

## Agenda Item Summary

**To:** CRCOG Policy Board

**From:** Pauline Yoder, Chief Operating Officer

**CC:** Matt Hart, Executive Director

**Meeting Date:** March 25, 2026

**Subject:** Resolution to Endorse NECCOG's Regional Performance Incentive Program Grant Application for Regional Tax Assessment and Collection Services

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**Background:** The Office of Policy and Management (OPM) accepts applications for the Regional Performance Incentive Program (RPIP) on a rolling basis. The Northeastern Connecticut Council of Governments (NECCOG), and the towns of Mansfield and Chaplin have been discussing the possibility of shared tax assessment and collection services between the two municipalities. NECCOG wishes to apply for a RPIP grant to help fund this initiative and would administer the grant if awarded.

**Benefit to Member Towns/CRCOG:** Shared tax assessment and collection services would present an opportunity for the named member towns to share services, reduce costs, and increase service levels in their communities.

**Financial/Operational Impact:** The RPIP grant would offer an opportunity to use state funding to help start the program in the two towns. The grant would require a minimum of a 50% match from the two participating municipalities and the towns would need to fund program in its entirety after the three-year grant period is complete.

There is no financial or operational impact to CRCOG, other than limited staff time to help prepare the RPIP application.

**Project Schedule:** OPM reviews RPIP applications on a rolling basis. RPIP grants are awarded for a maximum of three years.

**Recommendation:** The RPIP grant would greatly benefit the start-up of this service-sharing initiative. Consequently, staff recommends Board approval of the attached resolution to endorse NECCOG's Regional Performance Incentive Program grant application for Regional Tax Assessment and Collection Services

### Attachments:

- Proposed resolution
- Draft RPIP Application

**RESOLUTION TO ENDORSE NECCOG'S REGIONAL PERFORMANCE  
INCENTIVE PROGRAM APPLICATION FOR REGIONAL TAX ASSESSMENT  
AND COLLECTION SERVICES**

**WHEREAS**, Section 4-124s of Public Act 13-246 passed by the Connecticut General Assembly funds statewide incentive grants to regional planning organizations for projects that involve shared services; and

**WHEREAS**, the Northeastern Connecticut Council of Governments (NECCOG) is acting as a convener and facilitator of service-sharing projects throughout the NECCOG region; and

**WHEREAS**, the Northeastern Connecticut Council of Governments desires to apply for funding to support Regional Tax Assessment and Collection Services for the Town of Chaplin and the Town of Mansfield; and

**WHEREAS**, the Town of Mansfield is a member of the Capitol Region Council of Governments, and this regional initiative includes municipalities located within two planning regions; and

**WHEREAS**, the Connecticut Office of Policy and Management administers the statewide grant program, known as the Regional Performance Incentive Program, and requires a 50% match for the grant, which NECCOG shall provide from local municipal funding from the participating municipalities or other NECCOG grant resources; and

**WHEREAS**, by the end of the grant award period, the participating municipalities shall fund 100% of the program cost;

**NOW, THEREFORE, BE IT RESOLVED**, that the Capital Region Council of Governments endorses the Northeastern Connecticut Council of Governments' application for Regional Tax Assessment and Collection Services for the Town of Chaplin and the Town of Mansfield.

I certify that the above is a true copy of the resolution adopted by the CRCOG Policy Board at its meeting of March 25, 2026.

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Rodney Fournier, Secretary**

**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](mailto: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 (\$)
<b>TOTAL PROJECT COSTS</b>						