

M.UNICIPAL G.RANT P.ROGRAM

Program Guidance



State of Connecticut

Department of Emergency Services and Public Protection



**State of Connecticut
Department of Emergency Services and Public Protection
Municipal Grant Program**



Program Guidance

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Municipal Grant Program



Program Guidance

I. Program Overview

The Office of Policy and Management (OPM) has designated the Department of Emergency Services and Public Protection (DESPP) as the administrative agency for bond awards related to public safety projects. Currently, DESPP has administrative oversight of the following Municipal Grant Program (MGP) Awards:

1. Urban Act Grants Program

Urban Act grants-in-aid provide funding to severely distressed municipalities and urban communities to alleviate excessively deteriorated neighborhoods and community revitalization areas with population-out migration.

2. Small Town Economic Assistance Program (STEAP)

The STEAP program provides grants-in-aid to towns that: (a) do not meet the Urban Act Grants Program criteria for being economically distressed, having an urban center, or being a public investment community and (b) have a population under 30,000.

3. Municipal Grant-In Aid Program

This program permits towns that do not qualify for either of the Urban Act Grants Program or the Small Town Economic Assistance Program (STEAP) to apply for grants-in-aid under the provisions of the Urban Act Grants Program.

Issued by the State Bond Commission, MGP awards **can only be used for capital projects.** Programmatic expenditures or recurring budget expenditures are not eligible for any state bond program.

Once the State Bond Commission awards the funding, the grantee shall contact DESPP in writing to begin the Municipal Grant Program.

All projects shall begin no later than six months after the date the Memorandum of Understanding (MOU) is fully executed by the Office of the Attorney General.

II. Application Process

The Grantee's Chief Executive Officer will receive a package via email containing the following documents:

1. Application Package Verification Form
2. Memorandum of Understanding
3. Executive Orders - Attachment A
4. Certifications - Attachment B
 - a. Certification by Grantee Official Authorized to Execute Contracts (DPS-201-C)
 - b. Design Compliance Certification (DPS-202-C)
 - c. Construction Completion Certification (DPS-202-C-1)
 - d. Reimbursement Certification (DPS-200-C)
5. Certified Resolution Guidance and Sample
6. Project Tax Information Questionnaire
7. Administrative Plan
 - a. Administrative Plan Outline
 - b. Grantee Point of Contact and Administrative Plan Approval (DPS-204-C)
8. Project Budget
 - a. DPS-203-C REV 11/15.

1. Application Package Verification Form

The Application Package Verification Form is a tool to be used by the Grantee. This is not required for submission of the application.

2. Memorandum of Understanding

The Department of Emergency Services and Public Protection will enter into a Memorandum of Understanding (MOU) with the Grantee that will have the following provisions.

a. Grantee

The Grantee will be responsible for all administrative oversight: procurement, fiscal, grant reporting, and audit requirements. The Grantee shall not pass through any funds to another entity.

Although he/she may designate an official point of contact, the Grantee's Chief Executive Officer will be required to sign this agreement, certifications and budget information.

b. Effective Date

The MOU shall be effective when executed by the Grantee and DESPP and approved by the Office of the Attorney General. The grantee will certify all costs submitted for reimbursement will be for work begun **on or after** the effective date of the MOU.

c. Term

The term of the MOU will be two years from the effective date. Extension requests should be submitted as soon as it is apparent that an extension is needed but no less than ninety days before the expiration of the existing MOU. Requests will be considered on a case-by-case basis.

d. Payment Schedule

State funds distributed through the Municipal Grant Program (MGP) are disbursed on a reimbursement basis in increments specified in the Memorandum of Understanding (MOU). The standard number of increments is four and is based on 25%, 50%, 75%, and 100% of the project completion.

3. Executive Orders - Attachment A

This Grant Award is subject to the provisions of all applicable Executive Orders as contained in Attachment A of the MOU.

4. Certifications - Attachment B

During the term of the project, the Grantee will be required to sign certifications. These certifications are statements of fact, which are sworn to (or affirmed) before an officer who has the authority to administer an oath (e.g., a notary public). The person making the signed statement takes an oath that the contents are, to the best of his or her knowledge, true. The certification is also signed by a notary or some other officer that can administer oaths, affirming that the person signing the certification was under oath when doing so.

