

MEMORANDUM

DATE: March 22, 2022
TO: CRCOG Policy Board and Alternates
FROM: Matt Hart, Executive Director
SUBJECT: CRCOG February 2022 Monthly Report

Here are highlights from the February 2022 CRCOG monthly report. If you have questions or suggestions, please do not hesitate to contact me (mhart@crcog.org). The full monthly report will follow below on [Page 4](#).

Executive Director Report

I am in my fourth week at CRCOG and am making good progress with my onboarding and entry plan.

As I have shared with the Executive Committee, the staff has been very welcoming and supportive. We have a talented team and I really appreciate their assistance and good work.

I am focused on the following items for the next several weeks:

- *Getting to know the organization, various policy board members, and other key stakeholders.* I am attending meetings of all of our standing and ad hoc committees. I would like to come out to visit you in your community to discuss CRCOG activities in your jurisdiction, as well as opportunities to do more together. I have had a chance to meet with a few of you already, as well as with representatives from other organizations like Riverfront Recapture and iQuilt. Laura and I will be in touch to schedule these visits.
- *Supporting and advancing our legislative program.* I have met with the cochairs of the Planning & Development Committee and the Majority Leader and am now a member of CT COG's Legislative Committee. I have a regular call with Kathie Lutz and we talk frequently.
- *Developing proposals to utilize federal infrastructure funding to best benefit the region.* As you may know, our Congressional delegation worked very hard to support the omnibus appropriations bill, which will augment the Infrastructure Investment and Jobs Act (IIJA). I understand that there are several topics of interest, including rail and bus transit, mobility and complete streets, waste management, stormwater, broadband, and workforce development. We look forward to developing proposals to bring to our committees and the Policy Board.
- *Advancing key projects and initiatives, such as the Hartford Rail Line and our waste management initiative.* There will certainly be some overlap with IIJA projects. I am also working with the Municipal Services committee to explore new ideas for shared services.

- *Working with the policy board and staff to update our strategic priorities for the next 2-3 years.* I'll start this at the staff level, and then engage the Executive Committee and Policy Board. Based on experience, I find this exercise to be helpful to sharpen the organization's focus. We certainly have much to build upon with the prospect of federal funding and the current projects that are underway.

Lastly, I am coordinating with our Chair and staff to plan an in-person annual meeting for early June. It will be great to get together in person again! Please stay tuned for more detail. Thanks again for the opportunity to be here!

Municipal Services Committee Highlights:

- CRCOG GIS IT/GIS Coordinator held the 1st CRCOG Regional GIS Group Meeting last week 2/22/2022. There were 37 attendees from our municipalities. Discussion centered around CRCOG's staff representation at the state GIS Council; and the timing of parcel and CAMA (assessors) data collection. For more info contact Erik Snowden esnowden@crcog.org, 860-724-4217.
- CRCOG executed the contract with Daniel Penn Associates for the Diversity, Equity and Inclusion Training.
- Solid Waste – RFP closed on Feb. 28th. The evaluation committee is reviewing 3 Proposals.

Community Development Highlights:

- Held a Hartford Line and CTfastrak Corridor Advisory Committee meeting on February 24.
- Held a Bike/Ped Subcommittee meeting on March 8.
- Continued the process of selecting consultants for the \$375,000 EDA CARES Act grant.
- Began working on a budget and workplan for year 5 of the Statewide Active Transportation Demonstration Project funded by the Department of Public Health.
- Received over 1,000 responses to a visual preference survey for the Enfield Routes 190/220 Traffic Study.

Planning: Transportation Committee Highlights:

- Staff updated the Transportation Committee on the safety training opportunities, transportation-related legislation, LOTCIP solicitation project proposals, and The Trail Fund.
- Transportation Committee approved a LOTCIP scope modification and funding increase request for a project in Avon.
- USDOT has made \$1.5 billion in discretionary grant funding available through the RAISE Program. Applications are due April 14, 2022. Additional information is available at <https://www.transportation.gov/RAISEgrants>.

