

Application

Connecticut Community Connectivity Grant Program (CCGP)

Please read all information before completing the application.

Part 1 – Overview

The Community Connectivity Grant Program, (CCGP) was developed to provide funding directly to Municipalities for targeted small-scale infrastructure improvements to improve accommodations for bicyclists and pedestrians in urban, suburban, and rural communities. The primary program objective is to make conditions safer and more accessible for pedestrians and cyclists, thereby encouraging more people to use these healthy and environmentally sustainable modes of travel. A second objective of the Community Connectivity Grant Program is to facilitate social and economic opportunities to underserved communities¹ by providing equitable levels of access to affordable and reliable transportation. These improvements will make Connecticut’s community centers more attractive places to live and work.

The Connecticut Department of Transportation (Department) will solicit applications for grants directly from Municipalities, as funding is available. The funding limits for the current grant solicitation range **between \$125,000 and \$600,000**. Municipalities are eligible to apply for **one grant** per solicitation. It is important to note that grants will be awarded to municipalities on a competitive basis. Applications will be evaluated based on five criteria, as outlined below. Grant funding can be used for construction activities only.

Grants awarded under the Community Connectivity Grant Program will be administered in accordance with the “Community Connectivity Grant Program (CCGP) Project Administration Guide”, as may be revised. The Department will evaluate the efficiency and effectiveness of the process over time and may make modifications to this guide as needed.

For questions related to the preparation of the application please email: CTDOT.CCGP@ct.gov

THIS APPLICATION, ITS RECEIPT, AND/OR ANY SUBSEQUENT ANNOUNCEMENT OR NOTIFICATION OF AN AWARD ASSOCIATED WITH THIS APPLICATION, DOES NOT CONSTITUTE A CONTRACT. A CONTRACT EXISTS ONLY WHEN ALL REQUIRED CONTRACTUAL DOCUMENTS ARE SUBMITTED AND APPROVED BY THE ADMINISTERING STATE AGENCY, AND THE MUNICIPALITY IS NOTIFIED THAT THE CONTRACT IS FULLY EXECUTED.

¹ Underserved communities include low income households and individuals, minority populations, elderly, children, people with Limited English proficiency (LEP), and/or persons with disabilities.

Eligibility

GENERAL

Projects to be funded under the CCGP will require an application be prepared and submitted to the Department by the closing date set in the solicitation.

In order to be considered for an award under this solicitation, Municipalities that were previously awarded a grant under the Community Connectivity Program must have progressed their projects past the point of submission of Final Design and have been issued a written Notice to Proceed or Authorization to Advertise their project by the date this solicitation is announced (August 28, 2020).

PROJECTS ON OR AFFECTING STATE FACILITIES

While the Department anticipates many of the applications received will be on municipally owned roads, applications proposing improvements to State facilities should adhere to the following guidance.

Any work on or affecting a State facility will require an Encroachment Permit, which increases the Department's oversight for a project. If a project is proposed that will impact state right-of-way it will be reviewed and required to meet the standards of the Department.

ELIGIBLE ACTIVITIES

The funding limits for infrastructure improvement projects awarded for this solicitation **range between \$125,000 and \$600,000**. These funds can **only be used for construction activities**. Costs associated with other activities such as engineering, rights-of-way negotiations and acquisitions, and public involvement, are the responsibility of the municipality and will be considered the local match.

The intent of this program is to fund stand-alone projects with independent utility up to the program cap. **Should expenses exceed the established project cap, such cost increases shall be the sole responsibility of the Municipality.** Grant funding shall not be used in conjunction with other state or federal funds without first being approved by the Department.

Note that any traffic control device proposed must be installed in compliance with the Manual of Uniform Traffic Control Devices (MUTCD)

The Table on page 3 shows examples of the types of improvements that CCGP funds can be used for.

