



## LOCAL CAPITAL IMPROVEMENT PROGRAM (LoCIP)

### ENTITLEMENTS PRIOR TO FISCAL YEAR 2024

### ENTITLEMENT GUIDELINES & INSTRUCTIONS

The guidelines and instructions have been prepared to assist municipalities in utilizing state aid entitlements under the Local Capital Improvement Program (LoCIP). Additional information, including project authorizations, reimbursements, project summaries and historical LoCIP data, as well as required forms may be found on the [LoCIP website](#).

LoCIP provides financial assistance to municipalities for eligible capital projects funded with State general obligation bonds. FY2023 and prior entitlements will continue to follow the Chief Executive Officer (CEO) authorization and reimbursement process. Municipalities must apply to the Office of Policy and Management (OPM) for project authorization for each eligible project on the LoCIP Project Authorization Request form, and then once a municipality expends funds for an OPM-authorized LoCIP project, it may apply for reimbursement on the LoCIP Reimbursement Request form. Project Authorization Request forms and Reimbursement Request forms can be submitted at the same time. Only capital projects which have been approved by the municipality's legislative body and which comport with program guidelines will be considered.

**All LoCIP-funded projects are subject to all federal, state, and local laws, ordinances, regulations, and municipal bylaws.**

Depending on the nature of the project to be funded, certain projects may require additional reviews, evaluations, permits, approvals, and/or certifications, including but not limited to: Commission on Human Rights and Opportunities ([CHRO](#)), Connecticut Environmental Policy Act ([CEPA](#)) Evaluation, Environmental Impact Evaluation ([EIE](#)), Flood Management Certification ([FMC](#)); State Historic and Preservation Office ([SHPO](#)) review and determination; and/or Municipal Plan of Conservation and Development ([POCD](#)) provisions with regard to eligibility for discretionary state funding. Such reviews, evaluations, permits and/or certifications must be obtained before the LoCIP Project Authorization Request will be approved. It should be noted that such reviews, evaluations, permits and/or certifications could significantly impact project costs and timelines.

LoCIP Projects will only be authorized when:

- The municipality's legislative body has approved the project, and such approval is documented in certified minutes of the required municipal meeting(s);
- The project is included in the municipalities most recently approved Capital Improvement Plan (CIP);
- The amount listed on the project authorization request does not exceed the municipalities available LoCIP entitlement balance;
- All required reviews, evaluations, permits and/or certifications have been obtained (pursuant to above paragraph);
- The project is an allowable project pursuant to the LoCIP Guidelines; and
- The request is submitted on the required form and is **signed by the Chief Executive Officer (Mayor, First Selectman or Town Manager) of the municipality.**

Reimbursements will only be approved:

- For allowable expenditures associated with OPM-approved LoCIP projects after the municipality has incurred and expended funds;
- The reimbursement request is submitted on the required form and all required information is provided in the required format, and is **signed by the Chief Executive Officer (Mayor, First Selectman or Town Manager) of the municipality;** and

- The amount of the requested reimbursement does not exceed the available project balance.

#### **ALLOWABLE LoCIP PROJECTS**

LoCIP funds can only be used for municipal capital expenditure projects which are specifically categorized below (pursuant to C.G.S. §7-535 through 7-538). Please note that the use of LoCIP funds for school-related projects is strictly limited. School related project information is specifically addressed in the guidelines. A LoCIP project may include repairs incidental to reconstruction and renovation but does not include ordinary repairs and maintenance of a routine or ongoing nature.

Eligible LoCIP projects are defined in the following major categories:

