

Agenda Item Summary

To: Transportation Committee acting as Policy Board

From: Kim Bona, Program Manager

CC: Matthew Hart, Executive Director

Meeting Date: June 27, 2022

Subject: Resolution: Regional Performance Incentive Program Grant Match Approval

Background: At its regular meeting of May 25th, the CRCOG Policy Board approved authorization for CRCOG's Executive Director to sign for OPM Regional Performance Incentive Program Grants. Per the grant application requirements, CRCOG must pass a resolution approving a minimum 25% match (local or regional).

Benefit to Member Towns/CRCOG: CRCOG staff believes any of these RPIP opportunities could help meet the needs that small and large towns have for staffing, economic development, and other areas. It is an opportunity for member towns to share services, reduce costs and increase service levels in their communities.

Financial/Operational Impact: This would be an opportunity for CRCOG to use state funding to help CRCOG jump start shared services. The grants require a minimum 25% match, and we would draw upon the CRCOG Regional Fund, CRCOG Regional Services Grant or contributions from participating towns to fund the match. The program budget must be self-sufficient after the grant period is complete.

Project Schedule: OPM is reviewing RPIP applications on a rolling basis with the first review scheduled for August. The RPIP grants are awarded for a maximum of three years. Once the Policy Board approves the applications, staff will reach out to towns to understand interest levels for initial participation. Staff will then develop grant applications with the intention to submit applications by July.

Recommendation: Move to Approve the Resolution Authorizing CRCOG RPIP Grants Match Approval.

Attachments:

- Resolution
- RPIP Application Process Summary and Descriptions
- RPIP Application Checklist

**RESOLUTION AUTHORIZING THE CAPITOL REGION COUNCIL OF GOVERNMENTS
REGIONAL PERFORMANCE INCENTIVE PROGRAM (RPIP) GRANTS
MATCH APPROVAL**

WHEREAS, Section 4-124s of Public Act 13-246 (An Act Concerning Responsible Growth) passed by the Connecticut General Assembly provides statewide incentive grants to regional planning organizations for projects that involve shared services; and

WHEREAS, the Capitol Region Council of Governments is acting as a convener and facilitator of service sharing projects around the CRCOG region; and

WHEREAS, the Capitol Region Council of Governments Policy Board at its regular meeting of May 25th approved CRCOG to apply for the following shared services projects:

- Regional Economic Vitality
- Region-wide Inspection
- Shared Assessor
- Regional Animal Control Officers, and

WHEREAS, Connecticut's Office of Policy and Management administer the statewide grants and requires a 25% match for the first year, of which CRCOG will provide from local municipal funding from participating municipalities, CRCOG Regional Fund, or CRCOG Regional Services Grant funding, to assist start of shared service projects; and by the fourth year of operation, participating municipalities or CRCOG will fund 100% of cost, and

NOW THEREFORE BE IT RESOLVED, that the Capitol Region Council of Governments, be approved to provide a 25% match consisting of local municipal funding from participating municipalities, CRCOG Regional Fund, or CRCOG Regional Services Grant funding for the Regional Performance Incentive Program Grants, and that said participants will be self-sufficient after the grant period is complete.

I certify that the above is a true copy of the resolution adopted by the CRCOG Transportation Committee, acting as Policy Board, at its meeting of June 27, 2022.

Jason Bowsza, Secretary
Capitol Region Council of Governments

Date

Regional Performance Incentive Program (RPIP) Application Process Summary

- Must be an existing service
- Rolling application process; first review scheduled for August 1, 2022
- Studies are not applicable to RPIP
- Towns do not need to pass a resolution, but CRCOG governing body must
- 25% minimum match requirement
- Must be self-sufficient after 3 years
- Although CRCOG can submit an unlimited number of applications, staff recommends submitting a three to four of the strongest applications with the most support.

CRCOG RPIP Application Process

- CRCOG staff will reach out to towns for initial interest for the individual applications after the Policy Board meeting. Member towns should indicate interest by June 15th.
- Working with the participating towns, CRCOG staff will develop the application with target submission by end of July (ideally, July 15th). If any applications need further development, CRCOG staff may decide to submit after the August as part of OPM's rolling review process.
- OPM reviews initial submissions in early August
- Staff continues to develop additional RPIP applications, as needed.

