

## **Agenda Item Summary**

**To:** Policy Board

**From:** Pauline Yoder, Chief Operating Officer

**CC:** Matthew Hart, Executive Director

**Meeting Date:** May 25, 2022

**Subject:** Resolution to Approve Regional Performance Incentive Program Grants

**Background:** The Office of Policy and Management (OPM) is accepting applications for the Regional Performance Incentive Program (RPIP). RPIP allows for COGs to apply for funding to develop programs that help towns share services. CRCOG Municipal Services conducted a survey of our towns to ascertain needs and opportunities for RPIP applications. Municipal Services reviewed the list and approved CRCOG staff to bring it to the Policy Board. Unlike previous years, participating municipalities are no longer required to pass a resolution to be part of an RPIP application.

**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 will require a minimum of 25% match (local or from CRCOG) and 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 Executive Director to Sign for OPM Regional Performance Incentive Program Grants

### **Attachments:**

- Resolution
- RPIP Application Process Summary and Descriptions

## **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 15<sup>th</sup>.
- Working with the participating towns, CRCOG staff will develop the application with target submission by end of July (ideally, July 15<sup>th</sup>). 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 1<sup>st</sup> 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

**RESOLUTION AUTHORIZING CRCOG EXECUTIVE DIRECTOR TO SIGN FOR  
OPM REGIONAL PERFORMANCE INCENTIVE PROGRAM GRANTS  
ON BEHALF OF A NUMBER OF CAPITOL REGION TOWNS**

**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 desires to apply for projects:

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

**WHEREAS**, Connecticut's Office of Policy and Management administer the statewide grants;

**NOW THEREFORE BE IT RESOLVED**, that the Executive Director of the Capitol Region Council of Governments, is authorized to enter into and amend contractual instruments in the name and on behalf of CRCOG with the Office of Policy and Management if and when such grants are awarded and to affix the corporate seal.

*I certify that the above is a true copy of the resolution adopted by the CRCOG Policy Board at its meeting of May 25, 2022.*

Jason Bowsza, Secretary  
Capitol Region Council of Governments

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Date