

GUIDELINES

Intertown Capital Equipment Purchase Incentive Program

INTRODUCTION

Connecticut's **Intertown Capital Equipment Purchase Incentive (ICE) Program**, provides financial assistance to two or more municipalities for the joint acquisition, by purchase or lease (capital), of (A) "equipment with an anticipated remaining useful life of not less than five years from the date of purchase or entry into a lease, including, but not limited to data processing equipment that has a unit price of less than one thousand dollars, that a municipality uses in the performance or delivery of a required governmental function or service,..." and (B) a maintenance vehicle, pickup truck, tractor, truck tractor or utility trailer or similar vehicle used "in the maintenance of public highways or bridges and facilities located within the limits of public highways or bridges." Such joint acquisition shall be on and after October 1, 2011.

Applicant cities and towns may submit a proposal to the Office of Policy and Management (OPM) for partial funding of acquisition costs.

This manual has been prepared to assist municipalities in submitting proposals for grants. If you have questions on the ICE Program or procedures, please do not hesitate to call **Sandra Huber, Program Coordinator**, at (860) 418-6293 or e-mail at: sandra.huber@ct.gov

QUESTIONS AND ANSWERS RELATED TO THE ICE PROGRAM

1. **What statute provides for the Intertown Capital Equipment Purchase Incentive (ICE) Program?** Section 75 of Public Act 11-57, establishes the Intertown Capital Equipment Purchase Incentive (ICE) Program. (See text included at end of this document.)
2. **What entities may apply for ICE Grant funding?** Two or more municipalities may submit proposals for ICE Program funding and the lead municipality must be designated on the prescribed application form.
3. **What do towns that elect to participate in the ICE Program have to do to be included in the proposal?** Each municipality must obtain a resolution from their legislative body endorsing the proposal and enter into a formal written inter-municipal agreement that defines all benefits and obligations inherent in sharing the equipment and/or vehicle.
4. **Is an affirmative vote by the Board of Selectman sufficient to qualify as "a resolution by the legislative body" when a town wishes to participate in the joint purchase program?** No. The legislative body of a municipality with a Town Meeting form of government is the Town Meeting and an affirmative vote of the Town Meeting is required for endorsement of the joint purchase. A copy of the Town Meeting Minutes, certified by the City or Town Clerk, must be submitted as documentation of the Town's resolution to participate.
5. **Is there a limit to the amount of funding that an intertown joint venture can apply for?** Yes, the maximum funding allowed is 50% of the cost of acquisition or \$250,000 - whichever is less.
6. **What portion of the cost of acquisition do the municipalities have to bear?** The municipal share is 70% of the acquisition cost funds; however, if at least one participating town is a designated "distressed municipality", "targeted investment community", or public investment community" the municipal share will be 50%.

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7. How does a proposal qualify for funding?

The proposal must:

- Be a new acquisition (acquired on or after October 1, 2011);
- Be consistent with the definitions for qualifying equipment and vehicles, and
- Demonstrate an equitable system for sharing the acquisitions and for sustaining the intermunicipal project once established and after full expenditure of grant funding.

8. Can an applicant municipal joint venture submit more than one proposal? Yes. Each proposal should be submitted separately and each will be judged on its merits by OPM.

9. When should proposals be submitted? The Office of Policy and Management (OPM) will accept proposals for joint acquisition of capital equipment and vehicles up to and including May 1, 2012.

10. Do the towns have to provide certified resolutions from their respective legislative bodies and a fully executed inter-municipal agreement with their proposal to OPM? No, the review and qualification process has been structured in two stages: a proposal may be submitted to OPM for pre-approval prior to the municipalities requesting a resolution from their respective legislative bodies and proceeding with the development and execution of the intermunicipal agreement. Once a proposal is deemed eligible for the ICE Program by OPM, the towns then proceed with securing certified resolutions and execution of their inter-municipal agreement and submit their final proposal with the required documents.

