

GUIDELINES

2015 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."

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

This manual has been prepared to assist municipalities in applying 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?** CGS § 4-66m, as amended by Public Act 15-170, provides for 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 towns or cities may submit an application 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 application?** 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 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 80% of the cost of acquisition or \$375,000 - whichever is less.
6. **What is the portion of the cost of acquisition that municipalities have to bear?** The municipal share is 40% of the acquisition cost; however, if at

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- least one participating town is designated a “distressed municipality”, “targeted investment community”, or public investment community” the municipal share will be 20%.
7. **How does an application qualify for funding?** The application must:
Be for a new acquisition;
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 application?** Yes. Each application should be submitted separately and each will be judged on its own merits by OPM.
 9. **When should applications be submitted?** The Office of Policy and Management (OPM) will accept applications for funding for joint acquisition of capital equipment and vehicles up to and including **December 1, 2015**.
 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: an application 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 an application 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 application with the required documents.
 11. **Where should applications be submitted?** Applications should be sent 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 application and availability of funding. OPM will give priority to funding 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 submission of all required document and 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**

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- the Notice of Grant Award has been fully executed? Yes, if the project can be completed within the budget and time constraints and all required documents include the additional town.
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.
 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, development of 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 acquisition and submission of any final reports, 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.
 24. **Are there any other requirements that Towns should be aware of prior to submitting an application for funding for an ICE purchase?** Yes, lead municipalities are required to provide an up-to-date certified resolution passed by the municipality's governing board (e.g. Town meeting, Town Council) that indicates that the municipal officer that signs the NOGA is specifically authorized to do so.
 25. **What kind of equipment has been approved for funding?** The following have been approved for ICE funding:
 - Bobcat Loader
 - Bucket Truck
 - Catch Basin Cleaner
 - Computer Equipment
 - Emergency Communications Equip.
 - Lake Safety Patrol Boat
 - Mowers/De-Thatchers/Seeders
 - Paving Recyclers & Equipment
 - Road Brine System
 - Street Sweeper
 - Trucks and Trailers
 - Wood/Brush Chippers

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26. What activities or applications are ineligible for ICE funding? Proposals from entities other than towns or cities such as quasi-governmental agencies or regional authorities; applications must be submitted by two or more towns and or cities. Title must be held by a lead town. Proposals from a Town and a lesser taxing district (within that town) to share equipment; equipment must be shared between at least two towns and/or cities.

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House Bill No. 6853

Public Act No. 15-170

**AN ACT CONCERNING GRANTS AVAILABLE THROUGH THE INTERTOWN
CAPITAL EQUIPMENT PURCHASE INCENTIVE PROGRAM.**

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. Section 4-66m of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2015*):

(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, 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] eighty per cent of the total acquisition cost of such equipment or vehicle, or [two hundred fifty] three hundred seventy-five thousand dollars, whichever is less.

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(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.

(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.

Approved July 2, 2015

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The following is referenced in § 4-66m, 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;