

# Budget Narrative

## Climate Friendly Land Use: Regulations and Processes

CPRG Implementation Grants General Competition – April 2024

The budget narrative provides a description of the nature of each task along with a funding justification based on estimated hours and costs. This measure has planned expenditures for Personnel, Contractual and Indirect. No other expenditures are covered under this budget narrative.

Additionally, an “Expenditure of Awarded Funds” Section is provided to highlight the approach, procedures, and controls WestCOG and its Coalition has in place to ensure an effective delivery of this measure.

The total project cost for this measure is: \$2,104,753

**Personnel .....\$86,565**

Part time staff have their “Annual Salary” and “Percentage of Time Assigned” presented in their Full Time Equivalent (FTE).

**Deputy Director.....\$45,789**

Annual Salary: \$103,012

Percentage of Time Assigned: 8.9%

Hourly Rate: \$56.60 per hour

Total Hours: 809

The Deputy Director will function as the Project Manager for this effort. They will oversee the successful execution of the measure and provide coordination among all aspects of the project. Tasks and estimated hours are outlined below.

- **Consultant Coordination.** Coordinate with Technical Services Provider. Also includes RFP Process. Assumes 7 hours a month over five years. [420 hours]
- **COG Coordination.** Preps and attends quarterly meetings. Regular communications with COG partners. Assumes 1 hour for prep, 1 hour attending meetings, and 2 hours a month communication over five years. [160 hours]
- **Municipal Coordination.** Fielding questions and educating municipal staff within WestCOG. Assumes 7 communities receiving 14 hours each. [98]
- **Working Group Meetings.** Participate in and Kick Off meeting and quarterly, Climate friendly Land Use Working Group Meetings. Assumes 2 hours prep and 1 hour meetings ran for 5 meetings. [15 hours]
- **Climate Friendly Land Use Toolbox.** Data exchange with the consultant and 14 hours to review the draft toolbox. Assumes 7 hours for preparing datasets. [21 hours]

- **LIDAC Strategy.** Coordinate with LIDAC partners for project considerations. Develop and review prioritization process for selecting communities to receive technical services. Assumes 1 hour per month on LIDAC strategy and a dedicated week to develop the prioritization process. [95 hours]

**Senior Project Manager** .....\$12,892

Annual Salary (FTE): \$170,024  
 Percentage of Time Assigned (FTE): 1.5%  
 Hourly Rate: \$93.42 per hour  
 Total Hours: 138

The Senior Project Manager is serving as a land Use Specialist for the implementation of this measure. They have extensive local knowledge regarding the processes and regulations across CT. Their local expertise will be used to guide and augment findings from the hired Planning Technical Services and to inform the Deputy Director. Tasks and estimated annual hours are outlined below.

- **Consultant Coordination.** Consultant Selection Committee, two meetings and three interviews. Along with the consultant selection process, assumes Local Technical Assistance for 1 hour a month over five years. [60 hours]
- **COG Coordination.** Attends quarterly meetings, assumes 4 meetings a year for five years. COG Meeting Educational Updates, Assumes 3 meetings each 2 hours long. [26 hours]
- **Municipal Coordination.** Fielding questions and educating municipal staff within WestCOG. Assumes 7 communities receiving 3 hours each. [21 hours]
- **Working Group Meetings.** Participate in and Kick Off meeting and quarterly, Climate friendly Land Use Working Group Meetings. Assumes 1 hour prep and 1-hour meetings ran for 5 meetings [10 hours]
- **Climate Friendly Land Use Toolbox.** Review of Climate Friendly Land Use: Regulations and Processes Toolbox. [14 hours]
- **LIDAC Strategy.** Develop and review prioritization process for selecting communities to receive technical services. [7 hours]

**Senior Planner** .....\$6,481

Annual Salary: \$79,697  
 Percentage of Time Assigned: 1.6%  
 Hourly Rate: \$43.79 per hour  
 Total Hours: 148 hours

The Senior planner is providing planning support for the Deputy Director, such as meeting facilitation, note taking, meeting coordination, data collection, and document review. Tasks and estimated annual hours are outlined below.

