

Guidance Regarding Administration of Nutmeg Network Grants

- OPM will award up to \$4 million total during FY 2014 and 2015 to connect municipal/regional central administrative facilities (e.g., Town Halls, COG Headquarters) to the Nutmeg Network, while also using remaining available funds to award Regional Performance Incentive Program (RPIP) grants for various shared services projects.
- Applications for Nutmeg Network grants in 2015 shall adhere to the following schedule:
 - **December 31, 2014** – Applicants must submit to OPM the prescribed **Notice of Intent** form that identifies the central administrative facility to be connected to the Nutmeg Network
 - **February 15, 2015** – Applicants must provide OPM with a CEN desktop estimate
 - **March 31, 2015** - Applicants must submit their certified resolutions to OPM
(Note the only exception to the above application schedule is for recently merged COGs that are in the process of relocating to a new facility, in which case the timing of the CEN desktop estimate will be dependent upon confirmation of the facility location.)
- OPM grant awards during FY 2014 and 2015 will cover only the capital cost of connecting municipal/regional central administrative facilities to the Nutmeg Network.
 - OPM and BEST will coordinate the review of all completed applications, and OPM will award grants in accordance with the BEST Two Year Municipal Connection Schedule.
 - Grant Awards will be for the combined amount indicated on the CEN desktop estimate under the headings “Total Construction Cost” and Annual Maintenance” (Note: Grantees assume responsibility for annual maintenance after the first year, as well as operating costs from the start of service.)
 - Grant funds cannot be used to reimburse municipalities or COGs for costs already incurred as a result of connecting to the Nutmeg Network.
- Upon completion of this two year effort to connect Town Halls and COG Headquarters to the Nutmeg Network, municipalities and COGs will be eligible in future years to apply for RPIP grants to help cover the capital and operating costs associated with building out the Nutmeg Network. Such applications will be considered for funding by OPM together with all other RPIP applications submitted under this competitive grant program, which is intended to encourage regional shared services projects.
- Prospective applicants should be aware that, due to the competitive nature of RPIP, they may want to consider other potential sources of state assistance to help cover the capital cost associated with connecting additional facilities to the Nutmeg Network. Those funding sources include: Local Capital Improvement Program, Municipal Grant-In-Aid (with waiver from OPM Secretary), and Small Town Economic Assistance Program.