Public Safety and Homeland Security Highlights:

- Work on the FY 19 SHSGP is well underway. All open grants include funds for training and exercise, contractual support and sustainment and maintenance of regional equipment. DEMHS just extended the grant an additional year.
- CRCOG staff continues to work with Tetra Tech on an After-Action Review of the region's response during the Covid pandemic. An electronic survey for all stakeholders was distributed and responses now being reviewed. In addition, we will be required to complete one focused solely on local public health.
- Staff is working on a NACCHO Respond, Innovate, Sustain, and Equip (RISE) award for the Capitol Region Medical Reserve Corps Unit.
- CRCOG has sent several members of our Incident Management Team to the All-Hazards Incident Management Teams Association Symposium.
- ESF-11 Animal Response has a cache of animal crates and cages that our being offered to our communities.
- CRCOG assisted with a FEMA Crowd Control course for police departments within our region. A CRCOPA committee is being formed to evaluate the current RAFS (Regional Access Frequency System).
- Working with the Department of Public Health to act as the fiduciary agent for local public health emergency preparedness funds.
- CRCOG staff attended training sessions with Everbridge to enhance and update our current alerting system.

Administration and Finance Highlights:

- Finalized CRCOG's Shared Services Guide, its executive summary, and CRCOG's as a Metropolitan Planning organization fact sheet for new Executive Committee and Policy board members.
- Website redesign: CRCOG had a kick-off meeting with BBG&G on February 2, 2022 to launch the project, including discussion of initial expectations, phases of design and development, and next steps. CRCOG will look at a proposed wireframe for the website and has put an ask out for regional photos and b-roll. Next meeting scheduled for March 3, 2022 focused on site mapping, review of CRCOG analytics and photo and video content.
- CRCOG's Auditor, Clifton Larson Allen (CLA) presented the annual audit review to the Personnel/Finance Committee which was accepted by the Committee.
- CRCOG's COO received direction from Personnel/Finance Committee regarding cost-of-living adjustment recommendations for the FY 2022-2023 budget.

The complete CRCOG Monthly Report for February 2022 can be found beginning on [page 4](#).

CRCOG February 2022 Monthly Report

Administration and Finance Highlights

- Finalized CRCOG's Shared Services Guide, its executive summary, and CRCOG's as a Metropolitan Planning organization fact sheet for new Executive Committee and Policy board members.
- Website redesign: CRCOG had a kick-off meeting with BBG&G on February 2, 2022 to launch the project, including discussion of initial expectations, phases of design and development, and next steps. CRCOG will look at a proposed wireframe for the website and has put an ask out for regional photos and b-roll. Next meeting scheduled for March 3, 2022 focused on site mapping, review of CRCOG analytics and photo and video content.
- CRCOG's Auditor, Clifton Larson Allen (CLA) presented the annual audit review to the Personnel/Finance Committee which was accepted by the Committee.
- CRCOG's COO received direction from Personnel/Finance Committee regarding cost-of-living adjustment recommendations for the FY 2022-2023 budget.

Municipal Services Committee Updates

The **Municipal Services Committee** meeting for February 15th was cancelled. The next MSC meeting is scheduled for March 15th. The Diversity Equity and Inclusion Consultant will make a presentation at the March 15th meeting.

CRPC Bid Activities

February Activities:

- Recycling Bins bid closed on February 21st and the Fuel bid closed on February 24th. Bid results are available <https://crcog.org/bids/> .
- CRPC issued bids for Police Ammunition, Swimming Pool Chemicals, and Bituminous Class 1, 2, and Curb Mix on February 23rd
- DEI Training RFP – Interviews were held on January 20th and the panel unanimously selected Daniel Penn Associates (DPA) as the best firm for the job. Policy Board approved CRCOG to enter into a contract with DPA at its February 23rd meeting. Contract execution is in process.

Municipalities interested in participating in DEI training services should contact Kim Bona at kbona@crcog.org for a side letter agreement.

Upcoming Activities:

- Bids for Police Ammunition, Swimming Pool Chemicals, and Bituminous Class 1, 2, and Curb Mix will close on March 17th.

Energy Consortium

CRCOG's energy consultant has energy audit services available for municipalities. Please contact Kim Bona (kbona@crcog.org).

Cybersecurity

- The next meeting of the DEMHS Region 3 Cyber Security Task Force will be on Thursday April 14th at 10am.
- CRCOG Staff are exploring options for hosting a Cyber Security tabletop exercise for the DEMHS Region 3.
- CRCOG thanked Ken Sayers (IT Manager East Hartford) for 2+ years of leading the DEMHS Region 3 Cyber Security Task Force and welcomes Andrew Bifolk as the new chair.
- CRCOG IT/GIS Coordinator attended the CT Cyber Security Meeting on Monday February 28th, 2022.