Each certification contains the following language: "Notice: Any false statement made by you under oath that you do not believe to be true and which is intended to mislead a public servant in the performance of his or her official function may be punishable by a fine or imprisonment pursuant to Connecticut General Statutes Section 53a-157b."

The required Certifications are contained in Attachment B:

a. Certification by Grantee Official Authorized to Execute Contracts (DPS-201-C)

This form certifies the following:

- i. Grantee's CEO is authorized to execute the contracts.
- ii. The selection of the contractor was not the result of collusion, the giving of a gift or the promise of a gift, compensation, fraud, or inappropriate influence from any person.
- iii. All bidding and award requirements as outlined in MGP Bidding and Contracting Guidance and Consulting Guidance has been complied with in this project.

b. Design Compliance Certification (DPS-202-C)

The Design Compliance Certification certifies the project has been designed in substantial compliance with requirements of the State of Connecticut Building Code and all other applicable codes as required by Chapter 541, General Statutes of Connecticut

and all applicable Connecticut Fire Safety Codes. This certification must be completed after the design phase and before the bid phase.

c. Construction Completion Certification (DPS-202-C-1)

The Construction Completion Certification certifies the completed project is in substantial compliance with the approved plans and specifications and the requirements of the State of Connecticut Building Code and all other applicable codes as required by Chapter 541, General Statutes of Connecticut and all applicable Connecticut Fire Safety Codes. This certification must be completed before Agency Occupancy and/or with the Certificate of Occupancy.

d. Reimbursement Certification (DPS-200-C)

A certification must be submitted with each reimbursement package.

This form certifies the following:

- i. The project has reached the benchmark stipulated in the MOU.
- ii. The information contained in the Reimbursement Package shows:
 - Data is based on official accounting records.
 - All project outlays shown have been made in accordance with applicable grant terms and conditions.
 - Documentation to support project outlays is available upon request.

All certifications must be signed by the Grantee's CEO. A Notary Public or Commissioner of Superior Court must witness the CEO signing the Certification. Therefore, the date that the CEO signs will be the same date as the Notary Public or Commissioner of the Superior Court signs the Certification. The Notary Public must ensure his/her seal and commission expiration date is on the Certification.

5. Certified Resolution - Guidance and Sample

The Grantee is required to submit a certified resolution authorizing the designated official to execute and deliver contracts with the Memorandum of Understanding.

The Resolution must comply with the following requirements:

- The Resolution must authorize the Grantee's CEO to sign the Memorandum of Understanding between the Grantee and the Department of Emergency Services and Public Protection.
- Signatures must match the printed names, letter-for-letter.
- The Resolution's effective date (usually the date of the board meeting when the Resolution is passed) must be the same or before the date the signatory signs the contract.
- The date on which the Resolution is signed must be on or after the date the signatory signs the contract.

- The Resolution must be sealed. If the grantee's seal is not available, the letters "L.S." must be printed after the secretary's signature and the words "No seal available" must be printed at the bottom of the Resolution.
- All signatures must have the name typed underneath the signature.
- The text must be neatly printed with no erasures, strike outs, or white out.

6. Project Tax Information Questionnaire

This form is required by the Office of Policy and Management. It must be submitted as part of the application package and updated as necessary.

7. Administrative Plan

Grantees will prepare a project Administrative Plan that describes how it will manage, document, and monitor the financial and construction oversight of state funds. The purpose of the plan is to:

- Ensure that the Grantee has the staffing and organizational resources available to manage the proposed project.
- Assure the completion of the project within the approved Financing Plan and Budget with the appropriate use of state funds.
- Describe the process that the Grantee will use to monitor the expenditure of state funds in accordance with the contracts.
- Detail the process that the Grantee will use to review and approve project construction change orders and payment requisitions.

a. Administrative Plan Outline

The Administrative Plan will be submitted on the Grantee's letterhead with the Memorandum of Understanding Package and will include the following information:

A. Organization and Reporting

- I. Name of Grantee
- II. Governing Body for Grantee
- III. Legal Organization (Local Government, Agency, Non-Profit 501(c) (3), Corporation, etc.)
- IV. Composition
- V. Authority and Responsibilities
- VI. Office Address and Contact Information

B. Project Management

- I. Personnel
- II. Job Titles
- III. Credentials and Experience
- IV. Percentage of Time Devoted to Project Activities
- V. Reporting and Authority
- VI. Organization Chart
- VII. Roles and Responsibilities
- VIII. Consultants

C. Project Overview

Provide a brief overview of the project.