- **COG Coordination.** Attends quarterly meetings, assumes 4 meetings a year for five years. COG Meeting Educational Updates, Assumes 3 meetings each 2 hours long. [26 hours]
- **Municipal Coordination.** Fielding questions and educating municipal staff within WestCOG. Assumes 7 communities receiving 14 hours each. [98]

- **Working Group Meetings.** Participate in and Kick Off meeting and quarterly, Climate friendly Land Use Working Group Meetings. Assumes 1 hour prep and 1-hour meetings ran for 5 meetings. [10 hours]
- **Climate Friendly Land Use Toolbox.** Review of Climate Friendly Land Use: Regulations and Processes Toolbox. [14 hours]

**Financial Administrator.....\$21,403**

Annual Salary: \$92,747  
 Percentage of Time Assigned: 4.6%  
 Hourly Rate: \$50.96 per hour  
 Total Hours: 420 hours

The Financial Administrator will ensure contracts are executed, bills are paid, and invoices are sent out to COG coalition members and contracted vendors for billing. Tasks and estimated annual hours are outlined below.

**Financial coordination** is estimated at 7 hours a month over five years. [480 hours]

**Contractual.....\$1,736,523**

**Planning Technical Services .....\$1,736,523**

Estimated Hourly Rate: \$188.65 per hour  
 Total Hours: 8,728 hours

Planning technical services will be contracted out to handle working group meeting preparation and facilitation, drafting of the Climate Friendly Land Use Toolbox, support the site prioritization process, and provide one-on-one technical services for municipalities to adopt Climate Friendly Land Use Regulations and Processes. Tasks and estimated annual hours are outlined below.

- **COG Coordination.** Coordinating with COGs for municipal outreach support, Assumes 8 COGs at 1 hour a week per COG over 5 years. [260 hours]
- **Municipal Coordination.** Fielding questions and educating municipal staff within for 50 municipalities between 1-1 meetings, Assumes 2 hour support per month for 50 communities over five years. [5,640 hours]
- **Working Group Meetings.** Coordinate, facilitate, prepare a statewide Kick Off meeting Assumes 14 hours for prep, notes, attending for 2 staff. Attending quarterly, Climate friendly Land Use Working Group Meetings for each COG. Assumes 4 meetings, 10 hours of prep, notes, and facilitation, performed for 8 COGs. [320 hours]
- **Climate Friendly Land Use Toolbox.** Collection and review of data from 8 COGs. Assumes two dedicated weeks of work. Writing up the draft Climate Friendly Land Use: Regulations and Processes Toolbox based on findings from the Working group meetings. Assumes 4 weeks of dedicated work for two staff. The addendum of case studies following adoption of 50 communities, assumes 3 hours per example [550 hours]
- **LIDAC Strategy.** Coordinate with LIDAC partners for implementation considerations through annual meetings, assumes 5 hours per meeting for coordination, prep, facilitating, and post notes for 7 regions. Develop the prioritization process for selecting communities to

receive technical services, assumes a dedicated week to craft the prioritization process. [215 hours]

- **1-on-1 Technical Assistance Meetings.** Meet with 50 municipalities, up to 10 meetings including review of language, revisions, and education meetings for zoning commissions assumes 3 hours for prep, notes, and facilitation. [1,500 hours]
- **Regulations and Processes Crafting.** Individual crafting of land use regulations and processes based on findings in 1-on-1 meetings and the items in the Climate Friendly Land Use: Regulations and Processes Toolbox for 50 municipalities which includes legal review of language where required, assumes six hours for each municipality. [300 hours]
- **Financial Coordination.** Financial reporting to WestCOG. Assumes 1 hour a month over 5 years. [60 Hours]

Other..... \$194,900  
 COG Coalition Member Services..... \$194,900

Estimated Hourly Rate: \$100.00 per hour  
 Total Hours: 1,949

Seven COG coalition members will provide coordination and outreach through their respective member municipalities to augment the contracted Technical Planning Assistance Services. Additionally, COG coalition members would serve on a project council to help oversee the execution of the measure and review deliverables. Tasks and estimated annual hours are outlined below.