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

Regional Assessment

Assessment of the CRCOG area assessment offices continues. CRCOG's intern will be reaching out to towns individually.

CRCOG JOB Portal

- CRCOG's Job Portal Pilot successfully went Live.
<https://crcog.webauthor.com/modules/portal/default.cfm>
- Municipalities can post job listings, view applications, compile data, metrics and reports and share applicant profiles through our Collaborative Resource Sharing Tools.
- CRCOG and NOVUS Insight, LLC are working with interested Municipalities to build out the platform through scheduled DEMO's, Help Desk technical support and customized support throughout the Pilot phase. Additional members are welcome to join.
- Additional information, questions, or comments – Please contact Robyn Nichols at rnichols@crcog.org

CRCOG HR Portal Interview Panel Database

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

The FY'2021-2022 CT Municipal Salary Survey: please visit ctmunicipaldata.org for more information and to access the salary survey.

Electronic Document Management Services (EDMS)

CRCOG staff has scheduled meetings with participating municipality superusers and EDMS providers to explore current and future Human Resources and Land Use EDMS record management needs, use, solutions, viability, platforms, capabilities, and pricing structures. At present, CRCOG provides EDMS capabilities through OnBase, a third-party reseller. Current contract terms are set to expire August of 2022.

Regional Geographic Information System (GIS)

- Installation of CAMA data processors continues.
- CRCOG Staff and consultant have upgraded ArcGIS Enterprise to the current version and have installed ArcGIS Portal. Additional configuration and training set to begin.
- CRCOG Principal IT/GIS Planner, Erik Snowden was appointed to the state GIS Advisory Council.
- CRCOG has collected updated municipal GIS contact information and held a virtual regional organized a meeting for February 22, 2022. The goal of this group is to assess municipal needs and interests and to guide the direction of GIS endeavors in the region as well as to provide a roundtable to discuss geospatial issues and opportunities for collaboration. The group decided to meet quarterly in the future.

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

Solid Waste Management/Textile/Recycling

- Pursuant to CRCOG Policy Board's approval, the Solid Waste RFP for Long Term Municipal Solid Waste Management, Advisory and Consulting Services closed on February 28, 2022. CRCOG received three (3) proposals. An Evaluation Team comprised of CRCOG Staff and municipal experts in solid waste management will review the Proposals by March 18, 2022. It has not yet been determined if vendor interviews will be scheduled in the process.
- Towns interested in Municipal Textile and Recycling Services and/or Textile Recycling Program virtual presentations, please contact Robyn Nichols at rnichols@crcog.org to coordinate with Bay State Textiles, Inc.
- CRCOG Staff plans to issue an RFI for organic food waste this Spring. Anyone with valuable input or interested in serving as an Evaluator, please contact Robyn Nichols.
- DEEP announced the beverage container recycling grant program (a.k.a. **Bottle Bill**) to support the establishment of beverage container redemption centers in urban centers and environmental justice communities. Applications for Fiscal Year 2021/2022 will be accepted on a rolling basis from January 1, 2022 to May 30, 2022. Beverage Container Recycling grant funds may be requested up to a maximum of \$150,000 per redemption center per fiscal year. Please send all correspondence and applications via email in PDF format to DEEP.RecyclingProgram@ct.gov. Additional information, including the grant Narrative and Application, may be found at: <https://portal.ct.gov/DEEP/Reduce-Reuse-Recycle/Bottles/Beverage-Container-Recycling-Grant-Program>

Long-Term Regional Recovery Steering Committee (RRSC)

Over 300 applications were received for potential FEMA matchmaking assistance and DECD and FEMA will be reviewing those applications in the coming weeks. CRCOG is finalizing the sub-contract with DECD for the Long-Term Recovery EDA contract.

Crumbling Foundations

RFVQ's for crumbling foundation services will be issued biannually going forward. Current submissions for the first half of 2022 are being accepted and will close on June 30th.

Proposals from 2021 Q4 have been evaluated. The following companies have been added to CRCOG's qualified vendor list: Conlon Engineering, Loureiro Engineering Associates, Sunset Valley Construction, and Fengah, LLC.