Examples of Eligible Improvement Types

Bicycle and Pedestrian Safety Measures	
Category	Improvement Type
A1	Pavement markings or signage that provides a new separate accommodation for bicycle, pedestrian or transit modes [bike lanes, shoulders, bike routes, etc.]
A2	Addition of, or widening of shoulders for bicycles and/or pedestrians
A3	Reducing corner radii to lower vehicle speeds and/or decrease pedestrian crossing distances
A4	Traffic calming measures
A5	Street lighting related to pedestrian safety
A6	Warning signing related to pedestrian safety
A7	Intersection reconstruction – to enhance pedestrian safety by reducing complexity and/or crossing distance
A8	Intersection signalization (major updates/upgrades and new installations)
A9	Road diets
A10	Other
Bicycle Facilities	
Category	Improvement Type
B1	New or improvement of shared-use paths (a path not solely for recreation)
B2	Designated bicycle lanes
B3	Bicycle parking fixtures and/or bike shelters
B4	Providing bicycle-safe drain grates
B5	Bicycle wayfinding / Bike Route signs
B6	Shared lane markings (sharrows)
B7	Designated separated bicycle lane (cycle tracks)
B8	Intersection treatments (bicycle signals, bicycle detection, bike lane extensions, turn boxes)
B9	Other
Pedestrian Facilities	
Category	Improvement Type
C1	Providing ADA compliant curb ramps
C2	Pedestrian wayfinding signs
C3	Providing new sidewalks (connectivity, filling gaps)
C4	Providing pedestrian buffer zones/ pedestrian refuge islands/ curb extensions at pedestrian crossings
C5	Replacing existing sub-standard/non-compliant sidewalks
C6	New or improved crossing treatments at intersections, midblock, including but not limited to Pedestrian Hybrid Beacons (HAWK), and Rectangular Rapid Flashing Beacon's (RRFB)
C7	New pedestrian accommodations at existing traffic signals, including but not limited to Accessible Pedestrian Signals (APS)
C8	Traffic (vehicular or pedestrian) re-routing to improve pedestrian safety
C9	Other
Transit Facilities	
Category	Improvement Type
D1	Improving transit connections for bicyclists and pedestrians
D2	Transit shelters
D3	Bus pull-out areas
D4	Other

Application Process

APPLICATION SOLICITATION

The Department will solicit applications for the CCGP by reaching out to Municipalities in one or more of the following methods at least 45 days prior to the application deadline:

- Press release
- Social media posting
- Electronic notification to the Chief Elected Official, or Chief Executive Official of each Municipality
- Notification through the UConn Technology Transfer (T2) Center, and
- Notification through the Councils of Government

Party Responsible for Application Preparation:

The Municipality is responsible for preparing the CCGP application and providing any required supporting documentation as outlined in these Guidelines.

ENDORSEMENT/RECOMMENDATION OF CCGP APPLICATION

CCGP applications submitted to the Department by the Municipality must include the signature of the municipal Chief Executive Official, indicating their support and recommendation of the project. (The title of the Chief Executive Official can be changed to reflect the appropriate title with respect to your municipality's form of government (i.e., Mayor, Town Manager, First Selectman, etc.)

SUBMISSION OF CCGP APPLICATION TO THE DEPARTMENT

Each Municipality is eligible to submit one (1) application per solicitation for this program. **Please submit your completed CCGP application and required documents electronically to: CTDOT.CCGP@ct.gov.**

Due to the expected volume of applications, please include "CCGP2021" and the Municipality name in the subject line of the email when submitting.

The deadline for submission will be stated in the individual solicitation.

COST PARTICIPATION

All costs associated with preparing, reviewing, and submitting the CCGP application and any required supporting documentation by the Municipality are **not** eligible for funding under CCGP, or reimbursement by the Department. This includes the cost of any consultant services procured by the municipality in the application process.

Application Evaluation and Project Selection

DEPARTMENT REVIEW, SCORING AND RANKING PROCESS

This is a competitive grant program and the evaluation of applications will be completed using a scoring system that addresses all parts of the application. Meeting eligibility criteria is strictly a prerequisite for consideration and does not guarantee award of a grant. The Department will conduct an assessment and assign point values to each evaluation component and use this to rank all applications as described in the Scoring System section outlined below. After the submission of the CCGP application, each application will be scored and ranked by the Department.

The Department will not perform any detailed technical reviews of project scope, cost estimates or any other supporting documentation. Under the CCGP, such evaluations are the responsibility of the Municipality, as will be documented in a complete application package.

The evaluation process is designed to prioritize applications that most closely align with the objectives of the CCGP, while providing maximum flexibility to account for the specific needs and objectives of each community.

SCORING SYSTEM

The application will be scored on the five sections according to the rating criteria below. The number of maximum possible points assigned to each criterion reflects the relative importance to the program goal. Points are awarded based on how well the application meets the criteria.

