

Regional Performance Incentive Program

Part 1 – Applicant Information

Applicant Organization: _____

Tax ID (FEIN): _____

Authorized Official empowered to submit proposal and to execute any resultant contract on behalf of applicants: _____ Title: _____

E-mail: _____

Phone: _____

Address: _____

Name and e-mail of additional staff that may be contacted regarding this application:

Part 2 – Proposal

Project Name/ Title: _____

List participating municipalities/ school districts:

RPIP request: \$ _____ Grantee Match: \$ _____

Length of grant award period: _____

Part 3 – Project Description

Describe the proposed service/ initiative:

Explain the need for the service/ initiative:

Who will be responsible for delivering the service/ initiative and how?

Describe the population that will be served.

How will the service/ initiative achieve economies of scale for participating municipalities/ school districts?

Describe the plan for implementation of the service/ initiative on a regional basis, including how growth and attrition in participation will be accommodated during the grant award period.

Part 4 – Required Attachments Use this checklist to ensure complete application package

- Application form
- Statement of Work and Budget
- Cost benefit analysis of regional provision of the service/ initiative vs. the provision of such service by individual participating municipalities/ school districts. (including an explanation of all assumptions)
- Estimate of savings/ cost avoidance for participating municipalities/ school districts and the state over the grant award period and when the service/ initiative is self-funded.
- A resolution endorsing the proposal approved by the governing body of the COG or RESC, which must include a statement that not less than 50% of the total cost of the proposal shall be funded by the COG or RESC during the grant award period and that the COG or RESC shall fund 100% of the costs of the service/ initiative thereafter.
- A resolution endorsing the proposal by the governing body of the COG or RESC of *each* planning region in which the service/ initiative will be provided. (If applicable)
- Proof of notification to any employee organization that may be impacted by the proposal.
- Proof that a copy of the application has been sent to all state legislators representing participating municipalities (a cc: to opmrpip@ct.gov on an e-mail notification is sufficient)

Required Forms

The following forms are only required if there have been changes made to your organizational information since you last filed these forms with the State.

- [OPM Vendor/Bidder/Applicant Profile Sheet \(OPM-A-15\)](#)
- [Agency Vendor Form \(SP-26NB\)](#)
- [W-9](#)

Statement of Work and Budget

Task	Target Completion (Mo. Yr.)	Funding				
		RPIP Grant Request (\$)	Grantee Match (\$)	Other (\$)	Other Source	Total (\$)
TOTAL PROJECT COSTS						

Cost Benefit Analysis	Grant Years			Self Funded
	Year 1	Year 2	Year 3	Year 4
Self Funded				
Canterbury Tax Collector's Office (2 full time employees (35 Hours a week), and and all department costs)	\$ 173,261.25	\$ 178,459.09	\$ 183,812.86	\$ 189,327.25
Scotland Tax Collector's Office (1 full-time Tax Collector (35 hours per week), 1 part-time employee (15 hours per week), and all department costs	\$ 133,006.00	\$ 136,996.18	\$ 141,106.07	\$ 145,339.25
Hampton Tax Collector's (1 full-time Tax Collector (35 hours per week), 1 part-time employee (15 hours per week), and all department costs	\$ 133,256.00	\$ 137,253.68	\$ 141,371.29	\$ 145,612.43
Total Cost as Self Funded Operations	\$ 439,523.25	\$ 452,708.95	\$ 466,290.22	\$ 480,278.92
Regional Costs				
Full-time Tax Collection Employee Salary (\$25 per hour, 35 Hours per week)	\$ 45,500.00	\$ 46,865.00	\$ 48,270.95	\$ 49,719.08
Benefits	\$ 15,980.75	\$ 16,460.17	\$ 16,953.98	\$ 17,462.60
Computure Software	\$ 25,000.00	\$ 25,750.00	\$ 26,522.50	\$ 27,318.18
Office Supplies/Administrative Fee (2%)	\$ 2,249.62	\$ 2,317.11	\$ 2,386.62	\$ 2,458.22
NECCOG Grant Administration (in-kind)	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ -
Total	\$ 91,230.37	\$ 93,892.28	\$ 96,634.05	\$ 96,958.07
Cost of incorporating Scotland/Hampton into a regional program	\$ 88,730.37	\$ 91,392.28	\$ 94,134.05	\$ 96,958.07
Cost of Canterbury's Service Delivery to Its Own Residents Within the Regional Program	\$ 173,261.25	\$ 178,459.09	\$ 183,812.86	\$ 189,327.25
Total Cost Under Regional Program	\$ 261,991.62	\$ 269,851.37	\$ 277,946.91	\$ 286,285.32
Cost Benfit	\$ 177,531.63	\$ 182,857.58	\$ 188,343.31	\$ 193,993.61
				\$ 742,726.12

