

STATE OF CONNECTICUT  
OFFICE OF POLICY AND MANAGEMENT

DATE: November 9, 2012  
TO: Catherine lino  
FROM: Kathleen Taylor  
SUBJECT: **Small Town Economic Assistance Program (STEAP)**

The Town of Killingworth has been awarded a \$500,000 grant from the Small Town Economic Assistance Program (STEAP) for construction of a new operations center. **Please be advised that this STEAP funding cannot be used for any work done prior to the start date, or after the end date of the contract period. You will be notified of the start and end dates of your contract upon receipt and approval of the contract paperwork that you are being asked to submit to us.**

Attached are: Notice of Grant Award, General Grant Conditions, STEAP Grant Conditions, and STEAP Grant Award Summary and Certification Form. Please submit the required paperwork as follows:

- Submit a **certified resolution** that was adopted by the legislative body of the municipality approving the STEAP project. The resolution should be signed by the Town Clerk and embossed with the Town seal.
- The Chief Elected Official of the municipality needs to sign the Notice of Grant Award (2 originals). **Please submit an up-to-date certification** signed by the Town Clerk and embossed with the Town seal certifying that the individual signing the Notice of Grant Award is the current, duly elected Chief Elected Official of the municipality. Please note that the authorized official should sign the Notice of Grant Award subsequent to the date of the certified resolution.
- Also enclosed is a **STEAP Grant Award Summary and Certification Form**. This form must be completed and signed by the authorized official.

- Please indicate below, the address where the reimbursement check(s) should be mailed. Please return this page with the other required paperwork.

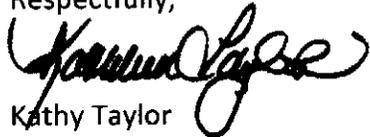
REMITTANCE INFORMATION	
Town Name:	
Street Address and/or PO Box:	
City, State & Zip:	

- Please print two copies of the Notice of Grant Award. Return **both signed originals** of the Notice of Grant Award, the certified resolution, certification, STEAP Grant Award Summary and Certification Form, and the remittance address to my attention at the following address. A fully executed original Notice of Grant Award will be returned to you once executed by the State.

RETURN TO:           Office of Policy and Management  
                           Attn: Kathy Taylor  
                           450 Capitol Avenue  
                           Hartford, CT 06106

Please contact me via phone or e-mail if you have any questions. My contact information is below.

Respectfully,



Kathy Taylor

**Kathleen Taylor**  
 Office of Policy and Management

(860) 418-6379 Work  
 Kathleen.Taylor@ct.gov

450 Capitol Avenue  
 MS 55SEC  
 Hartford, CT 06106



**STATE OF CONNECTICUT  
OFFICE OF POLICY AND MANAGEMENT**  
Office of the Secretary  
450 Capitol Avenue  
MS# 55SEC  
Hartford, CT 06106-1379

**NOTICE OF GRANT AWARD  
SMALL TOWN ECONOMIC ASSISTANCE PROGRAM (STEAP)**

The Office of Policy and Management, Office of the Secretary, hereby makes the following grant award in accordance with C.G.S. 4-66g, and in accordance with the grant solicitation and the attached grant application, if applicable.

Grantee Killingworth  
Address 323 Route 81  
PO Box 143  
City/State/Zip Killingworth, CT 06419  
  
Town Code 70  
State Agency Code n/a  
Federal Employer ID No. 066002022F

OPM Grant No. 13OPM5300AE  
Project Title Construct new operations Center  
Date Of Award 10/19/12  
Period Of Award From (Start Date): The day of the execution of the Notice of Grant Award by Grantor and Grantee. To (End Date): 4 yrs from the execution date by both Grantor and Grantee  
  
Federal: \$ 0 State: \$ 500,000 Interest: \$ 0  
State Match: \$ 0 Grantee Match: \$ 0 Other: Specify \$ 0  
  
Amount Of Award  
Total Budget \$ 500,000

Federal Grant Number 0 CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) Number n/a  
Grantee Fiscal Year From: July To: June

**My signature below, for and on behalf of the above named grantee, indicates acceptance of the above referenced award and further certifies that:**

1. I have the authority to execute this agreement on behalf of the grantee; and
2. The grantee will comply with all attached Grant Conditions.