11. Where should proposals be submitted?

Project proposals should be addressed to:

**State of Connecticut
Office of Policy and Management
Intergovernmental Policy Division
450 Capitol Ave., MS#54ORG
Hartford, Ct 06106-1379
Attention: ICE Program**

12. How are grant awards to be determined?

Grant awards will be based upon the merits

of the proposal and availability of funding.

OPM will give priority to proposals for:

- energy efficient motor vehicles,
- e-government infrastructure, and
- emergency management investments.

13. When will grant awards be announced?

Grant awards will be announced periodically as funds become available.

14. When will funding be available? Grant

funding will be drawn from Bond authorizations (\$10 million in FY 2012 and \$10 million in FY 2013), and will be available when allocated by the State Bond Commission.

15. When does the applicant receive funding?

Grant funding will be made available after the execution of the Notice of Grant Award form by all parties.

16. Can a town be added to the list of participating municipalities once the Notice of Grant Award has been fully executed?

Yes, if the project can be completed within the budget and time constraints.

17. Can a town withdraw from a project once the Notice of Grant Award has been fully executed? Yes, OPM should be notified if and when such a withdrawal occurs; but note that it could result in nullification of the project contract if its withdrawal renders the project ineligible for the program.

18. Can the grantee use sole-source bidding to award contracts to sub-grantees? No, the process should be open and competitive, showing no preferences.

19. How should the ownership of equipment or other assets be handled? Towns will need to establish an inter-local agreement which delineates roles and responsibilities during the implementation and after the acquisition is completed. Policies regarding ownership of equipment or other assets including maintenance, insurance, liability and succession will have to be developed by the participating towns with guidance from their municipal attorneys.

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20. What costs are eligible for grant funding?
Cost of acquisition, including, but not limited to shipping and installation, if applicable.

21. Is the cost of administration: research, developing the intertown agreement, purchase negotiation, etc. part of the cost of acquisition? No.

22. What kind of documentation is required for substantiation of expenses? Detailed invoices and cancelled checks are required as substantiation of expenses charged to the project. All costs associated with an eligible acquisition are subject to prior review and post payment audit by the Office of Policy and Management.

23. What is the role of the applicant municipality once the project is completed and funds are expended?

After the completion of the project and final reports are submitted, there will be no State oversight of the project. Any on-going role for the original applicant municipality will have to be defined by the member municipalities and memorialized by executed, written agreements or memoranda of understanding.

INSTRUCTIONS

An **ICE Proposal Form** prescribed by OPM* (see attached) must be completed by the applicant.

As indicated in Question # 10., a proposal may be submitted for pre-approval prior to municipalities requesting a resolution from their respective legislative bodies and proceeding with the development and execution of the intermunicipal agreement. Once OPM has reviewed a proposal and found it to qualify for the ICE program, the towns may then proceed with securing the certified resolution, developing their intermunicipal agreement and submitting their proposal with the required documents.

All information required on the proposal form must accompany the final proposal and be received by the Office of Policy and Management **no later than May 1, 2012**

The Office of Policy and Management will review all proposals and make grant award determinations.

Once grant awards have been determined by the Office of Policy and Management, a Notice of Grant Award form will be forwarded to recipients for execution; once completed by the Grantee, the Notice of Grant Award form must be returned to the OPM for execution by the Secretary and a fully executed copy will be returned to the Grantee.

Grant payment will be remitted to the grantee after the Notice of Grant Award process has been finalized.

*Modified or incomplete forms will not be processed.

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Legislation providing for the Intertown Capital Equipment Purchasing Incentive Program

Excerpted from Public Act 11-57

Sec. 75. (NEW) (*Effective July 1, 2011*) (a) For the purposes described in subsection (b) of this section, the State Bond Commission shall have the power, from time to time, to authorize the issuance of bonds of the state in one or more series and in principal amounts not exceeding in the aggregate twenty million dollars, provided ten million dollars of said authorization shall be effective July 1, 2012.

