



STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
DIVISION OF STATEWIDE EMERGENCY TELECOMMUNICATIONS

CAPITAL EXPENSE GRANT APPLICATION



Capital Expense Grant Application and Authorizations

STATUTORY AUTHORITY/DESCRIPTION

In accordance with Sec. 28-24-12 of the Regulations of Connecticut State Agencies funded regional emergency communications centers and funded municipalities with populations in excess of 40,000 may apply for funding from the Capital Expense Fund.

Capital expenditures shall be defined as any single non-recurring procurement in excess of \$5,000 for durable goods, information technology or related services in any single budget cycle.

Funding will not be provided for real estate and building purchases.

Funding is based on 12.5% of the agency's funding level.

Requests to utilize 25% (two years worth; current and subsequent fiscal year) will be considered but must be pre-approved.

Requests must be received 90 days prior to purchase.

Requests must be accompanied by authorization from the board or chief elected official indicating that matching funds will be provided.

Grant applications must include a detailed need statement and project plan including description, estimated time lines and costs.

If funds are available and the project is approved, the funded municipality or regional center would be the applicant and the direct recipient of the funds. The process is as follows:

Submit application and commitment of matching funds along with purchasing documentation to DSET for approval.

The grant term shall commence upon written approval from DSET.

Invoices and proof of payment must be submitted within 120 days from approval. Exceptions may be made but must be pre-approved by DSET.



State of Connecticut
Department of Emergency Services and Public Protection
Division of Statewide Emergency Telecommunications

Capital Expense Grant Application

This application must be filled out in its entirety and submitted for approval to the Division of Statewide Emergency Telecommunications (DSET) no less than 90 days prior to the anticipated expenditure. OSET will not honor requests which are not pre-approved.

Multiple requests require separate applications. Purchasing guidelines as described must be adhered to.

PSAP Name

Contact Name

Phone

Email Address

I have read and understand the attached policy:

Signature

Date

Detailed Description of Project

Detailed Description of Services or Equipment to be purchased (if equipment is purchased, indicate the room or site where it will be located).

Estimated Costs and Vendor Information (purchasing documentation must be included i.e. quotes, bids)

Estimated Timelines

CERTIFICATION

Signature of Chief Elected Official or Regional Center Board Representative authorizing commitment of matching funds as required by the Regulations of Connecticut State Agencies Section 28-24-12.

Chief Elected Official / RECC Board Representative Date

PSAP Director Date

Approved by Division of Statewide Emergency Telecommunications Date

Mail original application to:

The Department of Emergency Services and Public Protection
Division of Statewide Emergency Telecommunications
1111 Country Club Road
Middletown, CT 06457