RATING CRITERIA

Section	Criteria	Maximum Points
1.	Identification and Documentation	15
2.	Description of project and purpose and need	20
3.	Safety and Accessibility	30
4.	Transportation Equity	30
5.	Cost Estimate	5
	Total	100

Part 2 – Application Questions

Section 1 - Identification and Documentation (15 pts.)

The Identification and Documentation criteria will provide general information about the applicant and the proposed project, as well as an endorsement by the Municipality. An application that comprehensively demonstrates the following may receive maximum points for this section:

- All information requested is complete and comprehensive
- Additional information supports project directly and includes preliminary design or comprehensive concept plans showing the proposed improvements.
- Show clear understanding of potential impacts (or enhancements) relating, but not limited, to environmental, historical, social, rights of way and/or state-owned facilities.

Applicant Municipality:

Name: _____

Tax ID (FEIN) No.: _____

Authorized Signatory Information: Note: The title of the Authorized Signatory may be changed to reflect the appropriate title with respect to your municipality's form of government (i.e., Mayor, Town Manager, First Selectman, etc.)

Full Legal Name: _____

Title: _____

Email Address: _____

Telephone Number: _____ Ext: _____

Street Address / PO Box: _____

Zip Code: _____

Applicant Information:

Name: _____

Telephone Number: _____ Ext: _____

Email Address: _____

Primary Project Contact (technical lead responsible for overseeing project design)

Name: _____

Telephone Number: _____ Ext: _____

Email Address: _____

Project Cost / Funding Requested

Requested amount of funding for this project (cannot exceed \$600,000):

\$ _____

Complete Streets

Does your Municipality currently have a Complete Streets Policy or Plan?

Yes No In Development - please explain: _____

Proposed Project Information:

Project Name: _____

Short description of proposed improvements:

Project location (Street name, state route number if applicable, address, GPS coordinates, etc.):

Does this project impact state-owned property? (i.e.: state facilities, state routes and/or bridges, state parks, forests or other state-owned land.) If yes, please provide the location and a brief explanation.

Refer to the "Examples of Eligible Improvement Types" table under the "Eligible Activities" section above, and categorize (as close as possible) the top 3 most relevant types of improvement(s) that CCGP funds will be used for:

1

2

3

For what type(s) of facilities does this project propose to improve connectivity to?

- | | |
|--|--|
| <input type="checkbox"/> Community/Central Business Centers | <input type="checkbox"/> Education Centers (Schools) |
| <input type="checkbox"/> Commercial District (Shopping/Dining) | <input type="checkbox"/> Tourist Sites |
| <input type="checkbox"/> Employment Centers | <input type="checkbox"/> Recreational Facilities |
| <input type="checkbox"/> Municipal Facilities | <input type="checkbox"/> Transit Facilities |
| <input type="checkbox"/> Residential | <input type="checkbox"/> Other _____ |

Please submit the following additional information in digital format, as applicable:

- Site Location Map
- Property Boundary Map
- Comprehensive Concept Plans
- Preliminary Engineering Plans (if available)
- Proposed project schedule (estimate for final design completion, construction commencement and completion, etc.)
- Description of known potential impacts (or enhancements) relating, but not limited, to environmental, historical, natural or social resources, as well as rights-of-way and/or state-owned facilities.
- Letters of support for the project.

Please include any other relevant information you feel may be helpful:

Endorsement and Recommendation of Project

The following page titled “Endorsement and Recommendation of Project by the Municipality” must be completed and signed to certify that the project is endorsed and supported by the Municipality. This document must be signed and included for the application to be considered complete.

Endorsement and Recommendation of Project by the Municipality

This page must be read and signed by the Authorized Signatory of the Municipality in order for the municipality/project to be considered for CCGP funding.

My signature below, as Authorized Signatory of the Municipality of, _____
indicates acceptance of the following and further certifies that:

