

**APPENDIX D  
PROGRAM WORK PLAN**

**Lead Applicant:: Town of Rye  
Co-Applicants: Village of Rye Brook  
Village of Port Chester  
Village of Mamaroneck**

**Project Title: Rye Town Dissolution Feasibility Study and Village Alt. Analysis  
Contract No. T-098837**

**1) Project Description**

**a) Project:**

- Over the years since its formation in 1660, the services Rye Town provides to its residents have been reduced to a handful of unique (not redundant) administrative functions, including:
  - Tax Assessment
  - Tax Collection
  
- Rye Town provides additional functions/services on a very small scale that, for the most part, overlap with similar functions/services already provided on a larger scale by its subordinate Villages. Specifically, Rye Town:
  - Operates two town parks including a beach
    - Mamaroneck has 14 parks including a beach
    - Port Chester has 5 active recreation parks plus passive open space areas
    - Rye Brook has 4 parks plus additional passive recreation open space areas
  - Maintains a Clerk's licensing/permitting/vital records office
    - Mamaroneck, Port Chester & Rye Brook each have a clerk function and provide certain permits, licenses &/or vital records
  - Operates a local justice court
    - Port Chester has the largest town/village court in NYS<sup>1</sup>;
    - Mamaroneck Village has its own village justice court
  - Contracts a legal staff
    - Mamaroneck & Port Chester each have in-house Village Attorneys;
    - Rye Brook contracts legal services
  - Has a paid 5-member elected legislative body and paid administrative staff.

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<sup>1</sup> Reference: 2009 Ranking. Source: New York State Office of Court Administration – Revenue Ranking.

- Mamaroneck, Port Chester & Rye Brook have elected bodies with responsibility for local land use, economic development and other public safety, traffic, highway, recreation and senior programming, as well as other vital policy matters.
  - Despite this limited role, Rye Town receives ~\$2.5 million annually in non-property tax revenue as a part of its ~\$3.5 million operating budget.
  - The Town of Rye, Village of Rye Brook, Village of Port Chester and Village of Mamaroneck Municipal Boards (the “Municipal Boards”) will appoint a Dissolution Steering Committee (the “Steering Committee”) and charge it with developing a study to consider the feasibility to dissolve the Town of Rye and identify alternatives for the involved villages and Rye Neck area.. That study will form the foundation for a town dissolution plan and village alternatives analysis to include the potential of forming coterminous town/villages in Rye Brook and Port Chester, and to identify and analyze alternatives for the Rye Neck portion of the Village of Mamaroneck. The dissolution of the villages into the Town of Rye is not an option to be considered in this study. The Steering Committee will transmit its final work to the Municipal Boards to consider acceptance. The Municipal Boards will either accept or adjust this final product and adopt the study, draft plan and alternatives. Nothing herein commits the Municipal Boards to dissolving the Town or creating coterminous Town/Villages ; rather all of this information is intended to provide village residents with as much information as possible to make an informed decision of these options. Successful completion of this project does require the Municipal Boards to formally adopt the project through its own action.
  - The New York State Department of State’s assigned project manager for this project will be notified of all meetings, hearings or public information sessions to be held on this project. All deliverables shall be provided to the New York State Department of State in accordance with the NYS contract.
- b) **Geographic Area:** When the Town of Rye was originally established by the New York State Legislature in 1788, the borders extended from the Town of Mamaroneck to the east, the Town of Harrison to the north and the Town of Greenwich, CT to the west and covered an area of approximately 27.4 square mile, of which approximately 14.7 were underwater lands.

Over the years, the function and size of the unincorporated Town changed as new local governments incorporated. The first major change occurred in 1868 when the Village of Port Chester incorporated. This was followed by the incorporation of the “Rye Neck” section of the Village of Mamaroneck in 1895. When the City of Rye incorporated in 1942, this made the Town of Rye unique in New York State due to the fact that villages are incorporated areas located within Towns, while cities are independent entities. When the new City of Rye annexed the land area that formerly belonged to the Town, the “Rye Neck” section of the Village of Mamaroneck and the remaining area of the Town of Rye were physically separated making it the only noncontiguous Town in the State of New York.