- **ROADS** – construction, renovation, repair, or resurfacing
- **SIDEWALK and PAVEMENT** – improvements
- **SEWAGE TREATMENT PLANTS, SANITARY OR STORM, WATER OR SEWER LINES** – construction, renovation, enlargement, or repair, including separation of lines
- **PUBLIC BUILDINGS OTHER THAN SCHOOLS** – construction, renovation, code compliance, energy conservation, and fire safety
- **DAMS/BRIDGES/FLOOD CONTROL** – construction, renovation, enlargement, or repair
- **WATER TREATMENT OR FILTRATION FACILITIES/MAINS** – construction, renovation, enlargement, or repair
- **SOLID WASTE FACILITIES** – construction, renovation, or enlargement
- **PUBLIC PARKS** – improvements
- **CAPITAL IMPROVEMENT PLANS** – costs associated with preparation or revision (only 1x/ten-year period)
- **EMERGENCY COMMUNICATIONS SYSTEMS, BUILDING SECURITY SYSTEMS, INCLUDING SCHOOLS** – improvements
- **PUBLIC HOUSING** – renovation/improvements, including energy conservation projects and development of additional public housing
- **VETERANS' MEMORIALS** – renovations or construction
- **THERMAL IMAGING SYSTEMS** – acquisition
- **BULKY WASTE/LANDFILL PROJECTS**
- **CONSERVATION & DEVELOPMENT PLANS** – preparation and revision (reimbursed not more than 1x/10-year period)
- **AUTO EXTERNAL DEFIBRILLATORS** – acquisition
- **FLOODPLAIN MANAGEMENT AND HAZARD MITIGATION ACTIVITIES**
- **ON-BOARD OIL REFINING SYSTEMS\***
- **THE PLANNING OF A MUNICIPAL BROADBAND NETWORK\***
- **BIKEWAY AND GREENWAY** – establishment
- **LAND ACQUISITION** – including for open space, and costs involved in making land available for public uses
- **TECHNOLOGY (FOR SCHOOLS)** – acquisition related to the implementation of SDE's Common Core State Standards
- **TECHNOLOGY UPGRADES (NOT SCHOOLS)** – including for improvements to expand public access to government information through electronic portals and kiosks
- **HAZARDOUS TREE REMOVAL OR TRIMMING** for nonutility-related hazardous branches, limbs, and trees on municipal property or within a municipal right-of-way.

*\*See specific statutory details for more information related to these items.*

## **PROJECT AUTHORIZATION PROCEDURES**

All LoCIP Project Authorization Requests and must be sent **in PDF format** to [LoCIP.Submit@ct.gov](mailto:LoCIP.Submit@ct.gov).

Do not submit hardcopy paper forms via regular mail.

The subject line of the email **MUST** include:

- Your **municipality's name**
- the word **LoCIP**
- the word **Authorization**. If you are submitting both an authorization and a reimbursement, indicate by including the words **Authorization and Reimbursement** in the email subject line.

All forms must be complete and must be **signed by the Chief Executive Officer (Mayor, First Selectman, or Town Manager)**.

Outdated forms or forms which are incomplete or lack the appropriate signature will not be accepted.

**PLEASE BE ADVISED THAT [LoCIP.Submit@ct.gov](mailto:LoCIP.Submit@ct.gov) IS ONLY FOR THE SUBMISSION OF LOCIP PROJECT AUTHORIZATION REQUEST AND LOCIP REIMBURSEMENT REQUEST FORMS.**

Questions or other inquiries sent to the email address above will not be answered. If you have questions or need to address other LoCIP issues, please contact [Christine.Goupil@ct.gov](mailto:Christine.Goupil@ct.gov) or [Martin.Heft@ct.gov](mailto:Martin.Heft@ct.gov)

### **LoCIP Projects will only be authorized when:**

- The municipality's legislative body has authorized the project, and such authorization is documented in certified minutes of the required municipal meeting(s);
- The project is included in the municipality's most recently approved Capital Improvement Plan (CIP), or if an emergency authorization is requested for a project not on the municipality's CIP, such request will only be considered when the Chief Executive Officer notes on item 4 in the certification section of the authorization request form that the project is not in the capital plan and shall also provide the reason/justification for requesting the emergency authorization in the "Project Description" section of the form or on a separate attachment. Such requests will be authorized on a case-by-case basis.
- The amount listed on the project authorization request does not exceed the municipality's available LoCIP entitlement balance;
- All required reviews, evaluations, permits and or certifications have been obtained;
- The project is an allowable project pursuant to the LoCIP Guidelines and Connecticut General Statutes; and
- The request is submitted on the required form and is signed by the Chief Executive Officer of the municipality.

### **IMPORTANT ADVISORY RELATED TO CERTAIN PROJECTS**

**REQUIRED LOCATION INFORMATION FOR LoCIP PROJECT AUTHORIZATIONS AND REIMBURSEMENTS:** The location of the work performed on site projects must be included on the Project Authorization Request (if known at the time of application) either in the title of the project or in the "Project Description" section. However, when the authorization request is for "city-wide" paving, or "town-wide sidewalks", or other similar projects, where street names might not be known in advance, specific locations where work was completed **MUST** be provided with the Reimbursement Request before a reimbursement will be issued.