- **Consultant Coordination.** Consultant Selection Committee, two meetings and three interviews. Local Technical Assistance 3 hours a month for five years. [185 hours]
- **COG Coordination.** Attends quarterly meetings, assumes 7 COGs with 4 meetings a year for five years with 1-hour meetings and 1 hour follow up. COG Meeting Educational Updates, Assumes 4 education presentations meetings each .25 hours for 7 COGs. [308 hours]
- **Municipal Coordination.** Fielding questions and educating municipal staff within their COGs. Assumes 7 COGs at 2 hours a month per COG over 5 years. [840 hours]
- **Working Group Meetings.** Participate in Kick Off meeting and quarterly and Climate friendly Land Use Working Group Meetings. Up to 2 staff attending 4 meetings per COG with 7 COGs. Assumes 2 hours coordinating with attendees and 1 hour for prep at 1-hour meetings. [280 hours]
- **Climate Friendly Land Use Toolbox.** Data exchange assumes 7 COGs dedicated a day for data collection. Review of Climate Friendly Land Use: Regulations and Processes Toolbox, assumes two days of review. [147 hours].
- **LIDAC Strategy.** Technical Assistance for LIDAC review and prioritization process, Assumes 1 dedicated day to evaluate process. Attending annual LIDAC Strategy meetings over 5 years for 7 COGs with 1 hour of prep and 2 hours of coordination, 1-hour meetings. [189 hours]

Indirect .....\$86,765

WestCOG’s Indirect Charges.....\$86,765

Indirect Cost = (Total Personnel Cost x NICRA 100.23%) = 86,765

WestCOG utilizes a Negotiated Indirect Cost Rate Agreement (NICRA) approved for 2023. The current contracted NICRA is 100.23%. WestCOG is currently in discussions to establish the 2024 NICRA.

## Expenditure of Awarded Funds

WestCOG’s approach and procedures for effective expenditure of funds in a timely and efficient manner within the grant period are provided below.

### Approach

**WestCOG Project Management.** Through coordination with Consultants, COG Coalition Members, Municipal Staff, and the public WestCOG will ensure all stakeholders are represented and on schedule for the delivery of Climate Friendly Land Use Measure throughout its entire schedule. This type of coordination is commonly utilized among the COGs for their plan development which regularly makes plans for a variety of sectors. WestCOG has experience in both developing in house, and through management of contracted work, which is highlighted in its production of five foundational plans (revised roughly every five years) as well as numerous supporting planning publications. WestCOG would draw upon this experience to ensure timely, structured project delivery.

**COG Coalition Member Support.** WestCOG has already established a biweekly coordination of COG partners across the state for the implementation of CPRG Climate Action Plans and plans to utilize this network to continue effective coordination with COG coalition partners. The COG Coalition Members in their own part bring a similar breadth of knowledge in regional planning and program administration as WestCOG (outlined above) and are well suited to serve on the project council to provide guidance in the production of deliverables, assist with outreach with municipal contacts, the public, and LIDACs, and support contracted technical services in a timely effective manner.

**Financial Administration.** WestCOG is a regional planning agency with a collective history of 70+ years administering federal and state grant programs. With a dedicated staff for financial administrative deliverables and reporting. Staff will utilize this experience to ensure timely reporting and expenditures of grant funds while coordinating with coalition members and contracted vendors.

### Procedures and Controls

**Implementation Schedule.** WestCOG has developed an initial implementation schedule based on previous experience with Land Use adoption, adapted for this measure.

**Financial Tracker.** WestCOG’s Financial Administrator utilizes financial track down software in concert with the implementation schedule. Weekly coordination with the Deputy Director ensures the implementation schedule and spending is on task.

**COG Coordination Meetings.** Established monthly COG coordination meetings provide a touch point for coalition members to track progress, evaluate risks, and assign roles, and deadlines. Through captured meeting notes and outreach, WestCOG will be able to ensure the coalition is kept abreast of project activities and charged with expected duties.

**Consultant Coordination Meetings.** WestCOG's Deputy Director will meet with their hired consultant bi-weekly to track project progress and troubleshoot any challenges that may arise utilizing the above implementation schedule and financial tracker.