Company information may be found at <https://crcog.org/concrete-vendors/>.

With the Crumbling Foundations Testing Program, to date, 3,340 applications have been received. 3,048 applications had been paid. A total of 2,689 unique addresses have been reimbursed through this program.

On-Going Programs and Services

Job Order Contracting

Hosting and IT Services – Interested Municipalities can contact Robyn Nichols via rnichols@crcog.org to sign a Side Letter Agreement

HR Consulting Group

Class and Compensation Studies

Training (including Sexual Harassment and Diversity)

General HR Needs

VoIP Project - Interested Municipalities can contact Robyn Nichols via rnichols@crcog.org to sign a Side Letter Agreement

Fiberoptics Installation Services

Regional Online Permitting - CRCOG Staff met with OpenGov to discuss "regionalization" projects, budgeting software, additional services, Master Services Agreement (MSA) contract amendment to incorporate all addendums and RFP for next fiscal year.

COG Regional Election Monitor (currently recruiting for an REM)

Human Services Coordinating Council

Coordination with other COGs

Kim Bona and Robyn Nichols met with NVCOG to discuss CRPC and online permitting process, including CRPC Bidding. NVCOG researching Additional municipalities continue to sign up. Please visit the CRPC webpage for continuing updates. <https://crcog.org/capitol-region-purchasing-council/>

Public Safety and Homeland Security Updates

CRCOG Homeland Security & Grant Initiatives

Work on the FY 19 SHSGP is well underway. 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. Our region was allocated an additional \$60,000 in funds which has been split between the training

and sustainment line items. This grant was just recently extended through February of 2023.

CRCOG has sent several members of our Incident Management Team to the All-Hazards Incident Management Teams Association Symposium being held this week.

ESF-11 Animal Response has a cache of animal crates and cages that our being offered to our communities.

CRCOG staff continues to work with Tetra Tech on an After-Action Review of the region's response during the Covid pandemic. An electronic survey for all stakeholders was distributed and responses now being reviewed. In addition, we will be required to complete one focused solely on local public health.

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

COVID-19 Support Activities

The Regional Emergency Support Plan was initially activated on March 18th, 2020, and the Regional Coordination Center opened. Now on monitoring status. Coordination is being done by the ESF-5 (Emergency Management) and ESF-8 (Public Health and Medical Services) duty officers.

We are utilizing our Regional Distribution Site in West Hartford on an as needed basis. Millions of pieces of PPE were distributed. When activated, 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 to assist health departments and hospitals with hundreds of CR-MRC members volunteering their time in both medical and non-medical roles.

Other Highlights

Staff is working on a NACCHO Respond, Innovate, Sustain, and Equip (RISE) award for the Capitol Region Medical Reserve Corps Unit.

CRCOG assisted with a FEMA Crowd Control course for police departments within our region. A CRCOPA committee is being formed to evaluate the current RAFS (Regional Access Frequency System).

CRCOG staff attended training sessions with Everbridge to enhance and update our current alerting system.

Staff attended the quarterly meeting of the Capitol Region HAZMAT Team Steering Committee. One of the HAZMAT truck/trailers was transferred from Simsbury to UConn.

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. Many assisted this week with the distribution of the covid test kits.

Public Safety staff participated in a CRI Lead meeting, a meeting convened by DEMHS with the fiduciary leads in all 5 regions, CTCMA meeting, DESPP Advisory Council, Region 3 Cybersecurity meeting, an MRC funding meeting with DPH, traffic incident management meetings, and held a meeting with new ESF-2 Communications personnel to review equipment needs and procedures.

Working with the Department of Public Health to act as the fiduciary agent for local public health emergency preparedness funds. We have submitted our 24/7 coverage forms, MCM Action Plan and Multi-Year Training and Exercise Plans. CRCOG just submitted the second quarter programmatic and financial reports for BP3. DPH has issued a contract addendum based on some definition changes. We continue to have monthly ESF-8 meetings and bi-weekly meetings with the local Public Health Directors.

Transportation and Planning Updates

Management of the Planning Process

- Attended CRCOG Staff Meeting on February 11.
- Received final report of CRCOG's Federal Certification Review and shared findings with Transportation Committee and Policy Board.
- Staff held initial discussions related to FY23 Planning Department budget considerations.