1. I understand that should this grant application be approved, I will be required to sign an assistance agreement/contract with the assigned administering agency delineating the terms and conditions of this grant;
2. I will comply with any grant terms and conditions required by the administering agency;
3. I understand that various permits may be required by the administering agency or other agencies as required by either the Connecticut General Statutes or Connecticut regulations, or federal law;
4. I understand that funding associated with this grant application is one-time in nature and that there is no obligation for additional funding from the Connecticut Department of Transportation;
5. I understand that if this project warrants a Connecticut Environmental Policy Act (CEPA) review pursuant to Sections 22a-1 through 22a-1h of the Connecticut General Statutes that I will comply with such an environmental assessment. Further, if a CEPA is required, I understand that there are costs associated with such a review and that the Municipality is in a position to continue with the proposed project despite this cost;
6. I understand that this application will be examined by the Connecticut Department of Transportation for consistency with the State Plan of Conservation and Development and that I may be contacted if additional information is required for that review;
7. I understand that projects which convert twenty-five or more acres of prime farmland to a nonagricultural use will be reviewed by the Commissioner of Agriculture, in accordance with Section 22-6 of the Connecticut General Statutes; and
8. I will supply the Connecticut Department of Transportation with all documentation supporting my authority to enter into an assistance agreement, including but not limited to applicable certified minutes and by-laws from the Municipality denoting my authority to apply for the grant and the authority to enter into such an agreement should a grant be awarded.
9. I understand that if this application leads to the award of a CCGP funding for this project, that no payment will be made for project expenses incurred prior to the start date or after the end date (as set forth in the fully executed contract), without advance written approval by the administering state agency.
10. I have read, in full, the Connecticut Community Connectivity Grant Program (CCGP) Project Administration Guide and Application.

Authorized Signatory's Name (Please Print) _____

Title _____

Signature _____ Date _____

Section 2 – Description of Project and Purpose and Need (20 pts.)

Provide a description of the proposed improvements as well as the purpose and need of the project. Please be as comprehensive as possible in the description of the planned activities. The purpose and need for the project should include the specific needs that will be satisfied and expected outcomes resulting from undertaking the project. It should also show how it relates to established goals and strategic plans for the community. An application that comprehensively demonstrates the following may receive maximum points for this section:

- Project description should be clear and detailed so that a reviewer can easily understand the proposed improvements.
- Should be specific and clearly define what the intended purpose and need is within the context of the community and why this project is critical to achieving the purpose and need.
- Describe how this project can stimulate additional investment, leverage other resources, and/or fits into local or regional initiatives.
- Project is shown to complement local and/or regional plans such as Complete Streets

Section 3 –Safety and Accessibility (30 pts.)

How does this project address a known safety concern and allow for better connectivity as it relates to users of the transportation system? The impact on Safety and Accessibility section provides the opportunity for applicants to describe how the project in their Municipality will propose to improve safety and accessibility for the community. An application that comprehensively demonstrates the following may receive maximum points for this section:

- This section should clearly describe the immediate and long-term impact on safety and connectivity within the community.
- Narrative should demonstrate how the proposed improvement is directly related to the Safety and Accessibility objective of the program as stated in Part 1
- Data² is provided to demonstrate how the program objective will be achieved through this project.

² Applicants are encouraged to use available data including the Connecticut Crash Data Repository, and any other sources including local police crash records, public works complaints & LTA concerns.

Section 4 – Transportation Equity (30 pts.)

How does this project align with existing values and promote equity within the community? The Transportation Equity criteria should clearly demonstrate how the proposed project will promote equity within the context of the community. An application that comprehensively demonstrates the following may receive maximum points for this section:

- Clearly define how the proposed project will create opportunities for residents and businesses by providing equitable levels of access to affordable and reliable transportation, including underserved communities within the project area.
- Language should clearly describe how the project fits the context of the area and provides a benefit to the local community.
- Narrative should demonstrate how the proposed improvement is directly related to the Equity objective of the program as stated in Part 1
- Demonstrate support within the community for the proposed improvements.
- Data³ is provided to demonstrate how the program objective will be achieved through this project.

³ Applicants are encouraged to use available data including Environmental Justice Community Mapping available on the CTDOT website, Census Data, and other data including state, federal, or local sources.

Section 5 – Cost Estimate (5 pts.)

This information should answer the question of whether the project can be realistically completed within the proposed grant amount. Cost estimates are the primary form of providing this information and will be evaluated for their demonstrated ability to achieve the Program objective. For example, an infrastructure project application with evidence of scoping and/or preliminary engineering work can be expected to increase confidence in the resulting estimate. A detailed cost estimate shall be submitted with this application. A sample cost estimate form can be found on the Community Connectivity Program webpage at: <http://ctconnectivity.com/ccgp/> . An application that comprehensively demonstrates the following may receive maximum points for this section:

- Cost estimates should provide enough detail and accuracy to demonstrate that the proposed project can realistically be accomplished within the requested grant amount.
- Cost estimate must show that reasonable thought went into the planning of the proposed improvements.
- Major construction items should be included to demonstrate comprehension of the complexity of the overall project.