D. Project Goals and Objectives

List the goals and objectives in outline format (A, B, C, etc. for goals and 1, 2, 3, etc. for objectives under each goal).

Define the project's goals statements of desirable future conditions that answer the question. "What is this project trying to accomplish?" **Goals should be directly related to the project overview.** The goals should be clearly stated, realistic, and achievable. The accomplishment of goals should result in the successful completion of the project described in the overview.

State the project's objectives: more specific statements about how each of the goals will be achieved.

Objectives are measurable and focus on methods that will be used to complete the project described in the overview. The objectives should be clearly stated, realistic, and measurable.

The grantee will clearly identify the project goals and objectives using tangible measures, e.g., renovate about 40,000 square feet of existing industrial building space to accommodate modern commercial enterprise; or preparation and adoption of a master plan document in accordance with Chapter 132 of the Connecticut General Statutes to revitalize the commercial district.

E. Project Schedule

A project schedule will be prepared to plan and track major project activities and milestones. This will be tied directly to the Project Overview and the project goals and objectives.

b. Grantee Point of Contact and Administrative Plan Approval Form (DPS-204-C)

This form is attached to the Administrative Plan. It designates a Point of Contact for the project and fiscal components of the project.

c. Designation/Change of Grantee Point of Contact (DPS-206-C)

This form designates a change to the original Grantee Point of Contact for either the Project or Fiscal components of the project. The Grantee's CEO will submit this form when a change occurs.

The Administrative Plan must be consistent with the original OPM Grant Application. If the scope is changed, the grantee will need to request a change in the scope of their award from OPM. ***No Further Action may be taken until OPM approves this change.***

8. Project Budget

The Project Budget Form must be submitted and approved before committing MGP funds. The budget must be consistent with the original OPM Grant Application. If the budget or scope is changed, the Grantee will need to request a change in the scope of their award from OPM. No further action may be taken until OPM approves this change.

The following form is required:

a. Source of Project Funds and Project Budget Itemization Form (DPS-203-C- REV 11/15)

This form includes the following parts:

- i. **Source of Project Funds:** The Grantee must identify *all* project funding. Under this section, list the specific funding sources, descriptions, limitations, and amounts of all monies being used for this project. Be specific. Example: If using several federal grants, list each individually. The total amount must match the total of the itemized budget. Attach all commitment documents. If some funding sources are pending, list the expected date the funding will be available.
- ii. **Project Budget Itemization:** Fill in each category with their estimated budget amount. All figures should be rounded to the nearest dollar. The subtotals should match the original approved OPM budget.

The budget total on the MGP Source of Project Funds portion must match the total on the MGP Project Budget Itemization and the original OPM approved budget. This will match the final MGP award.

The form must be signed and dated by the Grantee's Chief Financial Officer and Chief Executive Officer.

b. Categories and Allowable Line Items

Category	Expenses Within Category	Conditions
<p>A. <u>Professional Services-Architectural & Engineering</u></p>	<p>1. <u>Design Consultant/Architect</u> This category shall include fees paid to the architect in accordance with the contract. A licensed professional shall be hired to provide design documents for construction or modification to a building. An architect could be a landscape architect also, but in most cases not one in the same.</p> <p>2. <u>Design Consultant/Engineer</u> This category shall include fees paid to the engineer in accordance with their contract. A licensed professional shall be hired to provide design documents for structural, electrical, mechanical, and/or plumbing. The Architect hired for building design usually hires these engineers. An Engineer also provides services for the design of roads, utilities, drainage, septic systems, etc.</p> <p>3. <u>Borings & Test Pits/Environmental Testing</u> This category shall include costs incurred for boring or tests in connection with the selection sites, or the development of property.</p> <p>4. <u>Surveys & Maps</u> This category shall include costs of all surveys and maps which the Grantee is required to pay in accordance with the architect's agreement. This also includes the cost of maps required for recording or other purposes.</p> <p>5. <u>Construction Administrator/Manager</u> This category shall include construction oversight of the project usually performed by the Architect or Engineer of record. In some cases, a Construction Manager is hired by the owner to oversee the project in addition to the Architect or Engineer.</p> <p>6. <u>Materials Testing</u> This category shall include testing materials such as concrete, soils, water, and lumber to verify conformance to specifications or state and local requirements.</p> <p>7. <u>Supplemental Services</u> This category shall include additional services above and beyond what is normally provided for under contract with an architect or engineer.</p> <p>8. <u>Environmental Survey/Investigation</u> This category shall include inspection services provided by a licensed Environmental Engineer to inspect property for environmental contamination such as asbestos, oil, heavy metals, chemicals, etc.</p>	<p>A maximum of 10% of the MGP allocation may be used for architectural/design fees.</p>