Data Inventory, GIS & Forecasting

- 2022 Transit Safety Performance Targets were transmitted to responsible Connecticut MPOs on February 10. Staff have begun reviewing the targets of various regional transit providers and will develop timeline for consideration and adoption by CRCOG.
- Staff have begun obtaining NPMRDS data for 2021 and will compare with trends from previous years.
- A schedule of future activities related to TDM for near, medium, and long term is currently being developed jointly by CRCOG staff and TDM consultant.
- Staff have begun with discussions of how to update economic and jobs data for travel demand model, possibly with input from the building-height extraction analysis.
- Staff have begun looking at logistical issues of installing Community Viz scenario planning software as an add-on to existing ESRI ArcMap software. Future versions of Community Viz will be compatible with ArcGIS Pro.
- CRCOG staff and consultant have upgraded ArcGIS Enterprise to the latest and installed ArcGIS Portal. Configuration continues as well as planning training for GIS staff.

Planning and Policy Development

Staff Support to CRCOG Committees

- **Transportation Committee**
 - The Transportation Committee held a meeting on February 14. Agenda items included the adoption of the January 24 meeting minutes, and staff reports on 60 Seconds for Safety: Greater Hartford TIM Coalition, LOTCIP Solicitation and RFQ Update, CTrides Quarterly Report, Introducing Resilient Connecticut 2.0, RAISE Grants, Federal Certification Review Findings, and Greater Hartford Mobility Study: Universe of Alternatives. Action items included TIP Amendments, LOTCIP Funding Increase / Scope Modification Request on Enfield Phase 1 Bike Path Improvements, Authorizing Resolution: East Cost Greenway Gap Closure Study, and CTDOT Highway Safety Legislative Proposal: Discussion of Potential Support. Finally, there was a presentation on LOTCIP Program and CHRO Compliance by Alvin Bingham, Commission on Human Rights and Opportunities (CHRO).
- **Policy Board**
 - The Policy Board held a meeting on February 23. Planning staff attended and reported on the Transportation Committee and planning department activities.

Coordination

- Coordinated with State and Federal representatives as needed.
- Attended CTDOT's COG Coordination meeting on February 1.
- Continued participation in MAP Forum, including attendance at organizational call on February 11.

Staff Training and Development

- Attended webinar "From Complete Streets to Complete Networks: A Data-Driven Performance-Based, Multimodal Planning Tool," hosted by Smart Growth America on February 3.
- Attended the "CTDOT Presentation by Deputy Commissioner Mark Rolfe on the Infrastructure Investment and Jobs Act (IIJA) and CTDOT Capital Plan hosted by ASCE on February 16.
- Attended webinar "National Models and Methods for Achieving Equitable Development," hosted by Smart Growth America on February 18.
- Attended White House webinar on Public Transportation on February 24.
- Attended webinar "Dream, Play, Build: Hands-On Community Engagement for Enduring Spaces and Places," hosted by Smart Growth America on February 28.
- Attended White House webinar on Railroads on February 28.

Transit Planning

Transit Planning and Policy Assistance

- Participated in a meeting to discuss next steps on East West rail on February 4.
- Attended HNS Monthly meeting on February 22.
- Planned for and held a Corridor Advisory Committee meeting on February 24.
- Began reviewing 2022 Transit Safety Performance Targets.

Coordinated Plan of Human Services Transportation

- FTA Section 5310:
 - CTDOT is completing its internal review of the 2021 Non-Traditional applications. CTDOT expects to notify CRCOG of applications selected for funding by the spring.

Project Selection and Programming Transportation Improvement Program

- TIP amendment this month included CT**fastrak** Vehicle-to-Infrastructure Improvement Project.

Project Programming and Advancement

- Coordinated with CTDOT on study selection under the 2021 Corridor Study Solicitation.
- CTDOT notified CRCOG on February 14 about the CMAQ funding decision. Two CRCOG municipalities, Canton and West Hartford, were selected for the funding under this program. CRCOG coordinated with the towns and notified them about next steps.

LOTICIP Efforts this month included:

- Reviewed 23 LOTICIP projects from 19 municipalities from LOTICIP Solicitation for approximately \$42M for eligibility.
- Started rating and ranking process for LOTICIP Solicitation Projects.
- Submitted Enfield funding increase/scope modification to CTDOT on February 15.
- Answered RFQ questions and posted addendum to CRCOG website on February 18.
- Continue to facilitate advancement of CRCOG approved LOTICIP projects to CTDOT.
- Coordinated with municipalities regarding projects and/or application, design advancement, design review, and revised cost estimate.