(b) The proceeds of the sale of said bonds, to the extent of the amount stated in subsection (a) of this section, shall be used by the Secretary of the Office of Policy and Management for the purpose of providing grants-in-aid under the intertown capital equipment purchase incentive program established pursuant to subsection (c) of this section.

(c) (1) There is established an intertown capital equipment purchase incentive program to provide grants to municipalities to jointly acquire, on and after October 1, 2011, by purchase or by lease, equipment and vehicles necessary to the performance or delivery of a required governmental function or service.

(2) Grant funds may be used for acquisition costs of (A) equipment with an anticipated remaining useful life of not less than five years from the date of purchase or entry into a lease, including, but not limited to, data processing equipment that has a unit price of less than one thousand dollars, that a municipality uses in the performance or delivery of a required governmental function or service, and (B) a maintenance vehicle, pick-up truck, tractor, truck tractor or utility trailer, as each said term is defined in section 14-1 of the general statutes, or any other similar type of vehicle that a municipality uses in the performance or delivery of a required governmental function or service. Each grant shall be not more than fifty per cent of the total acquisition cost of such equipment or vehicle, or two hundred fifty thousand dollars, whichever is less.

(3) Not later than September 1, 2011, the Secretary of the Office of Policy and Management shall develop guidelines to establish (A) the procedures to apply for and the administration of the intertown capital equipment purchase incentive program, (B) criteria for the expenditure of grant funds and the method of allocation of a grant among the municipalities that jointly acquire or lease equipment or a vehicle set forth in subdivision (2) of this subsection, and (C) prioritization for the awarding of grants pursuant to this section, including, but not limited to, any limits in a given time frame on (i) the number of times a municipality may apply, or (ii) the dollar amount of grant funds a municipality may receive, pursuant to this section.

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(4) Not later than October 1, 2011, and annually thereafter, the Secretary of the Office of Policy and Management shall publish a notice of grant availability and solicit proposals for funding under the intertown capital equipment purchase incentive program. Municipalities eligible for such funding pursuant to the guidelines developed under subdivision (3) of this subsection may file applications for such funding at such times and in such manner as the secretary prescribes. The secretary shall review all grant applications and make determinations as to which acquisitions to fund and the amount of grants to be awarded in accordance with the guidelines developed under subdivision (3) of this subsection.

(d) All provisions of section 3-20, or the exercise of any right or power granted thereby, which are not inconsistent with the provisions of this section are hereby adopted and shall apply to all bonds authorized by the State Bond Commission pursuant to this section, and temporary notes in anticipation of the money to be derived from the sale of any such bonds so authorized may be issued in accordance with said section 3-20 and from time to time renewed. Such bonds shall mature at such time or times not exceeding twenty years from their respective dates as may be provided in or pursuant to the resolution or resolutions of the State Bond Commission authorizing such bonds. None of said bonds shall be authorized except upon a finding by the State Bond Commission that there has been filed with it a request for such authorization which is signed by or on behalf of the Secretary of the Office of Policy and Management and states such terms and conditions as said commission, in its discretion, may require. Said bonds issued pursuant to this section shall be general obligations of the state and the full faith and credit of the state of Connecticut are pledged for the payment of the principal of and interest on said bonds as the same become due, and accordingly and as part of the contract of the state with the holders of said bonds, appropriation of all amounts necessary for punctual payment of such principal and interest is hereby made, and the State Treasurer shall pay such principal and interest as the same become due.

The following is referenced in PA 11-57, section 5 and is provided for your referral:

CHAPTER 246* MOTOR VEHICLES

[Sec. 14-1. *\(See end of section for amended version and effective date.\)](#)

Definitions.

(46) "Maintenance vehicle" means any vehicle in use by the state or by any town, city, borough or district, any state bridge or parkway authority or any public service company, as defined in section 16-1, in the maintenance of public highways or bridges and facilities located within the limits of public highways or bridges;