

# Capitol Region Council of Governments

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## REGIONAL PERFORMANCE INCENTIVE GRANT PROGRAM ADMINISTRATIVE GUIDELINES AND OTHER PROGRAM INFORMATION

### General Terms and Conditions

- Section 1 of the Regional Performance Incentive Grant Program folder contains a copy of the general terms and conditions that apply to each project. Following are key administrative guidelines that must be followed by CRCOG and municipal project leaders, and other important information.

### Budget

- CRCOG will receive grant funds for all projects in one payment prior to June 30, 2008. CRCOG will deposit these funds in a State Treasury Investment Fund Account, which is an interest bearing account. Any interest earned may be applied to program costs.
- OPM anticipates some changes may be necessary in the allocation of costs and the scope of projects as projects are implemented. OPM will consider written requests for such changes.
  - Project cost savings achieved may be allowed to be applied to cost overruns or to enhance projects upon written request to OPM from CRCOG, and approval by OPM. Any unexpended funds left after the completion of a project must be returned to OPM.
  - If a project comes in under budget, CRCOG may request a transfer of funds to another approved project that may have experienced cost overruns or that could be expanded and improved through the availability of additional funds. The transfer cannot be implemented without prior approval from OPM.
  - CRCOG may increase/decrease budget line items up to 10% to a maximum of \$500.00 without pre-approval of OPM. CRCOG must inform OPM in writing of any such changes.
  - For budget increases/decreases in budget line items that are greater than 10% or \$500.00, CRCOG must request such changes in writing to OPM with an explanation of why the change is required. OPM response turn-around time will depend on the issue being addressed, but OPM will respond as quickly as possible to any issues that arise.

### Municipal Participation

- CRCOG may add additional towns into projects, if it can be done within budget and time constraints. Towns wishing to join a project must pass a resolution by their legislative body and sign a required legal certification. These are the same legislative requirements that were applied to the original municipal participants. Please contact Mary Ellen Kowalewski at 522-2217 ext. 22 or [mkowalewski@crcog.org](mailto:mkowalewski@crcog.org) if your municipality is interested in joining a project.
- If any towns drop out of a project, CRCOG must report this to OPM. In some cases, this may result in a reduction of funding.

### **Contract Periods**

- Contract periods are based on the project schedules included in the original applications. Please refer to the individual project summary sheets for contract periods.
- An extension of time for completion of a project may be granted by OPM if requested in writing by CRCOG, stating the reason that an extension for the completion of the project is necessary, and how much additional time will be needed.
- Completion of projects within the prescribed time frames will enhance our ability to advocate for additional funds for the Regional Performance Incentive Grant Program in the 2009 session of the Connecticut General Assembly.

### **Procurement**

- Projects requiring the procurement of goods or services must follow approved procurement procedures.
- Projects may use CRCOG's procurement procedures, or the procurement procedures of a participant municipality.
- CRCOG must submit to OPM a copy of the procurement procedures being used for specific projects, for review by OPM legal staff.
- In general, procurement procedures should be open and competitive, showing no preferences, and be awarded to the most qualified bidder. Sole Source bidding should be avoided.

### **Ownership of Equipment or Other Assets**

- Policies regarding ownership of equipment and other assets including maintenance, insurance, and liability will have to be developed by the participating towns with guidance from their municipal attorneys.
- The State will not hold title to any facilities developed or equipment purchased under the RPI program. That issue must be determined by participating municipalities and should be incorporated into any inter-municipal agreements established under this program.

### **Other Requirements**

- All projects must be consistent with the State Plan of Conservation and Development.
- All development projects must comply with all local, state and federal permitting requirements. Each project manager will need to secure any local or state permits required.
- CRCOG is required to file Quarterly Reports documenting progress on each of its projects, and Final Financial and Program Reports. We will require the cooperation of municipal participants to obtain the information that must be included in these reports. Section 1 of the Regional Performance Incentive Grant Program folder contains the Quarterly Report form.
- After projects are completed and final reports are submitted, there will be no State oversight of the projects. If additional communities wish to participate in the future, the original towns have the ability to amend future agreements. Any ongoing role for CRCOG after the project is developed will have to be defined by CRCOG and its member municipalities.