

## MEMORANDUM

To: Chief Executive Officers: Municipalities, Regional Planning Organizations, and Economic Development Districts

From: W. David LeVasseur, Acting Undersecretary,  
Intergovernmental Policy Division

Date: October 12, 2011

**Subject: Section 5 of Public Act 11-61,  
REGIONAL PERFORMANCE INCENTIVE PROGRAM (RPI)**

Attached you will find Guidelines and a prescribed Proposal Form for use in submitting a proposal for: (1) joint provision of a service or services currently provided by individual municipalities but not presently provided on a multi-town basis, or (2) a planning study regarding the joint provision of any service on a multi-town basis.

Proposals may be submitted by any of the Regional Planning Organizations (RPOs) in Connecticut, any two or more municipalities, any economic development district(s) or any combination thereof. The goal is to encourage municipalities to participate in projects that will produce measurable “economies of scale” that will benefit the municipalities providing desired or required services and lowering the costs and tax burden related to providing those services.

The enclosed proposal form and format is **prescribed and must be used for each submittal**. Please note that proposals submitted in a narrative form or in a form or format other than the prescribed form WILL NOT BE PROCESSED. If additional pages are needed for any responses, please show, at the top of the page, the name of the applicant organization, project title and the specific required proposal element that it relates to.

**Proposals must be received by the Office of Policy and Management on or before December 31, 2011.**

Please note that, in accordance with PA 11-61, in awarding such grants, the secretary shall give priority to proposals submitted by (1) an RPO that includes the participation of all of its member municipalities, as well as any two or more municipalities, which may increase the purchasing power of such participating municipalities or provide a cost savings initiative resulting in a decrease in expenses, allowing such municipalities to lower property taxes, and (2) any economic development district.

Please direct questions to Sandra Huber, of my staff, at: [Sandra.Huber@ct.gov](mailto:Sandra.Huber@ct.gov) or (860) 418-6293.