

August 6, 2024

To: Municipal and Borough Chief Executive Officers
Municipal and Borough Chief Financial Officers

From: Martin L. Heft, Undersecretary, Intergovernmental Policy and Planning Division

RE: **Local Capital Improvement Program – 2024 Grant Annual Reporting**

SEPTEMBER 1st ANNUAL REPORT:

Pursuant to [Subsection \(j\) of Section 7-536](#) of the Connecticut General Statutes, “Not later than September 1, 2024, and annually thereafter, each municipality issued a grant pursuant to subsection (i) of this section in the preceding fiscal year shall submit a report to the secretary, in a form and manner prescribed by the secretary, describing the amounts expended in such fiscal year for each of the local capital improvement projects described in subdivision (4) of subsection (a) of this section.”

The annual expense report is to be submitted through [OPM IGPP Portal](#) by the Chief Financial Officer. If portal access is needed, complete the [IGPP Portal User Authorization Form](#).

The report covers your Fiscal Year 2024 LoCIP Grant direct payment for the expense period July 1, 2023 – June 30, 2024. The reporting is on the LoCIP-Grant funds only.

TRACKING FUNDS AND PROJECTS BEST PRACTICES:

Municipalities and boroughs should review the best option for maintaining the grant funds and tracking use with their auditor and attorney. Shall funds not be expended during the fiscal year, establishing a separate, non-lapsing account should be considered.

Best practice measures include internal review and approval of each project, similar to the [LoCIP - Entitlement](#) practices of needing an authorization form and reimbursement request.

AUDIT AND RECORDS RETENTION:

The municipality will establish and maintain adequate accounting systems and financial records in order to accurately account for these funds upon request.

MORE INFORMATION:

[LoCIP Grant website](#)

[LoCIP Grant Guidelines and Instructions](#)

QUESTIONS:

Please contact Gregory.Lowrey@ct.gov

INSTRUCTIONS FOR COMPLETING LoCIP GRANT REPORTING

1. Log onto the OPM Portal using your e-mail address and password

- Chrome and Firefox are the preferred browsers for the portal.
- <https://opmportal.opm.ct.gov>
- Sign into the portal:
 - Username – your email address
 - Password
- Verify your information is correct and edit as necessary

2. Under the LoCIP heading (left side of page), click on GEN-Home



3. Select your Municipality

Municipal Parameters		
Municipal	Reporting Period	
168: Woodbury	2023 – June 30, 2024 / Due September 1, 2024	View Data

4. Select the Reporting Period

Municipal Parameters		
Municipal	Reporting Period	
168: Woodbury	July 1, 2023 – June 30, 2024 / Due September 1, 2024	View Data

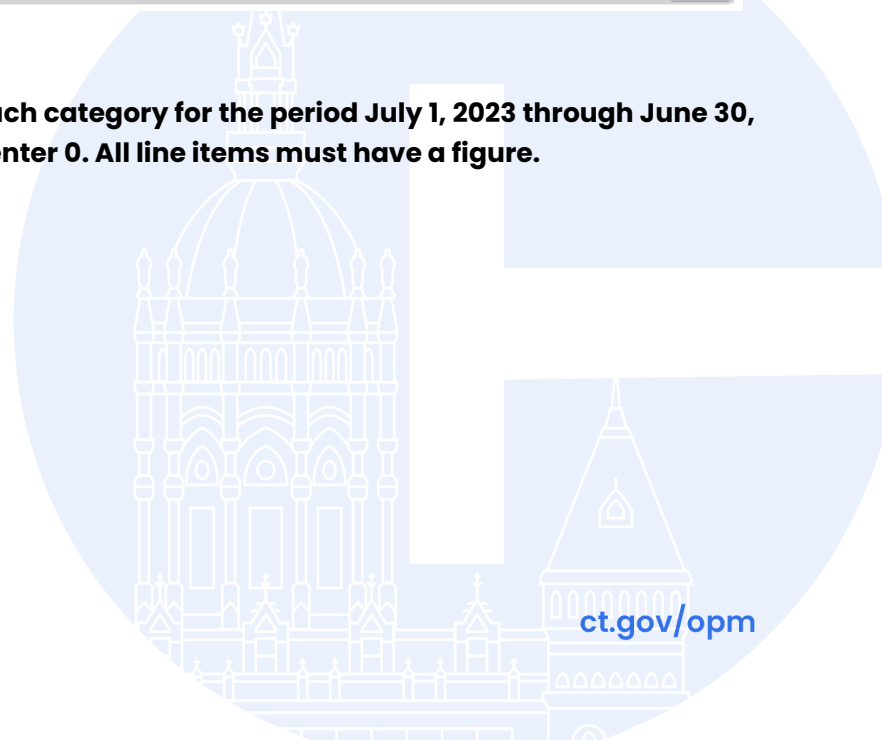
5. Click View Data

Municipal Parameters		
Municipal	Reporting Period	
168: Woodbury	July 1, 2023 – June 30, 2024 / Due September 1, 2024	View Data

