

April 3, 2008

CEO
Address
Town, CT

Dear XXXX,

The State Bond Commission voted on January 25, 2008 to allocate \$500,000 in the current fiscal year that ends June 30, 2008 (FY 08) for grants to municipalities to assist them in updating their plans of conservation and development (POCD). Another \$500,000 has been authorized by the General Assembly for this purpose in FY 09, subject to Bond Commission approval. The Office of Policy and Management (OPM) is responsible for administering this grant program, and I would like to take this opportunity to inform you of the grant eligibility and application process.

As you are aware, Section 8-23 of the Connecticut General Statutes requires each municipality to adopt a POCD at least once every 10 years. As a former first selectman, I can appreciate the difficult funding decisions you have to make on a daily basis and realize that budgeting for a legislatively required 10-year POCD update may not be a top priority. However, recent legislation (Public Act No. 07-239 (Section 3(b))) makes municipalities potentially ineligible for discretionary state funding, effective July 1, 2010, if they are not in compliance with the 10-year POCD update requirement.

In order to assist municipalities in meeting this obligation, OPM will be accepting applications for POCD update grants through June 1, 2008. The application shall consist of a letter signed by you that expresses your intent to apply for a POCD grant. You must also include verification of the adoption date of your municipal POCD, according to the eligibility criteria outlined below. Your application must be postmarked by June 1, 2008, and should be mailed to:

Office of Policy and Management
450 Capitol Avenue, M.S. #54ORG
Hartford, CT 06106-1379
Attn: Dan Morley

Note: This is the only notice you will receive for the POCD grant program which covers both the FY 08 allocation and the anticipated FY 09 allocation.

Based upon the number of applications received by the June 1st deadline, OPM will establish a uniform grant award for each eligible municipality. Priority for the FY 08 round of grants will be given to eligible municipalities with the least current POCDs. Eligible municipalities who do not receive a grant award in FY 08 will be scheduled to receive a FY 09 grant, pending Bond Commission approval of the second \$500,000

allocation. Regardless of which year an eligible municipality is scheduled to receive a grant, the amount will be the same for each municipality (\$1,000,000 divided by total # of eligible municipalities).

An eligible municipality includes any municipality that either has a POCD that was last adopted prior to 1997 or has a POCD that was adopted in 1997 or 1998, in accordance with Section 8-23 of the Connecticut General Statutes. If your municipality is in the process of updating such a POCD, or has adopted a revision to such a POCD since January 1, 2007, the municipality is still eligible for a POCD grant. There may also be certain instances that require OPM to use its discretion in determining eligibility, such as minor amendments to a POCD or unique timing issues with the local adoption process.

As a condition of any grant award, the grant recipient must be in compliance with Section 8-23 of the Connecticut General Statutes by no later than June 30, 2010, or else shall be responsible for returning the full amount of the grant to OPM.

While individual grants under this program should help to offset some of the cost to update your POCD, please be aware that Local Capital Improvement Program (LoCIP) funds can also be used for this purpose. Your Regional Planning Organization may also be able to provide advice on how to manage your POCD update.

If you have any questions on this grant program, please contact Dan Morley at either (860) 418-6343 or Daniel.Morley@ct.gov.

Sincerely,

W. David LeVasseur
Undersecretary, Intergovernmental Policy Division

Cc: RPO Directors