficiency analysis for the study.
- Prepared for Working Group meeting to be held on April 1st.
- Developed study branding.
- Reviewed and gave feedback on the study's website, virtual meeting room, and draft Technical Advisory Committee list.
- Prepared for Active Transportation Audits that will be conducted within the corridors starting in April.

Task 12: Routes 190 and 220 Corridor Study (Enfield)

- Held kick-off meeting with consultant, Town, and CDOT on March 10.
- Coordinated follow up action items with Town and consultant. Working to schedule call with Town and creation of a Working Group.
- Received matching funds from Town.
- Finalized Environmental Justice / Limited English Proficiency Memo for project.

Task 13: Farmington Area Connectivity Study

- One question was received on the Request for Qualifications (RFQ) and CRCOG posted responses to the question in Addendum #1 on March 11.
- Six Statements of Qualifications were received from consultants in conformance with the March 23 deadline for responding to the RFQ.
- The four-person Consultant Selection Panel recommended by CRCOG staff was approved by CTDOT Bureau of Policy and Planning.