Assumptions
Self Funded costs are estimated at a 3% increase each year
Regional costs are estimated to increase by roughly 3% each year

Estimated Savings	Grant Years				Self Funded
	Year 1	Year 2	Year 3	Year 4	
Self Funded					
Canterbury Tax Collector's Office (2 full time employees (35 Hours a week), and and all department costs)	\$ 173,261.25	\$ 178,459.09	\$ 183,812.86	\$ 189,327.25	
Scotland Tax Collector's Office (1 full-time Tax Collector (35 hours per week), 1 part-time employee (15 hours per week), and all department costs)	\$ 133,006.00	\$ 136,996.18	\$ 141,106.07	\$ 145,339.25	
Hampton Tax Collector's (1 full-time Tax Collector (35 hours per week), 1 part-time employee (15 hours per week), and all department costs)	\$ 133,256.00	\$ 137,253.68	\$ 141,371.29	\$ 145,612.43	
Total Cost as Self Funded Operations	\$ 439,523.25	\$ 452,708.95	\$ 466,290.22	\$ 480,278.92	
Regional Costs					
Full-time Tax Collection Employee Salary (\$25 per hour, 35 Hours per week)	\$ 45,500.00	\$ 46,865.00	\$ 48,270.95	\$ 49,719.08	
Benefits	\$ 15,980.75	\$ 16,460.17	\$ 16,953.98	\$ 17,462.60	
Computer Software/Hardware	\$ 25,000.00	\$ 25,750.00	\$ 26,522.50	\$ 27,318.18	
Office Supplies/Administrative Fee (2%)	\$ 2,249.62	\$ 2,317.11	\$ 2,386.62	\$ 2,458.22	
NECCOG Grant Administration (in-kind)	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ -	
Total	\$ 91,230.37	\$ 93,892.28	\$ 96,634.05	\$ 96,958.07	
Cost of Canterbury's Service Delivery to Scotland/Hampton Within the Regional Program	\$ 88,730.37	\$ 91,392.28	\$ 94,134.05	\$ 96,958.07	
Cost of Canterbury's Service Delivery to Its Own Residents Within the Regional Program	\$ 173,261.25	\$ 178,459.09	\$ 183,812.86	\$ 189,327.25	
Total Cost Under Regional Program	\$ 261,991.62	\$ 269,851.37	\$ 277,946.91	\$ 286,285.32	
Scotland/Hampton Savings					
Total Cost to Scotland/Hampton under Independent Town Operations	\$ 133,006.00	\$ 136,996.18	\$ 141,106.07	\$ 145,339.25	
Cost of Canterbury's Service Delivery to Scotland/Hampton Within the Regional Program	\$ 88,730.37	\$ 91,392.28	\$ 94,134.05	\$ 96,958.07	
NECCOG Grant Administration (in-kind)	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ -	
RPIP Grant Contribution	\$ 68,422.78	\$ 46,946.14	\$ 25,509.43	\$ -	\$ 140,878.35
Scotland Contribution	\$ 10,153.80	\$ 22,223.07	\$ 34,312.31	\$ 48,479.04	
Hampton Contribution	\$ 10,153.80	\$ 22,223.07	\$ 34,312.31	\$ 48,479.04	
Total Scotland Savings	\$ 122,852.20	\$ 114,773.11	\$ 106,793.76	\$ 96,860.21	\$ 441,279.28
Total Hampton Savings	\$ 122,852.20	\$ 114,773.11	\$ 106,793.76	\$ 96,860.21	\$ 441,279.28
Total	\$ 245,704.41	\$ 229,546.22	\$ 213,587.51	\$ 193,720.42	\$ 882,558.56
Under this program, Scotland and Hampton taxpayers will collectively save save \$882,558.56 (\$441,279.28 each) during the first 4 years of the program (\$741,680.21 in programatic savings + \$140,878.35 in grant funds)					
Canterbury Savings					
Total Cost to Canterbury under independent Town Operations	\$ 173,261.25	\$ 178,459.09	\$ 183,812.86	\$ 189,327.25	
Cost of Canterbury's Service Delivery to Its Own Residents Within the Regional Program	\$ 84,530.88	\$ 87,066.81	\$ 89,678.81	\$ 92,369.17	
Total Canterbury Savings	\$ 88,730.37	\$ 91,392.28	\$ 94,134.05	\$ 96,958.07	\$ 371,214.77
Canterbury taxpayers are projected to save roughly \$371,214.77 over the first four years, which is the projected cost of adding the additional staff member necessary to establish a regional program.					