Finally, the Village of Rye Brook incorporated in 1982. Today, the Town of Rye provides limited services to the incorporated Villages. The Town of Rye includes the Village of Port Chester, the Village of Rye Brook, and the Rye Neck portion of the Village of Mamaroneck. There are no unincorporated areas within the Town of Rye.

c) **Partners:**

- The Town of Rye consists of:
  - The entire Village of Port Chester
  - The entire Village of Rye Brook
  - A portion of the Village of Mamaroneck, “Rye Neck”.
  - Rye Town Park – Wholly within the City of Rye

**d) Goals and Objectives:** To provide the Municipal Boards and the Town of Rye residents with a plan to consider the dissolution of the Town of Rye and the creation of coterminous town/villages in Port Chester and Rye Brook, and alternatives for the Rye Neck area. This study will also include an analysis of shared service alternatives for the involved villages.

**e) Prior Studies:**

Annexation and Village/Town Options for Rye Neck (May 2007)

Village of Rye Brook Coterminous Town/Village Committee Report (January 2004).

An Examination & Study of Forms of Government for the Village of Port Chester (January 1981)

**f) History of Project:** Although individual municipalities have completed other related structural organizational studies in the past, this is the first study that is taking a regional approach through the active involvement and support of all involved municipalities that would be affected by the study outcome(s).

**g) Relationship to Other Projects:** A separate inter-municipal committee has concurrently been established between the Town of Mamaroneck and the Villages of Larchmont and Mamaroneck to identify additional shared services and government efficiency opportunities between them. As such, a study of the Mamaroneck Village and Town of Mamaroneck shared service opportunities is excluded from the scope of this study to consider dissolving the Town of Rye.

**2) Project Components**

**a) Objectives:**

- Our objectives are to hire an independent consultant to produce a study that will provide factual and unbiased information to residents and town/village officials on the viability of:
  - Dissolving the Town of Rye government (“Rye Town”) in order to eliminate an administrative (only) level of government that provides no essential services in order to reduce the local property tax burden for its residents, and:
    - Analyzing the Port Chester & Rye Brook option to become separate coterminous Town/Villages with increased shared services between them; and,
    - Updating a 2007 study undertaken by the Village of Mamaroneck to further consider the Rye Town replacement options for the “Rye Neck” section of Mamaroneck that is within Rye Town.

The proposed "Town of Rye Dissolution Feasibility and Village Alternatives Analysis" study will outline a range of alternatives and action steps for increasing government efficiency and promoting taxpayer savings. The participating Villages and Town plan to present the resultant information to the public in an effort to promote informed decision making about the most efficient way to govern and most cost effective way to deliver municipal services.

Even if a Rye Town dissolution option is deemed to not be cost-effective, The Town of Rye, and Villages of Mamaroneck, Port Chester and Rye Brook officials seek to identify additional shared service opportunities to pursue. This study will assist in determining these additional opportunities to reduce local property taxes.

### **Project Scope**

- The proposed project scope will include an analysis to consider dissolving the Town of Rye. As such the project will include identifying and analyzing all the requisite activities for this to occur.
- The project scope will also include an alternatives analysis for the Villages of Port Chester and Rye Brook to become separate coterminous town/villages, thereby eliminating a level of government. The scope will accordingly include identifying and analyzing all the requisite activities for this to occur.
- The project scope will, however, exclude an analysis to consider dissolving the Villages of Port Chester and Rye Brook, for the reasons stated above.
- The project scope will also include considering the options for the Rye Neck section of Mamaroneck Village should the Town of Rye be dissolved, either
  - to become annexed into the Town of Mamaroneck, or
  - for the Village of Mamaroneck to consider becoming a coterminous town/village.

This project will leverage and update the details of a 2007 study by Pace University's Michaelian Institute for Mamaroneck Village.

- The proposed project scope will also identify any additional services within the Villages of Rye Brook and Port Chester to consider sharing. This study will identify areas where a high-level feasibility analysis could be developed for any such shared service opportunities that are identified. The proposed scope, however, will exclude a more detailed shared service analysis .
- Similarly, the project scope will exclude a detailed shared service analysis between the Village of Mamaroneck and the Town of Mamaroneck, as there are separate activities already underway to consider the additional shared service opportunities that may exist between the Village of Mamaroneck and Town of Mamaroneck.

