

July 31, 2025

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 – Fiscal Year 2025 Grant Annual Reporting**



**SEPTEMBER 1<sup>st</sup> ANNUAL REPORT:**

Pursuant to [Subsection \(j\) of Section 7-536](#) of the Connecticut General Statutes (CGS), “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 [OPM IGPP Portal](#) LoCIP Module will be available for reporting on August 6<sup>th</sup> after the Portal Submission Overview Session.

**The report covers your Fiscal Year 2025 LoCIP Grant direct payment for the expense period July 1, 2024 – June 30, 2025, and any unexpended balance carryforward. The report is on [LoCIP Grant](#) funds only – do not include any [LoCIP Entitlement](#) funds in your reporting.**

**PORTAL SUBMISSION OVERVIEW SESSION:**

An overview of LoCIP Grant Annual Reporting portal submission will be held virtually on Wednesday, August 6<sup>th</sup> at 9:00 AM. Invites will be sent out separately to authorized portal users.

**TRACKING FUNDS AND PROJECTS BEST PRACTICES:**

Municipalities and boroughs should review the best option for maintaining the grant funds and tracking use with their independent 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.

**CAPITAL IMPROVEMENT PLAN (CIP):**

All LoCIP Grant projects must be in your CIP. 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.

An emergency authorization from the Office of Policy and Management is required for any project not in the municipality's approved CIP.

**ALLOWABLE PROJECTS:**

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

**AUDIT AND RECORDS RETENTION:**

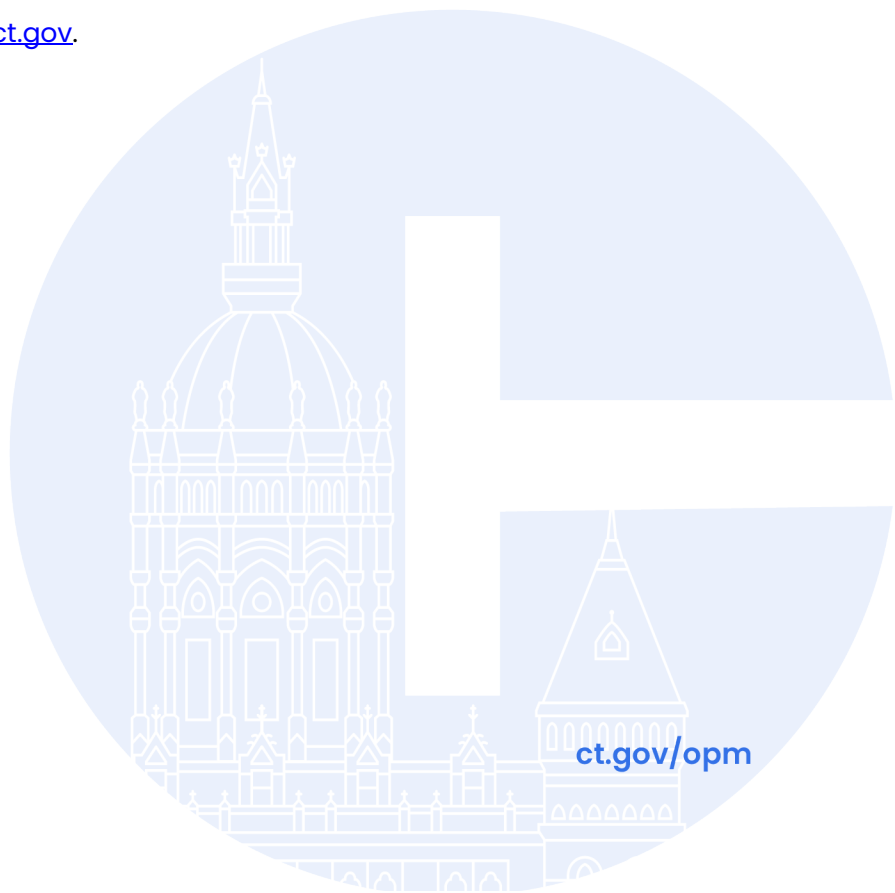
The municipality will establish and maintain adequate accounting systems and financial records in order to accurately account for these funds upon request.