AUTHORIZING APPLICATION FOR A REGIONAL PERFORMANCE INCENTIVE PROGRAM (RPIP) GRANT

SHARED REGIONAL REVENUE COLLECTION SERVICES – CANTERBURY, SCOTLAND, HAMPTON

WHEREAS, Section 4-124s of Public Act 13-246, as amended, establishes the Regional Performance Incentive Program (RPIP) to provide incentive grants to regional planning organizations for shared services initiatives; and

WHEREAS, the Northeastern Connecticut Council of Governments (NECCOG) is authorized to convene, facilitate, and administer regional service-sharing projects on behalf of its member municipalities; and

WHEREAS, NECCOG desires to apply for RPIP funding to support the establishment of Shared Regional Revenue Collection Services for the Towns of Canterbury, Scotland, and Hampton; and

WHEREAS, the Towns of Canterbury, Scotland, and Hampton are member municipalities of NECCOG; and

WHEREAS, the proposed initiative will establish a regional Revenue Collection Office located in Canterbury, providing billing, collection, enforcement, depositing, and statutory reporting services on behalf of the participating towns pursuant to an executed Interlocal Agreement; and

WHEREAS, the Connecticut Office of Policy and Management administers the RPIP program and requires a minimum 50 percent grantee match during the grant award period, and further requires that participating municipalities fund 100 percent of program costs upon conclusion of the grant term;

NOW, THEREFORE, BE IT RESOLVED, that the Northeastern Connecticut Council of Governments is hereby authorized to apply to the Office of Policy and Management for a Regional Performance Incentive Program grant to support Shared Regional Revenue Collection Services for the Towns of Canterbury, Scotland, and Hampton; and


BE IT FURTHER RESOLVED, that NECCOG hereby commits to providing the required 50 percent match for the RPIP grant, which may be derived from participating municipal contributions and eligible NECCOG grant administration services, as identified in the application; and

BE IT FURTHER RESOLVED, that upon completion of the RPIP grant award period, the participating municipalities shall assume responsibility for 100 percent of the ongoing program costs, consistent with RPIP requirements and the Interlocal Agreement; and

BE IT FURTHER RESOLVED, that the Executive Director of the Northeastern Connecticut Council of Governments is authorized to execute, amend, and submit any and all grant applications, contracts,

certifications, and related documents with the Office of Policy and Management necessary to carry out the intent of this resolution.

I certify that the above is a true copy of the resolution adopted by the NECCOG Board of Directors at its meeting of March 27, 2026.

By:  Date: 3/27/2026

Deborah Richards, Secretary