

OPM Regional Performance Incentive Program 2008 CRCOG Grants Guidelines for Project Leaders

This document supplements the “Administrative Guidelines and Other Program Information” summary distributed on June 9, 2008. It addresses several questions that have been raised by CRCOG project leaders.

Each of the 10 OPM RPIP projects has a budget specified in the application to OPM which was approved for funding. **All projects must follow the approved budget line items as approved by OPM.** CRCOG must submit to OPM for approval any changes to the amounts in line items of the approved budgets for each project. Please discuss any potential changes with your CRCOG staff liaison.

MONTHLY PROGRESS REPORTS

CRCOG project leaders are required to submit monthly progress reports to their CRCOG staff liaison each month that their project is active. A list of tasks completed or in progress, in simple bullet point format, is requested as well as any outstanding tasks for the project. This will streamline quarterly reporting by CRCOG. This is also the time to submit for funding or reimbursement any costs associated with your project. Monthly progress reports are due within one week after the end of each month.

PROCUREMENT

CRCOG’s procurement procedures were approved as part of the application grant award by OPM. All procurement shall be conducted in an open, competitive solicitation (Invitation to Bid, RFP, RFI, etc) that adheres to CRCOG’s procurement procedures. If any other entity (town or agency) performs procurement for grant funds, that entity’s procurement procedures manual must be submitted by CRCOG to OPM and approved by OPM **prior to the procurement**. Only in unique situations will sole source procurement be acceptable and only with prior discussion with and approval by your CRCOG staff liaison.

CRCOG **will not hold title** to any equipment, land, or hardware as a result of the grant projects. Each project must assign title as it sees fit among the participating towns.

REQUESTS FOR PAYMENT

The following procedures should be followed in making payment requests to CRCOG. Payment requests can be made throughout the month, however, CRCOG will generally issue checks on a monthly basis.

The purchase of land, equipment, or professional services can be paid for in one of two ways:

1. After receipt of proper documentation, CRCOG makes payment directly to the entity providing the product or service.
2. A participating municipality pays for the product or service, and requests reimbursement from CRCOG. After receipt of proper documentation, CRCOG makes payment directly to the municipality/agency.

For CRCOG Payments to Vendors

1. Provide documentation of procurement process.
2. Complete purchase order (form attached) and email to Jennifer March-Wackers at jwackers@crcog.org for approval. A PO number will be assigned upon approval.
3. Place order.
4. When bill is received, forward bill to Jennifer at CRCOG for payment, with copy of purchase order.
5. CRCOG issues payment to vendor.

(note to Jen—I would simply use CRCOG purchase order form with a few small alterations)

For CRCOG Reimbursement Payments to Municipalities/Agencies

1. Provide documentation of procurement process.
2. Complete municipal/agency purchase order and email to Jennifer March-Wackers at jwackers@crcog.org for approval. In this case, CRCOG will be signing off on the municipal/agency purchase order.
3. Place order.
4. When bill is paid, forward documentation of payment with copy of purchase order to Jennifer at CRCOG.
5. CRCOG issues payment to municipality.

For Reimbursement of Municipality/Agency Staff Time

Depending on the project and its approved budget, town or agency staff time dedicated to the project may be eligible for reimbursement. Please follow these procedures for submitting requests for payment:

1. Please document tasks completed, hours spent, hourly rate, and total amount due using the attached staff time log form.
2. Prepare an invoice requesting reimbursement for staff time.
3. Email invoice and time log to Jennifer March-Wackers at jwackers@crcog.org for approval.
4. CRCOG issues payment directly to municipality/agency.