6-3-13

Issue	Recommendation
Entities eligible for funding under Bond Pool	Nonprofit health and human services organizations that are exempt under Section 501(c)(3) of the IRS Code that have contracts or agreements with state agencies to provide direct health and human services to state agency clients and populations.
Eligible Projects & Expenses	
Eligible Projects	The Bond Pool is for capital projects or items that achieve or address at least one of the two following priorities: 1. Improving or enhancing the efficiency or effectiveness of services provided under a contract or agreement with a State agency. 2. Addressing documented need for health, safety and ADA improvements related to State contracted services for which other funding sources are not available. The following are examples of capital projects, as allowed under Public Act xx-xx ,will be considered, provided they address one of the above priorities, for funding: • Alterations, renovations, improvements, additions and new construction • Energy conservation improvements or projects • Information technology projects, including encryption or client confidentiality systems • Technology that promotes client independence • Purchase of vehicles • Acquisition and upgrades to Electronic Health or Medical Records and other Health Information Technology systems • Converting use of property to address agreed to State agency service needs
Eligible Costs	Examples of eligible costs included, but not necessarily limited, to: • Alterations, renovations, improvements, additions and new construction • Energy conservation improvements or projects • Information technology projects, including encryption or client confidentiality systems • Technology that promotes client independence • Purchase of vehicles • Acquisition &upgrades to Electronic Health or Medical Records & other Health Information Technology systems • 10% Contingency amount: Contingency Funds to be held by State agency, distributed only if needed. Any unexpended funds would be returned to Bond Pool

Eligible Cost, con't	**Limitations** • Limitations since using bond funds • No interior or exterior painting unless part of a larger improvement • No equipment-furniture, copiers etc unless part of a larger improvement • Current staffing or operating costs; No supplanting • Limitations on related party transactions • Architectural fees limited to no more than 10% of project costs; applicant make submit justification, based on project complexity, to exceed this percentage. Evaluation Committee may utilize "technical advisors" to review proposed architectural and engineering fees
Amount of awards	
Maximum/Minimum/Typical amounts	• Grants of generally no more than $1.0 million for any project or agency per year • $25,000 minimum cost per project • Grant typically should not exceed 25% of annual amount of State and State-administered federal funding received through health and human services contracts or agreements • Evaluation Committee, in consultation with applicant, may modify the amount requested in approving awards
Bundling of projects allowed?	• Separate application for each unrelated project (Note: Implementing an EHR system and installing a new roof would be unrelated projects, as would adding a new roof for the entire building and building a new community room, for example) • Technology and equipment involving a related project (e.g. implementing EHR) that involves multiple locations could be one project) • Construction project applications submitted separately by location (Note: application form potentially could handle more than one project, each of which could be reviewed separately)
Application Process and Selection Criteria	
Rolling or periodic (e.g. quarterly)	• Rolling applications, only projects that have certain score or above (e.g. 80 out of a scale of 100) will be recommended for award • Evaluation Committee will rank applications if eligible projects exceed funds available.
Application process	• STEAP-like fillable or on-line application to OPM, with OPM to manage selection, with either OPM or selected State POS agency to manage funds and post-award processes ; Each project will need approval by Bond Commission for an "up to" dollar amount

Selection/Prioritization Criteria	**Evaluation Committee.** OPM Secretary will designate an Evaluation Committee to review, rate, and score eligible applications meeting the minimum submission requirements. The members of the Committee shall include the Nonprofit Liaison to the Governor, two staff members from OPM and two representatives from State POS agencies. Members will serve for at least one year. The Committee will be able to use non-voting "technical advisors" from state agencies or outside entities, as appropriate, to assist, as needed, in reviewing the technical aspects of proposals. The Evaluation Committee shall establish a schedule for reviewing applications. The Evaluation Committee shall establish and post on OPM's web-site information about the timing for application submittals and the review of applications.
	Priortization for the Awarding of Grants. *Note: the Evaluation Committee shall establish standards/rating criteria for scoring applications within the ratings established below*
	a) Priority for providers headquartered in State; projects must be located in CT and associated with services to be provided under State contract or agreement (0-5 points)
	b) Amount of funding requested is proportionate to the amount of contract or agreement with State and the number of clients served under such contract or agreements (0-5 points)
	c) Demonstrated efficiencies in terms of cost savings and/or the effectiveness or capacity of service delivery systems (Net cost savings and service improvements should be quantified to the extent possible to determine the return on the investment); or Meets critical needs, including Health and safety codes for which other funding is not available; (0-25 points)
	d) Non-Grant funds needed to complete the project are in place or readily available in a timely manner (0-20 points)
	e) Maximize the State's investment by leveraging additional funding, in timely fashion, from provider, federal, or private sources; (0-5 points)
	f) Demonstrate fiscal stability and show sustainable funding, to the extent applicable, in the out years. (0-20 points)
	g) Quality of application in terms of project plans and description and reasonableness and accuracy of cost estimates and project budgets (20 points)
Application contents	• Organizational profile
	• Description of provider organization and services provided
	• List of State health and human service contracts or agreements in current year, including State agency name, dollar amounts and summary of program types
	• Description of project, including the work to be done, the timeframe and the purpose of the project and the efficiencies and enhancements in service effectiveness to be achieved
	• Project Budget, including all funds, along with projected cash flow needs, and associated costs and savings to be