6. Municipality Screen:

Expenditures For Reporting Period	
Total LoCIP Municipal Amount	\$115,492.01
Total Expenditures	\$0.00
Total Expenditures For Reporting Period	\$0.00
Total Unreported Expenditures	\$115,492.01
Reporting Period Submission Status	Not Submitted
Expenditure Categories	
A. ROADS	\$0.00
B. SIDEWALK and PAVEMENT	\$0.00
C. SEWAGE TREATMENT PLANTS, SANITARY OR STORM, WATER OR SEWER LINES	\$0.00
D. PUBLIC BUILDINGS OTHER THAN SCHOOLS	\$0.00
E. DAMS/BRIDGES/FLOOD CONTROL	\$0.00
F. WATER TREATMENT OR FILTRATION FACILITIES/MAINS	\$0.00
G. SOLID WASTE FACILITIES	\$0.00
H. PUBLIC PARKS	\$0.00
I. CAPITAL IMPROVEMENT PLANS	\$0.00
J. EMERGENCY COMMUNICATIONS SYSTEMS, BUILDING SECURITY SYSTEMS, INCLUDING SCHOOLS	\$0.00
K. PUBLIC HOUSING	\$0.00
L. VETERANS' MEMORIALS	\$0.00
M. THERMAL IMAGING SYSTEMS	\$0.00
N. BULKY WASTE/LANDFILL PROJECTS	\$0.00
O. CONSERVATION & DEVELOPMENT PLANS	\$0.00
P. AUTO EXTERNAL DEFIBRILLATORS	\$0.00
Q. FLOODPLAIN MANAGEMENT AND HAZARD MITIGATION ACTIVITIES	\$0.00
R. ON-BOARD OIL REFINING SYSTEMS	\$0.00
S. PLANNING OF A MUNICIPAL BROADBAND NETWORK	\$0.00
T. BIKEWAY AND GREENWAY	\$0.00
U. LAND ACQUISITION	\$0.00
W-S. TECHNOLOGY (FOR SCHOOLS)	\$0.00
W-NS. TECHNOLOGY UPGRADES (NOT SCHOOLS)	\$0.00
Y. HAZARDOUS TREE REMOVAL OR TRIMMING	\$0.00
<input type="button" value="Save"/>	

7. Enter expended total amounts per each category for the period July 1, 2023 through June 30, 2024. If no expenses for a category, enter 0. All line items must have a figure.



8. Partial Utilization of Balance (not yet saved):

Expenditures For Reporting Period	
Total LoCIP Municipal Amount	\$115,492.01
Total Expenditures	\$0.00
Total Expenditures For Reporting Period	\$0.00
Total Unreported Expenditures	\$115,492.01
Reporting Period Submission Status	Not Submitted
Expenditure Categories	
A. ROADS	100000
B. SIDEWALK and PAVEMENT	\$0.00
C. SEWAGE TREATMENT PLANTS, SANITARY OR STORM, WATER OR SEWER LINES	\$0.00
D. PUBLIC BUILDINGS OTHER THAN SCHOOLS	\$0.00
E. DAMS/BRIDGES/FLOOD CONTROL	\$0.00
F. WATER TREATMENT OR FILTRATION FACILITIES/MAINS	\$0.00
G. SOLID WASTE FACILITIES	\$0.00
H. PUBLIC PARKS	\$0.00
I. CAPITAL IMPROVEMENT PLANS	\$0.00
J. EMERGENCY COMMUNICATIONS SYSTEMS, BUILDING SECURITY SYSTEMS, INCLUDING SCHOOLS	\$0.00
K. PUBLIC HOUSING	\$0.00
L. VETERANS' MEMORIALS	\$0.00
M. THERMAL IMAGING SYSTEMS	\$0.00
N. BULKY WASTE/LANDFILL PROJECTS	\$0.00
O. CONSERVATION & DEVELOPMENT PLANS	\$0.00
P. AUTO EXTERNAL DEFIBRILLATORS	\$0.00
Q. FLOODPLAIN MANAGEMENT AND HAZARD MITIGATION ACTIVITIES	\$0.00
R. ON-BOARD OIL REFINING SYSTEMS	\$0.00
S. PLANNING OF A MUNICIPAL BROADBAND NETWORK	\$0.00
T. BIKEWAY AND GREENWAY	\$0.00
U. LAND ACQUISITION	\$0.00
W-S. TECHNOLOGY (FOR SCHOOLS)	\$0.00
W-NS. TECHNOLOGY UPGRADES (NOT SCHOOLS)	\$0.00
Y. HAZARDOUS TREE REMOVAL OR TRIMMING	\$0.00
<input type="button" value="Save"/>	