CRCOG RPIP Application Descriptions

Staff and MSC recommend applying for the following projects:

- Economic Vitality / Development (cost \$450,000 / \$150,000 per year)
- Region-Wide Inspection (\$750,000/\$250,000 per year)
- RPIP Shared Assessor (Cost: TBD, based on participating municipalities)
- RPIP: Regional Animal Control Facility (TBD, based on number of facilities and towns served)
- Regional Animal Control Officers (Cost: TBD, based on participating municipalities)

Additional details can be found below.

RPIP: Economic Vitality / Development (Cost: \$450,000 / \$150,000 per year)

Thirteen towns expressed an interest in economic development as an area of regional sharing and a potential area to pursue.

This application would hire a region wide economic development director/ consultant. Towns would purchase the ED services on an a la carte basis. Services would include:

- Project based analysis / assistance (time to be estimated by director/consultant on a project basis and municipality to pay a competitive hourly rate)
- Set number of weekly/monthly hours focused on the town's needs (e.g. 8 hours a month / 5 hours a week)
- Other specific services (?)
- Objective would be to be self-funded by towns purchases by year 3

RPIP Region-wide Inspection (\$750,000/\$250,000 per year)

Many CRCOG towns are experiencing staffing shortages and open positions in various building, planning and other related inspection areas. This program would hire a Region-wide inspection director and administrative assistant based at CRCOG (employee or contractor) who would manage a team of part- or full-time shared officials in the following areas:

- Building Official
- Fire Marshal
- Code Enforcement Officer / Zoning Enforcement Officer
- Inland Wetlands Agent

CRCOG funds would support 25% of the RPIP match for the director. Municipalities would pay for the officials on a per diem basis (serving as additional match for RPIP grant purposes and paving the way for self-funding)

RPIP Shared Assessor (Cost: TBD, based on participating municipalities)

(Staff estimates 175K for each shared assessor)

Many CRCOG towns are experiencing staffing shortages and open positions in Assessment. This program would hire Shared Assessor(s). Each Shared Regional Assessor shall: discover, list and value real estate, business personal property and motor vehicle in a uniform, equitable manner, conforming to local, State and Federal standards and mandates; conduct appraisals, evaluations and re-evaluations as required by law; maintain and update ownership, field cards, and mapping (GIS) records; administer State and local exemption programs; handle property appeals and claims; provide in-office coverage (as needed); administer ad valorem tax program, including compliance with tax laws; provide updates to and maintain online forms, records and permitting (permits) and provide other essential services as required.

RPIP: Regional Animal Control Officers (Cost: TBD, based on participating municipalities)

(Staff estimates 100K per ACO)

Eight towns expressed Animal Control as an area of interest. Municipalities would share the services of Animal Control Officer(s). Proposal would include the following:

- ACO would share vehicle(s)
- Municipalities to contribute 25% of costs in the 1st year, 50% in the second year and 75% in the third year and meet the objective of self-funding by the fourth year.
- Offer the opportunity for Regional ACOs to serve as per incident / per diem back-up for non-participating towns

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RPIP Application Checklist

Cost benefit analysis for the provision of service or initiative by each participating municipality and by the entity or board of education submitting the proposal. (including mill rate reduction)

A resolution endorsing the proposal approved by governing body (Policy Board) of the council or center, which shall include a statement that not less than 25% of the cost of said proposal shall be funded by the council or center in first year of operation, and that by fourth year of operation, the council or center will fund 100% of cost.

A resolution endorsing the proposal approved by the governing body (Policy Board) of the council of each planning region in which the service or initiative is to be provided.

An acknowledgement from any employee organization that may be impacted by such proposal that they have been informed of and consulted about said proposal.

“Proposed Statement of Work and Grant Budget” (form attached to application)

Statement of Assurances (form attached to application)

Grantee FMC & SHOP Compliance Notification and Certification.