	<p>9. <u>Other</u> List Line Items</p>	
B. <u>Acquisition</u>	<p>1. <u>Land Cost/Site Acquisition</u> The acquisition cost is the purchased price of the property.</p> <p>2. <u>Appraisal Fees</u> Appraisal fees charged to this category shall include only those fees for appraisals which have been made on the land selected for the project.</p> <p>3. <u>Site Improvements</u> This category includes improvements to an existing site such as buildings, landscaping, walks, etc.</p> <p>4. <u>Water/Utility Hookups</u> This category includes costs of water and other utility hookups, such as water line installation, used during development, purchased from either private or municipal water plants.</p> <p>5. <u>Other</u> List other line items.</p>	Only local funds may be used for acquisition unless previously approved by OPM.
C. <u>Construction</u>	<p>1. <u>General Construction</u> This category includes general construction/rehabilitation costs including approved change orders. It is the process of building, altering, repairing, improving, or demolishing any public infrastructure facility, including any public structure, public building, or other public improvements of any kind to real property. It does not include the routine operation, routine repair, or routine maintenance of any existing public infrastructure facility, including structures, buildings, or real property. If there is more than one contract, list each separately.</p> <p>2. <u>Permits</u> This category includes cost of building permits whenever these charges are not included in the General Contractors Bid.</p> <p>3. <u>Demolition</u> This category includes costs of demolition and cartage of the demolition material that is not contained within the General Contractors bid price or a related change order.</p> <p>4. <u>Environmental Remediation</u> This category includes costs for the removal of contaminated material from property.</p> <p>5. <u>Other</u> List other line items.</p>	
D. <u>Other</u>	<p>1. <u>Other</u> Other project costs not listed in the previous categories.</p>	Only local funds may be used for this category.
E. <u>Contingency</u>	<p>1. <u>Unanticipated Expenses</u> This category is reserved for unanticipated expenses, ie. lead paint, asbestos, etc. All expenditures from this category must be pre-approved before the expenditure.</p>	A maximum of 8% of the MGP allocation may be used for this budget category.

III. Project Budget Revisions

A budget revision is necessary for any proposed change;

1. that will alter a Budget Category by more than 10%, or
2. that places resources in a Budget Category not previously budgeted, or
3. that changes the scope of the use of funds within a Budget Category, or
4. that uses funds budgeted in the Contingency Category.

The budget form below must be approved before any expenses are incurred.

Source of Project Funds and Project Budget Itemization Form - DPS-203-C REV 11/15

For revision, fill out the form in its entirety and select revision at the top of the page.

IV. Extension Process

The Grantee's Chief Executive Officer should submit a written request for an extension as soon as it is apparent that an extension is needed but not less than ninety days before the expiration date of the current MOU. Requests will be considered on a case-by-case basis.