9. Full Utilization of Balance (not yet saved):

Expenditures For Reporting Period	
Total LoCIP Municipal Amount	\$115,492.01
Total Expenditures	\$0.00
Total Expenditures For Reporting Period	\$0.00
Total Unreported Expenditures	\$115,492.01
Reporting Period Submission Status	Not Submitted
Expenditure Categories	
A. ROADS	0
B. SIDEWALK and PAVEMENT	115492.01
C. SEWAGE TREATMENT PLANTS, SANITARY OR STORM, WATER OR SEWER LINES	\$0.00
D. PUBLIC BUILDINGS OTHER THAN SCHOOLS	\$0.00
E. DAMS/BRIDGES/FLOOD CONTROL	\$0.00
F. WATER TREATMENT OR FILTRATION FACILITIES/MAINS	\$0.00
G. SOLID WASTE FACILITIES	\$0.00
H. PUBLIC PARKS	\$0.00
I. CAPITAL IMPROVEMENT PLANS	\$0.00
J. EMERGENCY COMMUNICATIONS SYSTEMS, BUILDING SECURITY SYSTEMS, INCLUDING SCHOOLS	\$0.00
K. PUBLIC HOUSING	\$0.00
L. VETERANS' MEMORIALS	\$0.00
M. THERMAL IMAGING SYSTEMS	\$0.00
N. BULKY WASTE/LANDFILL PROJECTS	\$0.00
O. CONSERVATION & DEVELOPMENT PLANS	\$0.00
P. AUTO EXTERNAL DEFIBRILLATORS	\$0.00
Q. FLOODPLAIN MANAGEMENT AND HAZARD MITIGATION ACTIVITIES	\$0.00
R. ON-BOARD OIL REFINING SYSTEMS	\$0.00
S. PLANNING OF A MUNICIPAL BROADBAND NETWORK	\$0.00
T. BIKEWAY AND GREENWAY	\$0.00
U. LAND ACQUISITION	\$0.00
W-S. TECHNOLOGY (FOR SCHOOLS)	\$0.00
W-NS. TECHNOLOGY UPGRADES (NOT SCHOOLS)	\$0.00
Y. HAZARDOUS TREE REMOVAL OR TRIMMING	\$0.00
<input type="button" value="Save"/>	



10. Attempt at Overutilization, blank field errors (note unallowable changes cannot be saved):

A. Is Not A Valid Number

B. Is Not A Valid Number

Current Request Exceeds Available Balance

Expenditures For Reporting Period	
Total LoCIP Municipal Amount	\$115,492.01
Total Expenditures	\$0.00
Total Expenditures For Reporting Period	\$0.00
Total Unreported Expenditures	\$115,492.01
Reporting Period Submission Status	Not Submitted
Expenditure Categories	
A. ROADS	<input type="text"/>
B. SIDEWALK and PAVEMENT	<input type="text"/>
C. SEWAGE TREATMENT PLANTS, SANITARY OR STORM, WATER OR SEWER LINE	150000
D. PUBLIC BUILDINGS OTHER THAN SCHOOLS	\$0.00
E. DAMS/BRIDGES/FLOOD CONTROL	\$0.00
F. WATER TREATMENT OR FILTRATION FACILITIES/MAINS	\$0.00
G. SOLID WASTE FACILITIES	\$0.00
H. PUBLIC PARKS	\$0.00
I. CAPITAL IMPROVEMENT PLANS	\$0.00
J. EMERGENCY COMMUNICATIONS SYSTEMS, BUILDING SECURITY SYSTEMS, INCLUDING SCHOOLS	\$0.00
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P. AUTO EXTERNAL DEFIBRILLATORS	\$0.00
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U. LAND ACQUISITION	\$0.00
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W-NS. TECHNOLOGY UPGRADES (NOT SCHOOLS)	\$0.00
Y. HAZARDOUS TREE REMOVAL OR TRIMMING	\$0.00

