

Division of Statewide Emergency Telecommunications **Guidelines for Capital Expense Reimbursements**

CAPITAL EXPENSE GRANTS

STATUTORY AUTHORITY/DESCRIPTION

(NEW) Sec. 28-24-10a. Capital expense account (a) Regional emergency telecommunications centers and funded entities may apply for funding for the purpose of reimbursing such entities for capital expenditures as defined in section 28-24-1a(1) of the Regulations of Connecticut State Agencies up to twenty per cent (20%) of the regional emergency telecommunications center or funded entity's annual subsidy. Capital expenditure funds shall not be used for the purchase or leasing of real estate, buildings, or vehicles. Architectural services, building materials, restoration services and labor needed to accommodate new equipment in existing buildings shall be eligible for funding. Capital expenditure funds shall be subject to the requirement of matching funds by the town or city served by the public safety answering point applying for funding. Documentation of the availability of matching funds shall be provided by the chief executive officer of the town or city or the representative board of the regional PSAP to the Division. Capital expenditure reimbursements are limited by the availability of funds and subject to the approval of the Division of Statewide Emergency Telecommunications (DSET) (b) Requests for capital expense funds shall be submitted to the Division not less than 90 days prior to the anticipated expenditure. (c) Capital expense funds allocated to a regional PSAP or a funded entity that have not been used within the approved time period shall be returned to the Enhanced 9-1-1 Telecommunications Fund for reallocation.

AUTHORIZED USES

Capital expenditures shall be defined as any single non-recurring procurement in excess of **\$10,000** for durable goods, information technology or related services in any single budget cycle.

UNAUTHORIZED USES

Capital expenditure funds shall not be used for the purchase or leasing of real estate, buildings, or vehicles.

REQUIRED DOCUMENTATION AND APPROVAL PROCESS

Eligibility for this funding will be dependent on a letter signed by the Chief Executive Officer of the municipality or the representative board of the regional communications center documenting commitment of the matching funds based upon on dollar for dollar match by local funds for the purposes outlined in the application. The documentation must be submitted with the application for a Capital Expense Grant.

Example; A grant request is submitted for the purchase of a \$10,000 capital item. The applicant would pay for the expense, in full, and DSET would reimburse the applicant up to \$5,000 from the capital expense fund.

A detailed listing of the intended use of the Capital Expense funds and total projected costs shall be submitted with the grant application. The application must clearly explain how the capital expense purchase/project supports Emergency Telecommunications.

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PROCUREMENT REQUIREMENTS

Purchasing rules, as listed below, must be followed.

Purchases over \$10,000 and under \$50,000 require at least three written quotes, from responsible and qualified sources of supply. Documentation must be submitted to DSET prior to the purchase of any capital expense item.

Purchases over \$50,000 require a publicly advertised sealed bid/RFP. Documentation must be submitted to DSET prior to the purchase of any capital expense item.

Exceptions to the above may be granted by the Division of Statewide Emergency Telecommunications for the following reasons and will require appropriate documentation and prior approval from DSET.

- Purchases using existing approved State Master Contracts in accordance with the Department of Administrative Services guidelines. Most municipalities can utilize State Contracts. To see if any of the eligible items are currently on state contract, see the Department of Administrative Services (DAS) web site: www.das.state.ct.us. Contract listings can be found on the CTSource Contract Board: <https://portal.ct.gov/DAS/CTSource/ContractBoard>.
- Sole source procurement will be considered for reasons of: expertise, standardization, compatibility with existing equipment or specifications, or availability of product or services. Written justification must be included with the grant application.

Any deviation from the original submission must be authorized by the Division of Statewide Emergency Telecommunications prior to the expenditure of the funds.

Grant timelines

Capital Grant applications shall be accepted from July 1st – April 30th and shall be submitted to DSET no less than 90 days prior to the anticipated expenditure.

The grant term shall commence upon written approval from DSET. Copies of all invoices, a closeout letter, and proof of payment (e.g., copy of the cashed check, bank statement of ACH/EFT transfer) must be submitted to the Division of Statewide Emergency Telecommunications within 120 days from approval. The closeout letter must reference the State Purchase Order number assigned to the Capital Expense Grant award.

Requests to extend the grant term shall be submitted to the Division prior to the 120 day grant expiration.

FUNDING LIMITS

Regional emergency telecommunications centers and funded entities may apply for funding for the purpose of reimbursing such entities for capital expenditures up to twenty per cent of the regional emergency telecommunications center's or funded entity's annual subsidy.

Capital expense reimbursements are limited by the availability of funds and subject to the approval of the Department of Emergency Services and Public Protection, Division of Statewide Emergency Telecommunications.