**MORE INFORMATION:**

- [LoCIP Grant](#)
- [LoCIP Grant Guidelines and Instructions](#)
- FY 24 [LoCIP Grant Annual Submission Reports by Municipality](#)

**QUESTIONS:**

Please contact Libby at [Elizabeth.Gallo@ct.gov](mailto:Elizabeth.Gallo@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 ▼	2024 - June 30, 2025 / Due September 1, 2025 ▼	View Data

### 4. Select the Reporting Period

Municipal Parameters		
Municipal	Reporting Period	
168: Woodbury ▼	July 1, 2024 - June 30, 2025 / Due September 1, 2025 ▼	View Data

### 5. Click View Data

Municipal Parameters		
Municipal	Reporting Period	
168: Woodbury ▼	July 1, 2024 - June 30, 2025 / Due September 1, 2025 ▼	View Data

## 6. Municipality Screens

### Example indicating FY 24 Grant Expended and FY 25 Grant to Report

Locip Admin			
ID	Town	Reporting Period	Filing Status
0	026: Chester	July 1, 2024 - June 30, 2025 / Due September 1, 2025	Not Submitted

Expenditures For Reporting Period	
Total LoCIP Municipal Amount	\$81,955.16
Total Expenditures	\$41,097.41
Total Expenditures For Reporting Period	\$0.00
OPM Audit Adjustment	
Total Unreported Expenditures (Carryforward)	\$40,857.75
Reporting Period Submission Status	Not Submitted

TOWN CODE	MUNICIPALITY / DISTRICT	FY25 LoCIP GRANT
26	Chester	\$ 40,857.75

### Example indicating FY 24 Grant Not Expended and both FY 24 & FY 25 Grants to Report

Locip Admin			
ID	Town	Reporting Period	Filing Status
0	168: Woodbury	July 1, 2024 - June 30, 2025 / Due September 1, 2025	Not Submitted

Expenditures For Reporting Period	
Total LoCIP Municipal Amount	\$230,849.62
Total Expenditures	\$0.00
Total Expenditures For Reporting Period	\$0.00
OPM Audit Adjustment	
Total Unreported Expenditures (Carryforward)	\$230,849.62
Reporting Period Submission Status	Not Submitted

TOWN CODE	MUNICIPALITY / DISTRICT	FY25 LoCIP GRANT
168	Woodbury	\$ 115,492.01

TOWN CODE	MUNICIPALITY / DISTRICT	FY24 LoCIP GRANT
168	Woodbury	\$ 115,357.61

7. Enter expended total amounts per category for the period July 1, 2024 through June 30, 2025. This includes any carry forward balances expended during this period.

If no expenses for a category, enter 0. All line items must have a figure.

The report is on [LoCIP Grant](#) funds only – do not include any [LoCIP Entitlement](#) funds in your reporting.

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
V. SCHOOL TECHNOLOGY COMMON CORE	\$0.00
W. TECHNOLOGY UPGRADES	\$0.00
Y. HAZARDOUS TREE REMOVAL OR TRIMMING	\$0.00

Save

## 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
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
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	
B. SIDEWALK and PAVEMENT	
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
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
Save	

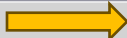


## 11. Zero Utilization, saved, success message

 **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	<a href="#">Not Submitted</a>

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

 **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	<a href="#">Not Submitted</a>

### 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.



LoCIP Certification	
<input checked="" type="checkbox"/> I certify	Save Certification

### 14. Success message and reporting date:



**You have successfully submitted your certification**

Expenditures For Reporting Period	
Total LoCIP Municipal Amount	\$115,492.0:
Total Expenditures	\$0.0:
Total Expenditures For Reporting Period	\$0.0:
Total Unreported Expenditures	\$115,492.0:
Reporting Period Submission Status	Submitted on 8/6/2024



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

Locip
Gen - Home
Gen - Reporting

Reporting Summary			
Town	002: Ansonia		
Reporting Period	July 1, 2024 - June 30, 2025 / Due September 1, 2025		
Total LoCIP Grant			\$534,754.52
Past Balance			\$271,901.47
Available Balance			\$534,754.52
Total Expenditure for Reporting Period			\$0.00
OPM Audit Adjustment			\$0.00
Total Unreported Expenditures			\$534,754.52
Reporting Period Submission Status	elizabeth.gallo@ct.gov: Aug 6 2025 4:00 PM		
Reporting Period Details			

**16. You will receive a confirmation email from [opm.portalnotification@ct.gov](mailto:opm.portalnotification@ct.gov) that your file has been completed. Save this for your records and municipal audit:**

From: [PortalNotification, OPM](#)

To: [Elizabeth.Gallo@ct.gov](mailto:Elizabeth.Gallo@ct.gov)

Subject: [OPM Portal – LoCIP] LoCIP Grant Data Uploaded for Town: 002 Ansonia

Date: Tuesday, August 6, 2025

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