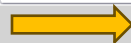
Save

11. Zero Utilization, saved, success message



Town Expenditure Created

Expenditures For Reporting Period	
Total LoCIP Municipal Amount	\$115,492.01
Total Expenditures	\$0.00
Total Expenditures For Reporting Period	\$0.00
Total Unreported Expenditures	\$115,492.01
Reporting Period Submission Status	Not Submitted
Expenditure Categories	
A. ROADS	\$0.00
B. SIDEWALK and PAVEMENT	\$0.00
C. SEWAGE TREATMENT PLANTS, SANITARY OR STORM, WATER OR SEWER LINES	\$0.00
D. PUBLIC BUILDINGS OTHER THAN SCHOOLS	\$0.00
E. DAMS/BRIDGES/FLOOD CONTROL	\$0.00
F. WATER TREATMENT OR FILTRATION FACILITIES/MAINS	\$0.00
G. SOLID WASTE FACILITIES	\$0.00
H. PUBLIC PARKS	\$0.00
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U. LAND ACQUISITION	\$0.00
W-S. TECHNOLOGY (FOR SCHOOLS)	\$0.00
W-NS. TECHNOLOGY UPGRADES (NOT SCHOOLS)	\$0.00
Y. HAZARDOUS TREE REMOVAL OR TRIMMING	\$0.00



Save

12. Access Certification Page - click on Not Submitted:

Expenditures For Reporting Period	
Total LoCIP Municipal Amount	\$115,492.01
Total Expenditures	\$0.00
Total Expenditures For Reporting Period	\$0.00
Total Unreported Expenditures	\$115,492.01
Reporting Period Submission Status	Not Submitted



13. Certification – Review declarations, check “I certify” box and click “Save Certification”

Certification:

1. I am the Chief Financial Officer for the Municipality/Borough and have the authority to execute this certification on behalf of the Municipality/Borough;
2. Funds will be used as delineated in [CGS 7-536](#) of the Connecticut General Statutes;
3. Funds will be used only for projects included in the municipality/borough’s capital improvement plan. Any project not in said plan requires an emergency authorization by the Secretary of the Office of Policy and Management;
4. 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.
5. All project related activities conducted within a floodplain pursuant to [Sections 25-68b through 25-68h](#) of the Connecticut General Statutes (“Flood Management Act”) require a Flood Management Certification;
6. Compliance with all federal, state and local laws, ordinances and regulations and municipal bylaws;
7. All costs charged to these funds are allowable, supported and properly allocated in compliance with applicable guidelines including but not limited to applicable provisions of Connecticut General Statutes and Office of Policy and Management guidelines;
8. The municipality will establish and maintain adequate accounting systems and financial records in order to accurately account for these funds upon request.
9. Adherence to the State of Connecticut State Library Public Records Administrator records retention guidelines, including but not limited to grants/fiscal records is required;
10. Grant dollars cannot under any circumstance be claimed twice for the same spending;
11. The municipality has/will comply with all the statements above; and
12. The information provided is true, accurate, and complete.



14. Success message and reporting date:

You have successfully submitted your certification

Expenditures For Reporting Period	
Total LoCIP Municipal Amount	\$115,492.00
Total Expenditures	\$0.00
Total Expenditures For Reporting Period	\$0.00
Total Unreported Expenditures	\$115,492.00
Reporting Period Submission Status	Submitted on 8/6/2024

15. Navigate to Gen – Reporting. Save this for auditing purposes.



Reporting Summary	
Town	168: Woodbury
Reporting Period	July 1, 2023 – June 30, 2024 / Due September 1, 2024
Total LoCIP Grant	\$115,492.01
Past Balance	\$0.00
Available Balance	\$115,492.01
Total Expenditure for Reporting Period	\$0.00
Total Unreported Expenditures	\$115,492.01
Reporting Period Submission Status	gregory.lowrey@ct.gov: Aug 6 2024 8:53AM

16. You will receive a confirmation email that your file has been completed. Save this for your records and municipal audit:

From: [PortalNotification, OPM](#)
To: [Lowrey, Gregory](#)
Subject: [OPM Portal - LoCIP] LoCIP Grant Data Uploaded For Town: 168: Woodbury
Date: Tuesday, August 6, 2024 8:53:47 AM

Thank you for inputting your LoCIP Grant Report. Your data will be audited and you will be notified if there is a problem.