The Grantee will submit the following documents as part of the extension process based on the date of the original grant award:

Document	Doc #	Original Grant Award Date	
		Before January 2007	After January 2007
1. Memorandum of Understanding Amendment	N/A	Required	Required
2. Certified Resolution	N/A	Required	Required
3. Certifications	N/A		
a. Certifications by Grantee's Official to Execute Contracts	DPS-201-C	Contingent on the status of the project- See Section 4 of this document to determine if needed.	
b. Design Compliance Certification	DPS-202-C		
4. Administrative Documents	N/A	Required	Update if Needed
a. Administrative Plan	N/A	Required	Update if Needed
b. Grantee Point of Contact and Administrative Plan Approval	DPS-204-C	Required	Update if Needed
5. Source of Project Funds and Project Budget Itemization Form	DPS-203-C REV 11/15	Required	Update if Needed
6. Financial Report	DPS-203-C-3	Required	Required
7. Progress Report	DPS-205-C	Required	Required

Detailed guidance for the above documents # 1-5 will be found in Section II-Application Process of this document. Detailed guidance for documents # 6-7 is found in Section VI-Project Status Report.

Upon review and approval of the package, an extension may be granted in two-year increments.

V. Bidding and Contracting

Every contract for construction, reconstruction, alteration, remodeling, repair, or demolition by a recipient using State Bond funds shall be awarded to the lowest responsible and qualified bidder based on competitive bids. The lowest responsible and qualified bidder is the bidder whose bid is the lowest received and who possesses the skill, ability, and integrity necessary to perform the work based on past performance and financial responsibility.

Competitive bids should be sought as detailed in the bidding and contracting guidelines. If, following advertisement in a newspaper, a change is made to the specifications, the amended specifications should be re-advertised to allow all potential bidders an opportunity to bid.

Detailed bidding and contracting guidelines are contained in the following MGP documents:

1. Bidding and Contract Requirements
2. Professional Services Selection Process - Under \$50,000.00
3. Professional Services Selection Process - Over \$50,000.00
4. Project Sign Guidance

The Department of Emergency Service and Public Protection does not review or approve grantee bidding documents or contracts related to the Municipal Grant Program. It is the responsibility of the Grantee, with its legal counsel, to ensure these documents comply with all relevant local, state, and federal laws and/or program requirements.

VI. Project Status Reports

Grantees will include status reports on the programmatic and financial progress of the project with all extension and reimbursement requests.

1. Progress Report (DPS-205-C)

This form provides the status of the project by detailing project activities, staffing, timelines, and any problems related to them along with solutions to these problems. This information will be based on the Administrative Plan submitted and approved with the application package.

The Progress Report will provide an update on the following information:

- a. Project activities during the reporting period
- b. Timeline and scheduling challenges
- c. Changes or adjustments needed to complete the project
- d. Any substantial changes to the original Administrative Plan that must be forwarded for review and approval before implementation
- e. Developments that have positively or negatively affected the project
- f. Any additional information relevant to the project

The Municipal Building Inspectors reports, received to date, must be attached to the Progress Reports.

2. Financial Report - DPS-203-C-3

This form is used to report project outlays or expenditures and unpaid obligations. The Grantee's Chief Financial Officer must sign this form certifying the information contained on the form is based on official accounting records and that project outlays shown have been made in accordance with applicable grant terms and conditions and that documentation to support these project outlays is available upon request.

Grantees will use financial reporting as the means to document the results of financial operations and the financial status of the project. The following principles and standards shall apply in the preparation of financial reports.

- a. Reports shall reflect accurately the results of financial transactions, disclose all essential financial data for the period covered, and contain such other information as bears directly on the financial operations and conditions pertinent to management.
- b. Reports and statements comparing results obtained in one period with those of another period may be desired whenever such information is considered significant and useful.
- c. Financial reports must be submitted as part of the Memorandum of Understanding Extension and Reimbursement Packages. The report will accurately portray the status of the project on both the state and local share.

- d. Financial data shall be taken directly from accounting records and must have adequate supporting documentation.
- e. An integral part of the supporting documentation is the accountant's worksheets. These worksheets should be retained for future review and reference by DESPP and/or Independent Public Accountants.
- f. Reports must be submitted on forms provided or prescribed by DESPP (DPS-203-C-3).

VII. Reimbursement Process

The State no longer funds grants and loans through Tax Exempt Proceeds Funds (TEPF). Payments will be electronically transferred from the state directly to the bank accounts of Grantees using the Automated Clearing House (ACH).

State funds distributed through the Municipal Grant Program (MGP) are disbursed on a reimbursement basis in increments specified in the Memorandum of Understanding (MOU). The dollar amounts stated in the MOU are the *maximum* amount paid for the completion of the project to that point.