**AUTHORIZATIONS FOR LoCIP FUNDED LAND ACQUISITION PROJECTS:** When signing the certification section of the Project Authorization Request related to Land Acquisition, you are certifying that:

- the property proposed for purchase was selected through an "arms -length" transaction;
- if the property to be acquired is valued at less than \$100,000 one independent appraisal is to be prepared;
- if the property to be acquired is valued at \$100,000 or more, two independent appraisals shall be prepared;
- appraisals must be performed by a MAI-certified appraiser (Member of the Appraisal Institute) and must have been

prepared within the previous 365 days;

- the purchase price of the property did not exceed the highest appraised value; and
- the property transaction is complete and recorded in the municipality's land records.

**Appraisal costs will not be reimbursed absent the requisite final transaction/conveyance recorded in the municipality's land records.** This will help to ensure that LoCIP funds are not used to pay for appraisals in the event that the property acquisition is not realized.

**REQUIREMENTS FOR LoCIP PROJECT AUTHORIZATIONS FOR PROJECTS IN OR NEAR OR AFFECTING FLOOD PLAINS, IMPACTING NATURAL OR MAN-MADE STORM DRAINAGE FACILITIES, PEAK RUN-OFF RATES OR REGULATED FLOOD FLOWS, or impacts to STATE OWNED/CONTROLLED PROPERTY (including State rights-of-way such as state roads):** Certain project activities will require an approved Flood Management Certification (FMC). Such certification must be approved before OPM can approve your Project Authorization Request. You are also advised that approval of such FMC may result in a prolonged project approval process. Additional assurances and documentation from the requesting municipality prior to authorization include, but are not limited to:

- A current flood map that shows where the project is located and where project activities will take place; and
- Details of the impact(s) to the related floodplain, drainage, peak run-off rates and/or regulation of flood flows provide in reports, surveys, etc.

In order for OPM, as a grantor agency, to ensure compliance with the provisions of [CGS Section 25-68b through Section 25-68h](#), we must collect additional information with regard to any LoCIP funded project which is proposed or constructed within, encroaches upon or affects a floodplain, or that impacts natural or man-made storm drainage facilities, peak run-off rates and/or regulates flood flows. Any Project Authorization request for such a project will require a longer review process and will require additional assurances and documentation from the requesting municipality prior to project authorization.

You will be advised if your project will require an approved FMC.

**PROJECTS WHICH IMPACT HISTORICAL BUILDINGS OR AREAS:** Based on the answers you provide on your project authorization request; your project might require a review/determination from SHPO. We will contact you if additional action will be required on your part to satisfy SHPO requirements. Evidence of such review/determination will be required before OPM can approve your project. You are also advised that such a review/determination by SHPO may result in a prolonged project approval process.

**REQUIREMENTS RELATED TO AUTHORIZATIONS WHERE REIMBURSEMENT WILL BE SOUGHT FOR ARCHITECTURAL/ ENGINEERING PLANNING AND DESIGN:** The cost of architectural/engineering planning and design services will be reimbursable **ONLY:**

- **after the funding for the construction phase of the project has been approved** by the municipality's legislative body, and
- such approval is documented in certified minutes of the required municipal meeting(s).

This certification is required to ensure that LoCIP funds are not used for expenditures related to projects which fail to progress to completion.

## **PROJECT REIMBURSEMENT PROCEDURES**

All LoCIP Project Reimbursement Requests must be sent **in PDF format** to [LoCIP.Submit@ct.gov](mailto:LoCIP.Submit@ct.gov).

Do not submit hardcopy paper forms via regular mail.

The subject line of the email **MUST** include:

- Your **municipality's name**
- the word **LoCIP**
- the word **Reimbursement**. If you are submitting both an authorization and a reimbursement, indicate by including the words **Authorization and Reimbursement** in the email subject line.

All forms must be complete and must be **signed by the Chief Executive Officer (Mayor, First Selectman, or Town Manager)**. Outdated forms or forms which are incomplete or lack the appropriate signature will not be processed.

**PLEASE BE ADVISED THAT [LoCIP.Submit@ct.gov](mailto:LoCIP.Submit@ct.gov) IS ONLY FOR THE SUBMISSION OF LOCIP PROJECT AUTHORIZATION REQUEST AND LOCIP REIMBURSEMENT REQUEST FORMS.**

Questions or other inquiries sent to the email address above will not be answered. If you have questions or need to address other LoCIP issues, please contact [Christine.Goupil@ct.gov](mailto:Christine.Goupil@ct.gov) or [Martin.Heft@ct.gov](mailto:Martin.Heft@ct.gov)

Do **NOT** submit copies of invoices, checks or other unnecessary paperwork with your reimbursement request form. Forms submitted with unnecessary paperwork will not be processed and will be returned.