BY: [Signature]  
Signature of Authorized Official  
Catherine Iino, First Selectman 8/22/14  
Typed Name and Title of Authorized Official Date

FOR THE OFFICE OF POLICY AND MANAGEMENT BY: [Signature] 1/5/15  
Signature of Authorized Official Date

Ben Barnes, Secretary or Karen Buffkin, Deputy, Secretary.  
Typed Name and Title of Authorized Official

**For OPM Business Office Use Only**

AMOUNT	DEPT	PROG	FUND	SID	ACCOUNT	PROJECT	CHART 1/2	BR
500,000	OPM20870	13008	12052	40530	55050	OPM000000001111		2013
						OPM000000000		
						OPM000000000		

**STATE OF CONNECTICUT  
OFFICE OF POLICY AND MANAGEMENT**

**Office of the Secretary  
450 CAPITOL AVENUE  
MS # 55SEC  
HARTFORD, CT 06106**

**SMALL TOWN ECONOMIC ASSISTANCE PROGRAM GRANT CONDITIONS**

1. Grantee shall be deemed to know and understand all federal, state and local laws, ordinances and regulations and municipal bylaws (e.g., permits, inspection, design standards, notification to utilities) which in any manner apply to projects for which they have received a Small Town Economic Assistance Program (STEAP) Grant; such legal requirements shall include but not necessarily be limited to those which apply to the conduct of the Project work, the equipment and materials to be used on the Project, or the treatment of individuals or classes of individuals in relationship to their involvement with the Project. A Grantee's ignorance of such requirements shall not, in any proceeding or in any claims or other legal proceeding, constitute justification for the Grantee's failure to consider such requirements or for the failure to ensure that such legal requirements are met with regard to any project in which the Grantee participates.
2. The Grantee shall utilize competitive bidding rules applicable to municipal contracts, including set aside rules. Contracts shall be awarded to the responsible and qualified bidder as determined by the municipality's requirements.
3. The Grantee must submit to OPM for review and approval any change(s) in the approved project. Requests to make changes in the use of funds should be submitted to OPM by letter, detailing the proposed change(s) in the use of STEAP funds. The Grantee will be notified if the requested changes are approved or denied. OPM shall assume no liability for the reimbursement of expenditures incurred by the Grantee until such changes have been accepted and approved by OPM in writing.
4. The Grantee, including all other recipients of assistance under the grant, whether by contract, subcontract, upon request, agrees to cooperate with the efforts of OPM or any party designated by OPM for tracking the use of funds. The Grantee further agrees that such cooperation includes but is not limited to: (1) maintaining contracts for work performed, (2) maintaining detailed invoices for work performed; and (3) permitting access by OPM or its designee to any and all STEAP project information whether stored by manual or electronic means.
5. The following expenditures are not eligible for reimbursement in construction, acquisition or development projects: ceremonial or entertainment expenses; publicity; bonus payments; reserves; charges in excess of the lowest responsible bid where competitive bidding is required unless prior approval is obtained; deficits or overdrafts; interest charged; any judgment for damages arising from the project; office equipment, furniture or utensils; fines and penalties; municipal salaries or employee expenses.

6. The Grantee shall comply with the following statutes, regulations, guidelines and requirements, to the extent applicable and mandated by:
  - Section 4b-91 (Bidding for public building contracts. Prequalification requirements)
  - Section 22a-1 et seq. (CT Environmental Policy Act)
  - Section 31-52 et seq. (Preference to State citizens)
  - Section 31-53 et seq. (Prevailing Wage)
  - Section 31-57b (OSHA Violators)
  - Section 49-41 et seq. (Bonds)
  - Consultation with State Historic Preservation Commission (if renovating, rehabilitating or additions to historic buildings or sites)
  
7. The Grantee agrees not to use STEAP funds administered by OPM for projects that involve or impact a State of Connecticut Right of Way or for any project that is funded with federal highway funds. Such projects need to be administered by the Connecticut Department of Transportation.