**b) Problems to be Addressed:**

- Opportunities may exist, through the dissolution of Rye Town, to reduce the local property tax burden in Mamaroneck, Port Chester, Rye Brook by:
  - Redistributing the Rye Town recurring non-property tax revenue (~\$2.5M) to successor town entities, thereby reducing the tax burden of the vital local government entities that *do* provide essential services.
  - Disposing of specific Rye Town assets and distributing the one-time net proceeds to successor towns; and
  - Increasing shared services between Port Chester and Rye Brook.
- While the Villages within Rye Town have evolved due to the need to provide local services to their residents, these same villages already have a strong history of sharing services. Port Chester and Rye Brook have been sharing services for many years. At present, the two villages share the following services:
  - EMS
  - Fire
  - Library
  - Public School District
- It was only as recent as 1982 that the once unincorporated section of the Town of Rye become incorporated as the Village of Rye Brook to accord its residents' desire for local decision autonomy through a distinctly elected and accountable local government body.
- Mamaroneck Village already shares EMS services with the Town of Mamaroneck (which contains a portion of Mamaroneck Village, in addition to the Village of Larchmont and an unincorporated area).
- A separate inter-municipal committee has concurrently been established between the Town of Mamaroneck and the Villages of Larchmont and Mamaroneck to identify additional shared services and government efficiency opportunities between them. As such, a study of the Mamaroneck Village and Town of Mamaroneck shared service opportunities is excluded from the scope of this application to consider dissolving the Town of Rye.
- In 2007, the Village of Mamaroneck completed an independent study to consider the options for Rye Neck to secede from the Town of Rye, and alternatively consider:
  - That the entire Village of Mamaroneck instead become a coterminous town/village, or
  - That Rye Neck being annexed into the Town of Mamaroneck.

While the study did not make specific recommendations, it did recommend additional analysis in related areas. As such, the Village of Mamaroneck is interested to participate in this study to consider the action steps necessary to dissolve the Town of Rye and to update their study and further detail the options.

- Recognizing that:
  - The Town of Rye provides no essential services, yet receives ~\$2.5 million in recurring non-property tax revenues that could otherwise be redistributed to the successor Town/Villages that presently provide essential services to Town residents;
  - There is a minimal cost to maintain local policy, planning and zoning decision autonomy, which varies greatly and is desired by at least some of the villages; and
  - The most significant cost saving opportunities will likely be achieved through the Villages sharing additional services and by eliminating the administrative redundancies that exist within Rye Town;

This study will accordingly be undertaken to only consider the feasibility to dissolve Rye Town and evaluate the alternatives for the involved villages.

**c) Tasks:**

- The proposed “Rye Town Dissolution Feasibility Study and Village Alternatives Analysis” will be undertaken by hiring an experienced, objective third-party consultant that is selected through a competitive process by a jointly established Steering Committee.
- In the following, we present the high-level project approach and work plan to accomplish the project objectives.

*a) Project Initiation*

- Establish a project Steering Committee.
- Finalize the project IMA.
- Evaluate & select an experienced, objective third-party consultant through competitive RFP.
- Finalize the detailed objectives, scope, approach, milestones, budget and deliverables, along with identifying appropriate public participation points.\*
- Develop a formal project communication and reporting framework.

*b) Rye Town Dissolution Analysis*

- Develop a fiscal estimate of the costs/benefits to dissolve Rye Town.
- Identify the necessary activities and process to dissolve Rye Town, including public participation activities, processes or events.
- Analyze the alternatives for disposition of Rye Town employees.
- Analyze Rye Town’s assets, including but not limited to real and personal property as well as infrastructure, including the fair value thereof.
- Analyze the alternatives at Crawford Park and Rye Town Park, including maintenance alternatives as well as alternative approaches to retain these Town Parks in a way that would allowed continued use by residents of Port Chester,

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\* Denotes a public participation interval for Rye Town, Mamaroneck, Port Chester & Rye Brook.

and Rye Brook, and Rye Neck<sup>2</sup>.