### **IMPORTANT NOTES:**

- If the reimbursement request is for paving, sidewalks, sewer work, etc. (project types that span multiple locations), all street name(s)/location information **MUST** be included on the reimbursement request form in the "description of goods/services column".
- "ACTUAL DATE GOODS/SERVICES RECEIVED": You must enter an actual date or dates in this field on the reimbursement form. Date(s) **MUST** include month, day, and year. Do **NOT** enter "spring 2023" or "various". You **MAY** enter a date range (for example: 01/23/23 – 02/25/23) if applicable.

**EXAMPLES OF TYPES OF SERVICES AND DELIVERABLES TO BE LISTED IN DESCRIPTION SECTION OF REIMBURSEMENT REQUEST FORM:** (This is not a comprehensive list, but rather a list that is meant to show what level of description should be included.)

- Equipment – list equipment, such as: rooftop AC unit, permanently installed generator, network servers, hot water heater, AED, on-board oil refining system, thermal imaging systems.
- Contracted services – list type of contracted services, then deliverables, such as: paving work: asphalt, catch basins, line paint; or construction work: building materials, roofing materials, doors, windows, plumbing materials, contractor labor.
- Materials only – list building materials such as roofing materials, flooring, windows, doors, plumbing materials, fencing.
- Municipality Employee Labor – under the description, please just list "employee labor." (Reimbursement for employee labor is allowable **ONLY** when such labor is performed **OUTSIDE** the course of the employee's regular duties and/or **OUTSIDE** the employee's regular work schedule.)
- Short Term Lease of Large Construction Equipment: list type of equipment and length of lease (**lease cannot exceed time it takes to complete project**) example: Asphalt Paver – Lease term: 2 months.
- Technology Upgrades – list costs such as: network servers, network wiring, software\*and contractor labor\*\* if applicable.
  - \*Only software that renders the hardware operational is reimbursable. Version software upgrades are not reimbursable.
  - \*\*Contractor labor for service/support beyond installation period is not reimbursable.
- Local CIP – list the costs associated with the preparation and revision of Local CIP

- Plan of C&D – list the costs associated with the preparation and revision of the Plan of C&D
- Architectural services – list associated costs such as: land survey, architectural plans/blueprints \*only reimbursable when funding for construction phase has been approved by the municipality's legislative body and documented in the minutes of the required municipal meeting(s).
- Engineering services – list associated costs such as: sewer plans, bridge design, etc. \*only reimbursable when funding for construction phase has been approved by the municipality's legislative body and documented in the minutes of the required municipality meeting(s)
- Real Property Acquisition – list costs associated with acquisition (including, but not limited to property appraisals, surveys, legal fees, recording fees, purchase price paid)

**ALLOWABLE LoCIP PROJECTS:** LoCIP funds can only be used for municipal capital expenditure projects specifically listed in the LoCIP Guidelines (pursuant to C.G.S. §7-535 through 7-538). Please note that the use of LoCIP funds for school-related projects is strictly limited – See school-related project section below.

