

STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

July 14, 2009

Municipal Chief Executive Officers

RE: American Recovery and Reinvestment Act, Energy Efficiency and Conservation Block Grant- OPM Grant Management Portal Access

As you are aware, the Office of Policy and Management (OPM) will be administering two grant programs for municipalities under the American Recovery and Reinvestment Act, Energy Efficiency and Conservation Block Grant (ARRA EECBG). The Municipal Energy Efficiency and Conservation Program is a formula block grant program that the 143 municipalities not eligible for direct grants through the U.S. Department of Energy may apply for and the Supplemental Regional 'Bonus Pool' Program is a competitive program under which all 169 Connecticut municipalities may apply for funding.

Application for funding under these programs, as well as grant reports and other documents, must be submitted to OPM through a grant administration portal. Access to the portal will be restricted to authorized users whom receive a USER ID and Password. Each town must designate three authorized users for each grant: Chief Elected/Executive Official (CEO), Chief Financial Officer (CFO) and Project Officer (PO). The CEO will have general read only access rights to the portal. The CFO will be enabled to submit financial budgets and reporting forms. The PO will be enabled to submit application materials, reports and other portal functions.

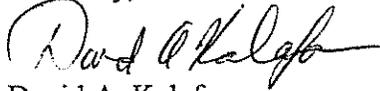
Please follow the attached instructions and send us information on your designees using the attached OPM Password Authorization Form. Please note that for those towns that have already registered for access to the OPM grant portal as part of the application process for the Justice Assistance Grant (JAG) administered by OPM, the portal registration requirements will differ somewhat. Again, please follow the attached instructions. **The due date to submit the OPM Password Authorization Form is August 14, 2009.** On or about September 1, 2009, those who have been listed on the OPM Password Authorization Form will receive a User Id enabling access to the grant portal.

Please note that the timeline for both portal registration and the application deadlines have been revised outward from the preliminary timeline shared at the informational meetings most of you attended. We now expect to make application materials available on September 1st, with an application due date for the Municipal Energy Efficiency and Conservation Program on or about October 15th. Applications for the Supplemental Regional Bonus Pool Program will be due on or about November 16th.

In addition to registering for access to the OPM Grants Administration Portal this is a reminder that each entity receiving federal funds through the state must have a **DUNS (Data Universal Numbering System)** number and all applicants must have a current updated registration in the federal **Central Contractor Registration (CCR)**.

If you have any questions regarding the OPM Grants Administration Portal registration process please contact me at david.kalafa@ct.gov or (860) 418-6301.

Sincerely,



David A. Kalafa
Policy Development Coordinator
Energy Management Unit

Attachment

Grants Administration Portal – Registration Instructions
State of Connecticut, Office of Policy and Management
American Recovery and Reinvestment Act
Energy Efficiency and Conservation Block Grant

A. General Instructions:

Fill out the attached OPM Password Authorization Form (Excel Format) and Email it to opm.eecbgrecovery@ct.gov. The due date for submitting the Password Authorization Form is August 14, 2009.

B. Towns That Have Previously Registered for Portal Access for the OPM JAG Program:

- Chief Elected/Executive Official:
 - It is not necessary to fill in information for the Chief Elected/Executive Official. If the CEO has already been registered for portal access under the JAG, he/she will have access to the EECBG programs via the portal as well.

- Chief Financial Officer:
 - If the same individual that has been designated as the CFO under the JAG will also act as the CFO under the EECBG grant(s), it is not necessary to fill in information for the CFO. The User ID assigned via the JAG registration process will allow the CFO EECBG portal access to financial forms. If a different CFO will oversee the financials for EECBG then that person's information must be filled out on the Password Authorization Form.

- Project Officer:
 - You must register the PO via the OPM Password Authorization Form. This is so even if it is the same individual already registered as the PO for the JAG grant. The PO will be assigned a unique User ID for energy grants on the portal allowing full access rights to energy grants under that assigned User ID.

C. Towns Are Registering for Portal Access for the First Time:

- Chief Elected/Executive Official:
 - You must designate a CEO and register for portal access.

- Chief Financial Officer:
 - You must designate a CFO and register for portal access.

- Project Officer:
 - You must designate a PO and register for portal access.

Note: If the same person is going to be the CFO and PO, or even the CEO, CFO and PO, please put that individual's information in each of the rows for those titles. Also, note that the individuals registered for EECBG portal access will be designated as such for both the Municipal Energy Efficiency and Conservation Program (formula grant) and the Supplemental Regional 'Bonus Pool' Program (competitive grant). It is not necessary to submit portal registration for each EECBG grant that you are applying for.