- Analyze Rye Town's liabilities and indebtedness, bonded and otherwise.
- Identify and evaluate the alternative manner and means by which the residents of Rye Town will continue to be furnished municipal services following the entity's potential dissolution.
- Develop a disposition alternatives analysis for Rye Town's assets.
- Develop a disposition alternatives analysis for Rye Town's liabilities and indebtedness.
- Develop an alternatives analysis for the collection and guarantee of the necessary taxes and assessments therefore.
- Develop an alternatives analysis for the required maintenance of any town infrastructure and bridges.
- Identify any local laws, ordinances, rules or regulations of the Town that should remain in effect for any period after Rye Town's considered dissolution.

c) *Village of Rye Brook & Port Chester Coterminous Town/Village Analysis*

- Identify and analyze the activities required to establish Port Chester and Rye Brook as separate coterminous town/villages.
- Develop a financial estimate for the one-time and recurring costs to establish Port Chester and Rye Brook as separate coterminous town/villages.
- Develop a financial estimate for the redistribution of Rye Town AIM, Mortgage Recording Tax, and other recurring Rye Town non-property tax revenues.
- Identify and develop a high-level analysis of other services for Port Chester and Rye Brook to consider sharing.

d) *Rye Neck Alternatives Analysis*

- Identify and analyze the activities required to establish the Village of Mamaroneck as a coterminous Town Village.
- Identify and analyze the activities required to annex the Rye Neck section of Mamaroneck Village into the Town of Mamaroneck.
- Develop a financial estimate for the one-time and recurring costs to establish Mamaroneck Village as a coterminous Town Village.
- Develop a financial estimate for the one-time and recurring costs to annex the Rye Neck portion of Mamaroneck Village into the Town of Mamaroneck.
- Develop a financial estimate for the redistribution of Rye Town AIM, Mortgage Recording Tax, and other recurring Rye Town non-property tax revenues for the above scenarios.

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<sup>2</sup> It should be noted that the City of Rye also enjoys privileges at Rye Town Park through their participation on the Rye Town Park Commission.

- Update the 2007 Rye Neck Alternatives Analysis.

e) Additional Activities

- Identify and analyze any other matter necessary to carry out the considered Rye Town dissolution and Village(s) re-structuring.

f) Report Preparation and Public Participation

- Develop a preliminary “Rye Town Dissolution Feasibility Analysis and Village Alternatives Analysis” report.
- Present preliminary “Rye Town Dissolution Feasibility Analysis and Village Alternatives Analysis” report to Town and Village Boards and its residents.\*
- Obtain Board, Council and Public feedback.\*
- Update and finalize “Rye Town Dissolution Feasibility Analysis and Village Alternatives Analysis” report.
- Present finalized “Rye Town Dissolution Feasibility Analysis and Village Alternatives Analysis” report to Town and Village Boards and its residents.\*
- Determine next individual and joint steps.\*

g) Project Close-Out

Complete the Final Project Summary Report describing project outcomes and provide any other closeout materials requested by the Department of State.

The Town of Rye or its contractor will identify tax payer impact (e.g. cost or savings) during the course of the project and will include it as part of the report. Tax payer impact shall be expressed as Total Cost Impact, Cost Impact per Capita (based on the most recent US Census, Census estimates, or population survey), and Estimated Impact on Property Taxes resulting from the project, which is calculated by dividing each applicant’s Total Cost Impact into the amount of its taxable assessed value (equalized full value multiplied by the equalization rate) and expressed as dollars per thousand of taxable assessed value.

**Project Work Plan**

Task	Deliverables	Est. Budget	Scheduled Completion
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\* Denotes a public participation interval for Rye Town, Mamaroneck, Port Chester & Rye Brook.

\* Estimated budget to be finalized in Project Initiation phase.