#### **EXAMPLES OF ALLOWABLE LoCIP COSTS**

- Acquisition of land for open space or public use – All recipients of State financial assistance that have a need to acquire land or buildings with state bond proceeds [LoCIP and other various bond funded State grants] should demonstrate that the property proposed for purchase was selected through an "arms-length" transaction. If the property to be acquired is valued at less than \$100,000 one independent appraisal is to be prepared and submitted when seeking reimbursement. For property valued at \$100,000 or more, two independent appraisals shall be prepared and submitted when seeking reimbursement. Appraisals must be performed by a MAI-certified appraiser (Member of the Appraisal Institute) and must have been prepared within the previous 365 days. The purchase price of the property must not exceed the highest appraised value.) The acquisition cost and the cost of the appraisal(s) are reimbursable. Appraisal costs will not be reimbursed absent the requisite final transaction/conveyance recorded in the municipality's land records. Procurement and installation of permanently fixed equipment. (Examples: HVAC roof top units, central air units, permanently installed generator, hot water heater, elevator, chair lifts, etc.)
- Architectural/engineering planning and design costs only after the funding for the construction phase of the project has been approved by the municipality's legislative body, and such approval is documented in certified minutes of the required municipal meeting(s). This will help to ensure that LoCIP funds are not used for expenditures related to projects which fail to progress to completion.
- Contracted services needed to complete the project (or the portion thereof being funded with LoCIP funds) (Examples: contracted services related to roadwork, construction, renovation or improvement, engineering and or architectural services.)
- Materials and project components not in excess of what is needed to complete the project (or the portion thereof being funded with LoCIP funds). (Examples: materials associated with roadwork, construction, renovation, or improvement.)
- Short term large equipment lease for equipment necessary to complete project. (Example: short term rental of an asphalt paver.)
- Technology upgrades: Network equipment, servers, associated wiring, and software\* (\*Only initial software that renders the hardware operational is reimbursable.)
- Hazardous Tree/Limb/Branch removal or trimming of nonutility related trees on municipal property or within the municipal right-of-way.
- Municipal labor only when such labor is performed OUTSIDE the course of the employee's regular duties and/or OUTSIDE the employee's regular work schedule.

**EXAMPLES OF UNALLOWABLE LoCIP COSTS – LoCIP funds may NOT be used to pay for:**

- Operating costs
- Program costs
- Preliminary planning or feasibility studies
- Appraisal costs which do not comport with requirements as outlined in the program guidelines, or appraisals costs absent the requisite final transaction/conveyance recorded in the municipality's land records.
- Land acquisition costs absent proper appraisals or absent the requisite final transaction/conveyance recorded in the municipality's land records.
- Architectural/Engineering planning and design costs absent municipal legislative body's approval of funding for construction phase of the project.
- Service and or support costs beyond those associated with the original project installation, implementation, or construction. (Example: costs to install a permanent generator are allowed, costs for ordinary repair or regular maintenance of the generator are not allowed. Costs to install new computer servers are allowed, costs for IT support or ancillary service(s) after the installation is complete are not allowed.)
- Ancillary supplies, parts and or components in excess of what is necessary to complete the project (or portion thereof being funded with LoCIP funds). (Example: the cost for the filter that is in the HVAC unit when it is installed is an allowable cost. The cost for filters beyond what is in the machine at the time of installation is not allowable. Other items that are not allowable: supplies such as light bulbs, batteries, cleaning supplies.)
- Municipal salaries that would otherwise be paid within the course of the employee's performance of regular duties during the employee's regular work schedule are not allowed.
- Costs associated with maintenance, which is defined as service, support or repair of a routine, recurring nature. (Example: lawn mowing, street sweeping, catch basin cleaning.)
- The purchase or rental of hand tools (small equipment). (Example: hammers, drills, wrenches, saws, screwdrivers, etc.)
- Machinery or equipment not permanently affixed to a facility. (Example: refrigerator, copier, stove, microwave, portable generator, lawn mowers, snow blowers, plow attachments.)
- Furniture, fixtures, and equipment (FF&E) are not reimbursable. FF&E includes movable furniture, fixtures or other equipment that have no permanent connection to the structure of a building or utilities. (Examples of FF&E include desks, chairs, appliances, tables, bookcases, shelving, cabinets, or partitions.)
- Vehicles or vehicle accessories (example: cars, trucks, plows, vans, buses, ambulances, motorcycles, ATVs.)
- Meals, mileage, airfare, car rental, hotel and/or other travel related costs. (Example: a contractor is flying in to install a new computer server and it will take 4 days. While the cost of his labor and the cost of equipment and project related materials are allowable, the costs associated with travel, lodging and meals, are not allowable.)
- Temporary repairs. (Example: temporary bridge repair.)
- Dues, fees, subscriptions, licenses, or service/maintenance contracts.
- Projects within or physically connected to school buildings, other than those listed in the guidelines.
- Work done strictly for esthetic reasons that is not directly incidental to construction (i.e., new floor covering, painting, trim work, etc.)

**LIMITED ALLOWABLE LoCIP COSTS FOR SCHOOL-RELATED Projects:** Pursuant to LoCIP Guidelines and C.G.S. §7-535 to 7-538, the only allowable LoCIP expenditures for capital projects associated with schools are costs associated with:

- Emergency communications systems improvements and building security systems.
- Acquisition of technology related to the implementation of SDE's common core state Standard. "Technology" is defined as technology-related equipment and technology infrastructure, including network equipment, servers, PCs, printers, other peripherals, and devices.
- Sidewalk and pavement improvements.