Once a project benchmark has been reached, the grantee will request reimbursement by submitting the following documentation to support the request.

1. Reimbursement Certification - DPS-200-C

The Certifications are included in the Original MOU Attachment B. The Grantee's CEO certifies the conditions for reimbursement have been met and supporting documentation is accurate and complete.

When the project is 100% complete, the Grantee must submit the Certificate of Occupancy before final reimbursement.

2. Financial Report - DPS-203-C-3

This form is used to report project outlays or expenditures and unpaid obligations. The amount listed on the Total line of Column 2b must not exceed the corresponding benchmark in the MOU and must match the documentation attached to the Reimbursement Verification Form. The Grantee's Chief Financial Officer must sign this form certifying the information contained on the form is based on official accounting records that project outlays shown have been made in accordance with applicable grant terms and conditions, and documentation supporting these project outlays is available upon request.

3. Reimbursement Verification Form - DPS-203-C-4

This form provides the details for the total amount listed on Column 2b of the Financial Report. Copies of all supporting documentation must be attached to this form. Documentation includes detailed vendor invoices and Grantee payment documents.

A. Proof of Service	B. Proof of Payment
<p data-bbox="284 558 787 590">May consist of one of the following:</p> <ul data-bbox="337 627 737 762" style="list-style-type: none"><li data-bbox="337 627 737 688">• Invoice showing services rendered<li data-bbox="337 695 737 762">• Store receipt showing in-store purchase	<p data-bbox="820 558 1323 590">May consist of one of the following:</p> <ul data-bbox="873 627 1435 795" style="list-style-type: none"><li data-bbox="873 627 1435 659">• Cancelled check<li data-bbox="873 665 1435 762">• Municipal Financial System Report showing amount paid, date paid, and check number<li data-bbox="873 768 1435 795">• Credit Card Statement

4. Progress Report - DPS-205 C

This form provides the status of the project by detailing project activities, staffing, timelines, and any problems related to them. The Municipal Building Inspectors Reports, received to date, must be attached to the progress reports.

All four documents are required for reimbursement. No payments will be processed if any of these forms, reports, or supporting documentation are missing, incomplete or incorrect.

The Grantee must submit the Certificate of Occupancy before final reimbursement.

In addition to the four required documents, the following will be included based on the status of the project:

5. Certification by Grantee Official Authorized to Execute Contracts (DPS-201-C)

This form certifies the following:

- a. Grantee's CEO is authorized to execute the contracts.
- b. The selection of the contractor was not the result of collusion, the giving of a gift or the promise of a gift, compensation, fraud, or inappropriate influence from any person.

- c. All bidding and award requirements as outlined in MGP Bidding and Contracting Guidance have been complied with for this project.

A copy of the vendor contracts must be attached to this form.

6. Certification of Compliance - Design Completion (DPS 202-C)

This document certifies the project has been designed in substantial compliance with requirements of the State of Connecticut Building Code and all other applicable codes as required by Chapter 541, General Statutes of Connecticut and all applicable Connecticut Fire Safety Codes. This Certification must be completed after the design phase and *prior* the bid phase.

7. Certification of Compliance - Construction Completion (DPS-202-C-1)

This document certifies the completed project is in substantial compliance with the approved plans and specifications and the requirements of the State of Connecticut Building Code and all other applicable codes as required Chapter 541, General Statutes of Connecticut and all applicable Connecticut Fire Safety Codes. This certification must be completed before Agency Occupancy and/or Certification of Occupancy Application.

These certifications must be submitted at the appropriate stage of the project completion.

All required documents must be submitted, reviewed, and approved before final payment.