<b>Task</b>	<b>Deliverables</b>	<b>Est. Budget</b>	<b>Scheduled Completion</b>
1. Project Initiation	<ul style="list-style-type: none"> <li>▪ Initial Coordination Meeting (Oct. 2011)</li> <li>▪ Inter-municipal Agreement (Dec 2010)</li> <li>▪ Consultant RFP Completed (Jan 2011)</li> <li>▪ Consultant Interviews &amp; Selection (Feb-Mar 2011)</li> <li>▪ Project Organization Chart (Mar 2011)</li> <li>▪ Consultant Agreement: Detailed Project Plan, Budget &amp; Scope Document (Mar 2011)</li> <li>▪ Project Reporting Framework (Mar 2011)</li> </ul>	\$3,000	March 2011
2. Rye Town Dissolution Analysis	<ul style="list-style-type: none"> <li>▪ Rye Town Dissolution Analysis</li> <li>▪ Crawford Park &amp; Rye Town Park Alternatives Analysis</li> </ul>	\$35,000	September 2011
3. Village of Rye Brook & Port Chester Coterminous Town/Village Analysis	<ul style="list-style-type: none"> <li>▪ Port Chester &amp; Rye Brook Coterminous Town Village Analysis</li> <li>▪ High Level Additional Shared Service Opportunities Analysis</li> </ul>	\$12,000	September 2011
4. Rye Neck Alternatives Analysis	<ul style="list-style-type: none"> <li>▪ Updated Rye Neck Alternatives Analysis</li> </ul>	\$8,000	September 2011
5. Additional Activities	<ul style="list-style-type: none"> <li>• Develop Draft Dissolution Plan</li> </ul>	\$2,000	November 2011
6. Report Preparation & Public Participation	<ul style="list-style-type: none"> <li>▪ Draft Report</li> <li>▪ Public Participation Sessions</li> <li>▪ Finalize Report</li> <li>▪ Next Steps</li> </ul>	\$4,000	January 2012
7. Project Close-Out	<ul style="list-style-type: none"> <li>▪ Final Project Summary</li> <li>▪ Close-Out Materials</li> </ul>	\$1,000	February 2012
<b>Total Project</b>		<b>\$65,000</b>	

Task  <b>1</b>
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**Task:** Project Initiation

**Schedule:** Months 1-5

**Deliverable:** Initial Steering Committee Assignments

The Town shall contact the Department of State prior to initiating work on this project to discuss goals, objectives, state requirements and expectations.

A Steering Committee will be designated to draft a Request for Proposals (RFP), interview, and recommend a consultant to the Municipal Boards to prepare the town dissolution and villages alternatives study. The Steering Committee will be charged to work with the selected consultant to complete the study. The study will provide an analysis of dissolution and a dissolution plan, and identify alternatives for villages to consider regarding additional shared service opportunities.

The Town of Rye, as the lead applicant, will coordinate the drafting of the Inter-municipal Agreement (IMA) with the Village of Rye Brook, Village of Port Chester and Town of Mamaroneck as co-applicants. The Town of Rye will also be responsible for submitting required grant paperwork with NYS.

Task

2

**Task:** Rye Town Dissolution Analysis

**Schedule:** Months 5-11

**Deliverable:** Draft and Final Dissolution Study, Meeting Summaries

The dissolution analysis is intended to provide a foundation for the project. The study will include a comprehensive list of services of the town and villages, including information on a per-service basis which shall include budget allocation, employment allocation, per-resident cost, inventory of equipment, complexities of delivery of services, specialized knowledge of personnel and necessary capital investments as well as the opportunity for cost savings and/or service enhancement. Associated with this, the consultants shall conduct a review of the services provided by the town, villages, and (and county if appropriate) to identify which entity would most appropriately deliver the services currently provided by the town. The study shall also consider the general perception of the feasibility of possible options and the public's concerns and likely reactions to restructuring service delivery and potential impact on service quality. The consultant will also forecast the impacts of the villages restructuring service delivery to absorb current functions of the town, setting in motion the process to determine the potential cost and tax impacts. Major findings, including general fiscal impacts, will be identified in the study.

The study will contain at least the following elements:

1. Identifying the Town of Rye as the local government entity to be dissolved;
2. The territorial boundaries of the town and villages ;
3. The type and/or class of the entity;
4. The entity's assets, including but not limited to real and personal property, and the fair value thereof in current money of the United States;
5. The entity's liabilities and indebtedness, bonded and otherwise, and the fair value thereof in current money of the United States;

6. Terms for the disposition of the entity's assets and the disposition of its liabilities and indebtedness, including the levy and collection of the necessary taxes and assessments therefor;
7. Any plan for the transfer or elimination of public employees;
8. Any agreements entered into with the town or towns in which the village is situated in order to carry out the dissolution;
9. Whether any local laws, ordinances, rules or regulations of the entity shall remain in effect after the effective date of the dissolution or shall remain in effect for a period of time other than as provided by state law
10. The manner and means by which the residents of the entity will continue to be furnished municipal services following the entity's dissolution;
11. A fiscal analysis of the effect of dissolution on the villages and the area of the town or towns outside the village;
12. A fiscal estimate of the cost of dissolution;
13. Any other matters desirable or necessary to carry out the dissolution.
14. The effective date of the dissolution;

The consultant shall develop a draft dissolution study and hold public meetings with the Steering Committee to review the draft dissolution study. The Steering Committee will adopt a final dissolution study with revisions if necessary to be recommended to the Municipal Boards.