Complete Streets Planning

Micromobility

- Attended bike share feasibility calls on February 10 and 24.
- CRCOG and the City of Hartford held a meeting with Populus on February 23. This was a kick-off meeting to launch a pilot of their data dashboard software which includes the ability to show scooter trips, a live location updates of scooters, assess origin/destination, and various other dashboard tools.

Bike Ped Count

- Staff completed entering counts and location audits into the Access database.

System Management and Operations

Safety Management

- Prepared "60 Seconds for Safety" presentation using TIM Coalition newsletter.
- Attended the CT Vision Zero Council Meeting on February 16.

- Prepared draft resolutions of support from CRCOG Policy Board, for CTDOT Highway Safety proposals to the Connecticut General Assembly 2022 Session, based on discussion at CRCOG Transportation Committee Meeting on February 14.

Traffic Incident Management (TIM)

- Completed Crash Analyses for LOTCIP projects.
- Completed TIM Newsletter and distributed to Coalition and Region Emergency Management Directors.
- Worked on Unified Response Manual (URM) Update document for region.
- Attended the following meetings and webinars:
 - CT Connecticut Municipal UAV Task Force Meeting on February 3
 - Regional Listening Session-Bipartisan Infrastructure Law (BIL) & FMCSA Grants on February 9
 - Vision Zero Council Meeting on February 16
 - Complete Streets - Norwich Roundabout on February 23
 - Talking TIM Webinar Series on February 23
 - FMCSA Hi-Priority Funding Conference on February 23

ITS Planning

- Attended ITS-CT/ITE Joint Winter Meeting on February 16.

Freight Planning

- Attended NJTPA Freight Initiatives Committee virtual meeting on February 22.

Livability and Sustainable Communities

Brownfields

- Prepared agenda for Brownfields Steering Committee meeting on February 1.
- Promoted Brownfields Assessment and Revolving Loan Fund programs on social media.
- Reviewed recommended changes to our Revolving Loan Fund (RLF) loan agreement on February 8. Returned the updated document to the CRCOG attorney.
- Shared information regarding the EPA Brownfields Job Training Program on social media on February 9.
- Held the Brownfields Steering Committee Meeting on February 16.
- Attended meeting with Licensed Environmental Professional (LEP) for Assessment on February 18.

Technical Assistance and Project Development

Technical Assistance to Towns and Stakeholders

- **Zoning Reviews:** In February, staff received, reviewed, and commented on eleven (11) referrals.
- Responded to requests from the towns of Avon, Bolton, and Marlborough regarding projects in the respective towns. CRCOG staff researched crash data, congestion, traffic volume data as well as traffic forecast data where needed. CRCOG staff also coordinated with CTDOT to obtain status of CTDOT projects. Staff discussed the findings with CTDOT staff and the town staff of the respective towns.

- Attended eligible applicant listening session for the Corridor Identification and Development Program on February 16.

Agencies

- CT Bike Ped Advisory Board: Attended meeting on February 25.
- Water Utility Coordinating Committee: Attended meeting on February 16.

Technical and Administrative Support on Corridor Studies and Special Projects

- Greater Hartford Mobility Study
 - Held coordination meeting with study team on February 9.
 - Staff reviewed and provided comments on the universe of alternatives.
- Route 5 Corridor Study, East Windsor
 - Received printed copies of the Final Report.
 - Received the final invoice.

Public Participation, Title VI, and Environmental Justice

- 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.
- A representative from the Connecticut Coalition for Environmental and Economic Justice (CCEEJ) is on the CRCOG Transportation Committee as a voting member.
- Attended virtual Connecticut Transit Equity Day event on February 4.
- Attended virtual information session about on Connecticut Equity and Environmental Justice Advisory Council on February 18.
- Submitted application to include CRCOG's Title VI Coordinator on the Connecticut Equity and Environmental Justice Advisory Council.
- Coordinated with Communications Manager to include transportation items in newsletter and social media posts.
- Continued to keep the website up to date.

