



2016 MUNICIPAL CONSOLIDATION & SHARED SERVICES GRANT PROGRAM

APPLICATION INSTRUCTIONS

Program Overview

In 2016, the County set aside \$1 million to support local initiatives to increase cooperation and reduce redundancy at the municipal level. Although there is no maximum award, the County intends to fund multiple projects. The program is voluntary with the intent to spur innovation and identify best practices developed by and for local government entities. The overall goal is to support local government efforts to reduce the property tax levy within all jurisdictions.

Focus for 2016

In 2016, the County has a top priority – the outright dissolution of a division, layer, or jurisdiction of government. The County will continue funding shared services and consolidation activities, but will give priority to those projects that save taxpayer money, by eliminating an entire government entity. For the purposes of this program, a government entity is defined as an agency that has taxing authority.

Eligible Entities

All local government entities within the County will be considered. Each request must have one lead applicant, but municipalities are encouraged to coordinate their efforts.

Activities that include other local government entities, who have taxing authority (e.g., fire districts, special districts, library districts, school districts, or public authorities) will be considered, as well. These applicants must provide resolutions from the board or a letter of support from the chief elected official of the local municipalities, for which they provide services (City, Town or Village). **Please note, resolutions from the board or a letter of support from the chief elected official must be submitted as a separate attachment to the application.*

Eligible Activities

The County will consider applications from municipal entities that result in:

- **Dissolution of a Layer of Government**: A governmental entity dissolves itself and merges operations with another governmental entity.
- **Consolidation of Services**: Functional consolidation is when one local government completely provides a service or function for another local government that will no longer engage in that service or function.
- **Shared Services**: Shared services are the joint provision, performance or delivery of a service, facility, or activity by two or more local government entities that each may do separately.
- **Regional Delivery of Services**: Local governments may determine that delivery of services on a regional basis is the most cost-effective method of providing services. To accomplish this, local government entities may either enter into joint agreements or transfer the service to a county or regional entity.
- **Other Efficiency Improvements**: Activities that will provide significant long-term savings to one or more municipalities. Including training for programs and services that cross jurisdictional boundaries, up to 50% of these costs are eligible.
- **Municipal Consolidation Planning and/or Implementation**: Planning and evaluation that may result in implementation of one of the above categories: Dissolution, Consolidation, Shared Services, Resource Delivery, and Efficiency.

In general, projects should be complete within 12 months; applicants may request one extension of up to 6 months, if necessary.

Priority will be given to applications that:

- are designed to dissolve a layer of government;
- are multi-jurisdictional;
- are leveraged with other funding sources; and
- are consistent with previous consolidation or shared services assessments, plans or recommendations.

Eligible Expenses

Awards may be used to cover costs including, but not limited to:

- legal and consultant services;
- collaborative planning efforts;
- capital improvements and joint equipment purchases; and
- transitional personnel costs where such expenses are required for implementation.

Funds are available on a reimbursement basis.

All expenditures are subject to the Community Investment Program's [Policies and Procedures](#), under the Dutchess County Department of Planning and Development. Please review this prior to submitting your budget to ensure that all of your proposed expenditures are eligible.

Awards granted through the Municipal Consolidation & Shared Services Grant Program are subject to [County Procurement Policies and Procedures](#). Any goods or services acquired using grant funds must follow the County's Procurement Policies and Procedures.

Note: Recurring expenses, such as salaries and overhead, except for appropriate transitional personnel costs, are **not** eligible for reimbursement. Grant funds cannot be used to supplant current expenditures.

Timeline

April 1, 2016	Application and Instructions Released
May 11, 2016	Orientation at 10 a.m., at Dutchess County Planning and Development. Please RSVP via email to communitygrants@dutchessny.gov or by calling (845) 486-3600
June 17, 2016	Applications Due by Noon. The application materials should be sent as an attachment via email to communitygrants@dutchessny.gov . <i>*Please note, the County cannot accept zip files; therefore, the files must be attached individually.</i>
June to August 2016	Application Review
September 2016	County Executive Announcement of Awards
October 1, 2016	Project Year Start

**If you will be submitting more than one application, please rank each application in the order in which they take priority, with one being the highest ranked application, two being the second highest ranked application, and so on.*

We expect requests for the 2016 MCSSG program to be quite competitive, so you are encouraged to submit well thought out, thorough, yet concise applications.

The Department of Planning and Development will manage the Municipal Consolidation and Shared Services Grant Program for the County.

The Community Development Advisory Committee as amended by [Executive Order #2 of 2013](#), will review the applications based on the quality of the work plan, the ability of the agency to meet the need(s) identified, with appropriate services and the outcomes they can or have produced, the estimated cost savings and tax impact, and the ability of the applicant to complete the project in a timely manner.

The Community Development Advisory Committee will review applications and make funding recommendations, by majority vote if necessary, to the County Executive. Committee members will apply the four principles of decision making – focus, logic, fairness, and inclusion – in their recommendations to the County Executive.

For more information, contact:

Dutchess County Department of Planning & Development

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Poughkeepsie, NY 12601

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Fax: 845-486-3610

Email: communitygrants@dutchessny.gov

Website: <http://www.co.dutchess.ny.us/CountyGov/Departments/Planning/22268.htm>