Application contents-con't	achieved over a five year (in a format to be provided by OPM) • Description of the other funds to be used for project , including the sources and assurance that such funds will be available in a timely fashion to complete the project within the contract period • Justification and description of methodologies used to develop cost estimates • Owner approval form, if applicable • Existing appraisals or assessor's cards for construction projects • If OPM has not received the most recent State Single Audit, the agency's audit statements for the most recent two years must be submitted (State could seek additional years if deemed necessary); IRS 990 if no SSA, from Nonprofit Collaborative web-site if available • Lien Analysis form • *If not on BizNet*, applicant must submit Nondiscrimination form, agency vendor profile, IRS Form W-9, OPM Affidavits **Post Award Information: Types of information that may needed:** • Board resolution authorizing submittal of application • Certificate of Authority – *If not available from from Secretary of State web-site* • As appropriate to type of project: appraisal: Title, loan agreements, engineering or inspection report, current lease, etc • Proof of Insurance and Lien • Other as necessary
Submittal to Bond commission; notification of selection or non-selection	• Applicants may be required to submit such other information as required by Bond commission; • OPM to submit projects to Bond Commission in an "up to" amount; • OPM will notify applicants of status of application both for awards (notice of award) and non-awards
Contract/Post Award Processes	
Contract document	Goal: Options following OPM selection process and Bond Commission approval include: 1) OPM to administer funds using modified STEAP-like contract (would need to work with OAG); 2) Selected State agency to administer using modified standard STEAP-like application (modified as needed)or use state agency bond fund contracts
Terms of contract	See attached STEAP agreement as example • Fiscal Control • Retention of Records and Availability • Insurance • Conflict of interest • Reports • Funding Limitation • Revised Budget

Terms of contract-con't	- Audits - Unexpended Funds and/or Disallowed Costs - Non-Discrimination and Affirmative Action - Executive Orders - ADA - Independent Contractor - Federal Compliance and Assurances - Non-Supplanting - Additional Federal conditions - Indemnification - Large State Contracts - State Contracting Standards Board - Campaign Contributions and Solicitation Prohibitions - Non-Discrimination Certification - Additional Restrictions on Use of Federal Funds - Special Grant Conditions (See attachment) - Attachment A: Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Ban - Lien Requirement (special condition) - Compliance with OPM Cost Standards (special condition) - Must receive 3 competitive bids for projects, or DAS contracts; Requirement may be waived by Stat if, to its satisfaction, obtaining 3 bids not feasible (Use OPM procurement guidelines as standard) (special condition) - Prevailing Wage (Special Condition) - Architectural fees not to exceed 10% of project cost, unless approved by agency
Lien Issues (including Ron Cretaro letter)	10 year liens on facility construction/ improvements - Repayment: Equipment/IT: Provider must agree to use for 5 years, will pay back a declining amount (20% per yr)
Format of and Changes to Budget	STEAP example (Budget changes of 10% or more of category needs approval?); If administered by State agencies, use current agency processes or standardized processes? Goal is standardized processes/forms
Requests for Reimbursement	DMHAS, DCF or DSS example if administered by OPM or standardized across agencies; If administered by State agencies, use current agency processes or standardized process?
Project Monitoring and Closeout	- State agencies to inspect progress of projects as needed - Final budget and determination of unexpended funds in accordance with contract, - Project completion certification - Audit required in accordance with contract