Capitol Region Roundabout Screening

- Progress meetings were held with VHB on February 9 and 18. Screening methodology was discussed at both meetings
- VHB issued a draft technical memo the Screening Methodology on February 18. CRCOG will review and comment on the technical memo in accordance with Scope of Work task 2.
- CRCOG staff attended a webinar hosted by UConn's T2 Center and the City of Norwich on February 23, where the roundabout at Franklin Square in Norwich was discussed.

Transit Priority Corridors Study

- Continued preparing for public outreach activities that will be held in March.
- Reviewed and supplied comments on draft bus stop renderings.
- Presented study update at Hartford's Complete Streets Committee meeting on February 14.

Routes 190 and 220 Traffic Impact Study, Enfield

- Visual Preference Survey (VPS) went live at the end of January, was open for four weeks, and closed February 18.

- 1,118 English surveys and 36 Spanish surveys were submitted on the Survey Monkey platform. Over 950 written comments were also submitted. 22 paper copies were submitted and entered by CRCOG staff to the digital survey platform.
- Staff began coordinating with consultant, town, property owner, and CTDOT for a meeting in mid-March to discuss development alternatives as informed by the survey and market study results.
- Staff worked to assess and edit the base land use condition in Urban Footprint scenario planning software.

Farmington Area Connectivity Study

- SLR commented on CRCOG Travel Demand Model results, and CRCOG staff and Cambridge Systematics prepared revisions to the model and submitted revised results for several intersections.
- CRCOG staff coordinated with CTDOT to schedule a Stakeholder Meeting #4 with CT Transit, which was held on February 16.
- CRCOG coordinated with CTDOT to schedule an environmental Interagency Coordination Meeting, which was held on February 25.

TOD Roles, Visioning, Viability, and Tools Analysis

- Coordinated with consultants to send a data request to the participating towns.
- Reviewed final Project Management Plan.
- Held meetings with towns to discuss site selection, pipelines of projects, and potential developer interviews.
- Held an interview with Lyle Wray to discuss TOD Roles and Responsibilities on February 16.

East Coast Greenway Gap Closure Study

- Following a qualifications-based selection process, the Selection Committee found FHI Studio to be the most qualified firm.
- CRCOG held an initial meeting with FHI Studio on February 2 to discuss various aspects of the scope of work and continued to coordinate by email on the scope.
- CRCOG presented both the Transportation Committee (February 14) as well as Policy Board (February 23) with the Authorizing Resolution, which was approved by both entities, to enter into a contract with FHI Studio.

Route 20 Corridor Study, Windsor Locks

- Held meetings with town officials and highest-rated consultant to discuss the draft scope of work.
- Received the first draft of fees from the consultant.
- Held meetings with town staff to discuss the fee proposal and revise the scope of work. Prepared a summary of the discussion and sent to meeting participants for review.

Comprehensive Economic Development Strategy

- Finalized the 2021 CEDS Annual Report
- Held CEDS Implementation Committee meeting on February 3.
- Met with the EDA to discuss a potential project for Riverfront Recapture on February 7.

- Attended the third task force meeting for PVPC's economic development strategy on February 17.
- Received final executed contract from DECD for the \$375,000 CARES Act grant.
- Received RFP responses for consultant services to assist with hosting educational webinars for small businesses.
- Held interviews for the CEDS Update RFP on February 25.
- Staff began working with the selected consultant for the Region Recovery Coordinator RFP to develop a contract and scope of work.
- Staff reviewed RFP responses for the small business technical assistance RFP.
- Staff outreached to United Way to discuss a potential partnership on an EDA grant application.
- Attended the LISC Community Economic Development Committee meeting on February 22.

Regional Planning Commission/General Planning

- Staff continued retail cannabis zoning regulation case study research and review of local communities' regulations.
- Staff presented to UConn's School of Public Policy graduate class on the topic of "How We Implement" on February 16, utilizing the zoning referral process to focus on how implementation of the state mandated affordable housing plans, Public Act 21-29, and new retail cannabis legislation is proceeding.

CDC Active Transportation Planning

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

- Drafted and submitted the Year 4 Annual Progress Report to DPH.
- Began coordinating with DPH on the Year 5 budget and scope of work.
- Ordered bike racks for New Milford, West Hartford, South Windsor, and New London.
- Drafted a memorandum of agreement for the Hartford BRIC project.
- Attended the Walkability Institute Alumni Community of Practice call on February 15.