Task  
3

**Task:** Village of Rye Brook and Port Chester Coterminous Town/Village Analysis

**Schedule:** Months 5-11

**Deliverable:** Provide an analysis of becoming a coterminous town/villages and identify opportunities for shared services.

The consultant shall work with the Steering Committee to provide a detailed analysis of Rye Brook and Port Chester becoming separate coterminous town/villages. In becoming coterminous town/villages there will be a need to absorb the services currently performed by the Town of Rye. In order to continue to offer these services to the residents, new opportunities are expected for Rye Brook and Port Chester to expand their history of working together to share services. These shared service areas should be identified along with a cost analysis of providing these services. In the event that the town is not dissolved, the consultant should identify shared service areas where the villages could still consider in order to decrease costs or maximize efficiencies.

Task

4

**Task:** Rye Neck Alternatives Analysis

**Schedule:** Months 5-11

**Deliverable:** Update the 2007 Rye Neck Alternatives Analysis

This task will include considering the options for the Rye Neck section of Mamaroneck Village should the Town of Rye be dissolved. Options include becoming annexed into the Town of Mamaroneck, or for the Village of Mamaroneck to consider becoming a coterminous town/village. This project will evaluate and update the details of a 2007 study by Pace University's Michaelian Institute for Mamaroneck Village.

Task

5

**Task:** Additional Activities & Dissolution Plan

**Schedule:** Month 11-13

**Deliverable:** Develop a Dissolution Plan

The consultant shall prepare a Town of Rye Dissolution Plan to implement the dissolution of the Town of Rye. This Dissolution Plan will be incorporated into the final consultant report after consideration by the Municipal Boards at public meetings.

It is noted that the Steering Committee may or may not recommend that dissolution is in the Village's interest. However, developing this Dissolution Plan will provide two advantages. First, the Dissolution Plan will make certain assumptions that will allow for a refined fiscal impact model of the affected municipalities. Second, if served with a dissolution petition, the Municipal Boards will have a Dissolution Plan which it can provide to residents and consider. The Dissolution Plan will contain provisions relating to the items identified in Task 2 above.

Task

6

**Task:** Final Dissolution Study, Alternatives Analysis, and Dissolution Plan

**Schedule:** Months 13-15

**Deliverable:** Final Dissolution Study

The final report will compile the items identified in Tasks 2, 3, 4 and 5 of the study. Copies of the final report will be distributed by the consultant to the Municipal Boards who will consider the report and the next steps at public meetings.

Task

7

**Task:** Project Close-Out

**Schedule:** Month 16

**Deliverable:** NYSDOS Project Close-Out Documents

The Town of Rye, working with the consultant and the involved villages, I will complete the required close-out process with the New York State Department of State.

Task	Deliverable	Budget	Schedule/Frequency
Initiate SEQRA	Propose Action & Determine SEQRA Applicability	3000	Beginning of Project
Development/update of IMA	Copy of executed agreement to DOS		March 2011
Project Status Reports	Copy to DOS		Every 6 months
RFP/Selected Consultant Agreement	Copy to DOS for review & approval		April 2011
Consultant Agreement	Copy to DOS	\$30,000.00	May 2011
Draft Dissolution Study	Copy to DOS for review & comment	\$20,000.00	November 2011
Final Dissolution Study	Copy to DOS	\$12,000.00	
Final Project Summary Report	Copy to DOS		End of Project
Total Budget		\$65,000.00	

- d) **Procurement:** In securing contractual services, the Town of Rye will comply with Municipal procurement policy and General Municipal Law section 103. (See Appendix A-1 Attachment 4).
- e) **Other:**
- i) **Documentation:** All documents created as part of grant funds must specify the following "This (document, report, map, etc.) was prepared with funds provided by the New York State Department of State under the Local Government Efficiency Incentive Grant Program." See page 11, Section III.
  - ii) **Environmental Review:** An environmental review will be completed as required in Section XV of this agreement and transmitted to the Department of State.
  - iii) **Deliverables:** See "Tasks."
- f) **Schedule:** See "Tasks"

**3) Review and Status**

a) Department of State shall review Project Components for consistency with the applications.  
Contractor shall provide Project Status Reports every six months or when payment is requested