VIII. Glossary of Forms

Form	Form #	Description	Program Guidance	When to Submit
Certification by Grantee Official Authorized to Execute Contracts	DPS-201-C	Certifies the project contracts were executed as specified on the form.	Pp. 5, 19	Submission dependent on status of project
Certified Resolution	N/A	Certifies the designated official is Authorized to Execute the MOU.	P. 6	<ul style="list-style-type: none"> • Application Package • Extension Package
Construction Completion Certification	DPS-202-C-1	Certifies the project is in substantial compliance with the requirements as detailed on the form.	P. 6	Submission dependent on status of project
Design Compliance Certification	DPS-202-C	Certifies the completed project has been designed in substantial compliance as detailed on the form.	Pp. 5, 19	Submission dependent on status of project
Designation/Change of Grantee Point of Contact	DPS-206-C	Designates a change to the original Grantee Point of Contact for the project or fiscal components of the funding	P. 10	As Needed
Financial Report	DPS-203-C-3	This form is used to report project outlays or expenditures and unpaid obligations.	Pp. 6, 18	<ul style="list-style-type: none"> • Extension Package • Reimbursement Package
Grantee Point of Contact and Administrative Plan Approval Form	DPS-204-C	Designates a Project and Fiscal Point of Contact and approval of the Administrative Plan.	P. 10	<ul style="list-style-type: none"> • Application Package • Extension Package

Form	Form #	Description	Program Guidance	When to Submit
Progress Report	DPS-205-C	Provides the status of the project by detailing project activities, staffing, timelines, and any problems related to them along with solutions to those problems.	Pp. 16, 18	<ul style="list-style-type: none"> • Extension Package • Reimbursement Package
Source of Project Funds and Project Budget Itemization Form	DPS-203-C REV 11/15	This form is used to report to DESPP the project budget and the sources of funding for the project.	P. 10	<ul style="list-style-type: none"> • Application Package • Extension Package • Revision
Project Tax Information Questionnaire	N/A	Provides project information for the Office of Policy and Management.	P. 7	<ul style="list-style-type: none"> • Application Package
Reimbursement Certification	DPS-200-C	This form certifies the Grantee complies with all requirements necessary for reimbursement.	Pp. 6, 18	<ul style="list-style-type: none"> • Reimbursement Package
Reimbursement Verification	DPS-203-C-4	This form is used by the Grantee for vendor identification and organization of Reimbursement Package documentation	P. 18	<ul style="list-style-type: none"> • Reimbursement Package

IX. Contact Information

The following is the contact information for the Department of Emergency Services and Public Protection unit involved in the administration of the Municipal Grants Program:

1. Department of Emergency Services and Public Protection
1111 Country Club Road, 3rd Floor North
Middletown, CT 06457

- a. Grants Administration Unit
TEL: (860) 685-8038
FAX: (860) 685-8359
MGP.DESPP@ct.gov

Copies of all Municipal Grant Program Guidance may be found on the Department of Emergency Services and Public Protection's website at the following link.

<http://www.ct.gov/demhs/cwp/view.asp?a=1910&Q=573448>

APPENDIX A- Sample Resolution

STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
CERTIFIED RESOLUTION OF THE LEGISLATIVE BODY
OF A CONNECTICUT MUNICIPALITY

WHEREAS, Pursuant to (State Statutory Reference) the Connecticut Department of Emergency Services and Public Protection is authorized to extend financial assistance for Public Safety projects; and

WHEREAS, it is desirable and in the public interest that the (Applicant) make an application to the State for (\$) in order to undertake (Name and Phase of Project) and to execute an Assistance Agreement.

NOW, therefore, be it resolved by the (legislative body of the applicant)

1. That it is cognizant of the conditions and prerequisites for State Assistance imposed by (State Statutory Reference).
2. That the filing of an application by the (Applicant) in an amount not to exceed (\$) is hereby approved and that the (Name and Title of Authorized Official) is hereby authorized and directed to execute and file such application with the Connecticut Department of Emergency Services and Public Protection, to provide such additional information to execute other documents as may be required; to execute an Assistance Agreement with the State of Connecticut for State Financial Assistance if such an agreement is offered, to execute any amendments, rescissions, and revisions thereto; and to act as the authorized representative of (Name of Applicant).

I, (Name of Town Clerk), Town Clerk for the Town of (Town Name), duly elected and qualified according to law and having custody of the seal of the Town of (Town Name) hereby certify that the above is a true and correct copy of a resolution duly adopted at a (Regular) (Special) meeting of the (Legislative Body) of the Town of (Town Name) on (Month-Day-Year), and, that said resolution has not been amended, rescinded or revoked and remains in full force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Town of (Town Name) this (Date) day of (Month), A.D. 2000.

(Name), Town Clerk

AFFIX TOWN SEAL HERE

SAMPLE