**COST OVERRUNS:** If a municipality experiences a project cost overrun, a new Project Authorization Request Form for the amount of the overrun is required, and a separate Reimbursement Request form is required.

There are two ways to handle a cost overrun:

- 1.) If a municipality has money available in their LoCIP Available Entitlement account, a municipality would simply complete and submit a new Project Authorization form to cover the cost of the overrun. A reason for the cost overrun should be entered in the project description section of the form, and a reference should be made to the original project number (the project that incurred the overrun.) Upon approval, the municipality will receive the new project number and reference will be made to the original project number for your convenience. The municipality must then submit a Reimbursement Request as per usual to request payment.
- 2.) If a municipality does NOT have money in its LoCIP Available Entitlement account but DOES have unexpended funds from projects that are complete, where no further reimbursement will be sought, the municipality should close the project(s) out to transfer the money back to their Available Entitlement Account. To close out a project and return the unexpended funds to the Available Balance, simply complete a Reimbursement Request form as per usual, enter \$0 in the "TOTAL AMOUNT OF REIMBURSEMENT BEING REQUESTED" and check off the box "CHECK HERE IF FINAL REIMBURSEMENT, hand initial where indicated, complete the certification at the bottom of the form and submit. Once the project is closed out and the funds are available in the Available Balance, simply complete and submit a new Project Authorization form to cover the cost overrun. A reason for the cost overrun should be entered in the project description section of the form, and a reference should be made to the original project number (the project that incurred the overrun.)

**\*\*\*Helpful Hint\*\*\*** To ensure that unexpended funds associated with completed projects (for which no additional reimbursements will be sought) are automatically returned to the municipality's Available Entitlement account, simply check off the FINAL REIMBURSEMENT box and initial in the space provided when making your last reimbursement request for a project.



## **FREQUENTLY ASKED QUESTIONS AND ANSWERS RELATED TO THE LoCIP PROGRAM**

### **1. When can applications (Project Authorization Requests) be submitted?**

OPM accepts project authorization requests on an ongoing basis. Municipalities may only submit Project Authorization Requests for allowable projects if they have enough available entitlement funding to cover the amount of the request(s), the municipal legislative body has approved the project and such approval is documented in the certified minutes of the required town meeting(s). When a municipality has exhausted its available entitlement, it should not submit any further Project Authorization Requests. Requests submitted in excess of available entitlements will not be processed and will be returned to the municipality.

**Project Authorization Requests and Reimbursement Requests must be submitted on the most currently prescribed forms which are available on the [LoCIP website](#).**

### **2. How were past entitlement amounts calculated?**

LoCIP past entitlements were calculated using a statutory formula which factors in a combination of road mileage, population density, Adjusted Equalized Grand List Per Capita, and population. Unconsolidated cities and boroughs receive a percentage of their associated municipality's allocation based on the total taxes levied. Each municipality's entitlement amount was determined by the municipality's formula data and the total amount of funding authorized by the legislature.

### **3. What is a Capital Improvement Plan (CIP)?**

A CIP is a multiyear plan (i.e.: five-year) prepared to show the general description, need, and estimated cost of each individual capital improvement, and the proposed funding source for each individual capital improvement in the first year of the plan. The CIP should be adopted by the applicant's legislative body having final annual budget approval (City Council, Board of Alderman, or Town Meeting) and should be updated annually. See Chapter 108 Municipal Reserve Fund of the Connecticut General Statutes.

### **4. Must a project be included in the municipality's CIP in order to be approved?**

Yes. With the exception delineated below, the municipality must certify that it has adopted a capital improvement plan and that the project is consistent with such plan. If, however, a particular project is not included in the local CIP because of a substantial change of circumstances, the municipality may request an emergency authorization. The Chief Executive Officer shall note on item 4 in the certification section of the Project Authorization Request form, that the project is not in the current CIP and shall also provide a reason/justification for the emergency authorization in the project description section of the form, or on a separate attachment. Such requests will be considered on a case-by-case basis.

### **5. Is any project listed in the municipal CIP eligible for LoCIP reimbursement?**

No. Only projects that fall under the categories listed in the guidelines are eligible for LoCIP reimbursement.

### **6. Can LoCIP funds be used for projects which receive other State funds?**

The entitlement can be used toward the balance on projects receiving other assistance **but cannot be used to satisfy a local matching requirement for any state assistance program except for the Local Bridge Program** established under Sections 13a-175p to 13a-175u, Connecticut General Statutes.

### **7. Can LoCIP funds be used as a local match portion related to a federal grant?**

LoCIP entitlements may be used as a local match for Federal assistance as long as:

- The project is eligible for LoCIP funding;
- The conditions and terms of the Federal grant allow for such a match; AND
- No other state assistance program (other than the Local Bridge Program) is being used to fund the project.

**8. Do separate projects require separate authorizations?**

Yes, each request for project authorization must be submitted on its own Project Authorization Request form.

**9. How long will it take to receive approval?**

The Secretary of OPM will approve or disapprove each fully completed project authorization request form within forty-five (45) days of its receipt. The Secretary will approve projects only up to the amount of each municipality's available entitlement account balance (current entitlement plus any balance from previous years). You will be notified via email if your request has been denied and will be provided with a reason for the denial. For your convenience, approved projects are posted to the LoCIP website on a monthly basis under the REPORTS section of the site: "PROJECT AUTHORIZATION LIST REPORTS."

**10. Because LoCIP funding is a statutory entitlement, does that mean that the money is automatically sent to the municipality?**

No. In order to receive your municipality's LoCIP funds you must do **two** things:

1. Submit to OPM a separate Project Authorization Request form for each project to be funded with LoCIP money. OPM will review your request and will approve or deny it accordingly. Please read the complete LoCIP Guidelines Document for important details pertaining to what constitutes an allowable project.
2. Submit a Reimbursement Request form to OPM for review and processing. Once your reimbursement request is approved and processed, payment will be issued. Please read the complete LoCIP Guidelines Document for important details pertaining to what constitutes an allowable expenditure.

**11. Can a municipality request a project authorization and reimbursement of expenses at the same time?**

Yes, as long as sufficient entitlement funds are available to cover the requested project authorization and related reimbursement.

**12. May a municipality transfer LoCIP funds from one project to another if there is an unexpended balance in one project account and deficit (cost overrun) elsewhere?**

No. There are two ways to handle a cost overrun. Both ways require the municipality to submit a new Project Authorization Request form and a separate Reimbursement Request form.

**13. How long must the municipality retain records related to LoCIP funded projects?**

Pursuant to C.G.S. §7-536(h) each municipality receiving a Local Capital Improvement Project entitlement under this section shall retain detailed accounting records of all expenses incurred relative to the local capital improvement project for which an entitlement is received for a period of not less than three (3) years following the completion of such project. Additionally, under the authority granted by C.G.S. §§ 11-8, 11-8a, 11-8b and 7-109, the Connecticut State Library has established retention schedules for municipal records which may require a retention period longer than prescribed in C.G.S. §7-536(h). Municipalities shall retain records for whichever retention period is longest.

**14. How often can reimbursement requests be submitted?**

Reimbursement requests should be submitted not more than once per month, per project.

**15. Are expenditures for work which was done and paid for prior to getting a project authorization reimbursable?**

Yes, provided the project is a LoCIP-eligible project, the related expenditures are allowable pursuant to program guidelines, the municipality has maintained detailed accounting records to support such expenditures, and the municipality has enough available LoCIP entitlement funding to cover the request. A municipality must still submit a Project Authorization Request form, receive a project authorization from OPM, and can then seek reimbursement for those expenditures which comport with program guidelines.

**16. When we receive a payment, how do we know which projects the payment is for?**

Check the "Payments List Breakdown Report" which can be found on REPORTS section of the LoCIP website. The report lists payments made to municipalities by project number, project description and amount of payment per project.

**17. What municipal approvals are required before we submit a LoCIP Project Authorization Request?**

The municipality must follow its local policies and procedures to ensure that the below requirements are met prior to submitting a LoCIP Project Authorization Request:

- The municipality must authorize the project for which it seeks approval, and such authorization must be documented in the relevant minutes of the required municipal meetings; and
- The project must be included in the Municipality's Capital Improvement Plan (CIP), which is typically part of the budget adoption process.
- All local, state and/or federal permits/approvals/certifications must be approved.

If you have further questions about your municipality's local approval process, you should review the process with your municipal attorney.

**18. Must we comply with State Single Audit Guidelines?**

Yes. The entitlement provisions of LoCIP have requirements under the [Connecticut State Single Audit Compliance Supplement](#).