



# Connecticut Department of Transportation

## Community Connectivity Grant Program (CCGP)

# Program Guidelines

March 2023



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# Introduction

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## PROGRAM OVERVIEW

The Community Connectivity Program (CCP) seeks to improve accommodations for bicyclists, pedestrians, and transit users in urban, suburban, and rural community centers. The goal of the Community Connectivity Program is to provide equitable levels of access to transportation by making conditions safer for people of all ages to walk, bike and use transit, thereby encouraging more people to use these healthy and environmentally sustainable modes of travel.

The Community Connectivity Grant Program (CCGP) is a competitive grant program developed by the Connecticut Department of Transportation (Department), that provides construction funding to municipalities for initiatives that will contribute to reaching the overall goal of the CCP. These improvements will make Connecticut's community centers more attractive places to live and work. Starting with the 2023 solicitation, the Department will solicit applications for grants every two years, contingent upon available funding. In year 1, applications will be collected, reviewed, and awarded based on available program funds. Applications that were not funded in year 1 due to the commitment of all funds for that year, will be held for review and consideration of award in year 2, contingent on additional funds becoming available.

The funding limits for grants awarded in the 2023 solicitation is between \$100,000 and \$800,000 and can only be used to fund activities related to project construction. Costs associated with other activities such as engineering; rights-of-way negotiations and acquisitions; utility relocation; and public involvement, are the responsibility of the municipality. The intent of this program is to fund stand-alone projects up to the approved grant cap. Should expenses exceed the established grant cap, such costs shall be the sole responsibility of the Municipality.

These Guidelines were prepared to outline the process from application preparation and submission, through final project design approval and construction. The Department will evaluate the efficiency and effectiveness of the process over time and may make modifications to these guidelines as needed.

For questions related to these guidelines, please send an e-mail to: [CTDOT.CCGP@ct.gov](mailto:CTDOT.CCGP@ct.gov)

For additional information on the Community Connectivity Program, please visit [www.CT-Connectivity-CCGP](http://www.CT-Connectivity-CCGP) on the Connecticut Department of Transportation's website.

# SECTION 1 – APPLICATION THROUGH AWARD

## 1.0 Eligibility

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### 1.01 GENERAL

Municipalities that have entered into a Master Municipal Agreement for Construction Activities with the Department are eligible to apply for grants under this program. Other entities must request sponsorship from the Connecticut Municipality where the project is proposed. Applications must be complete and submitted to the Department by the closing date set in the solicitation.

**In order to be eligible for funding under this solicitation, municipalities that were previously awarded a grant under the CCGP must have progressed their current project past the point of submission of Final Design and have been issued a written Notice to Proceed or Authorization to Advertise their project for construction by the application deadline or prior to announcement of year 2 awards, if applicable.**

### 1.02 ELIGIBLE ACTIVITIES

The funding limits for infrastructure improvement projects awarded for this solicitation **range from \$100,000 to \$800,000**. 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.

Activities eligible for funding under this program shall improve access and conditions for active transportation users. Such improvements include, but are not limited to, construction of facilities for pedestrian, bicycle, and transit users.

Multi-use trails are eligible under CCGP; however, recreational trails are ineligible.

- A multi-use trail is generally considered a form of infrastructure that supports multiple transportation and recreational modes such as walking, bicycling, and wheelchair users. Multi-use paths funded under this program must provide a transportation function and are expected to conform to established Americans with Disabilities Act (ADA) and American Access Board (ABA) Accessibility Guidelines for the Public Rights-of-Way relative to facility width, geometry, surface type, and accessibility.
- Recreational trails are those that primarily serve a limited group of users and provide limited transportation function due to the characteristics of the facility, such as connectivity, width, geometry, and surface type.

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

# 1.1 Application Process

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## 1.11 APPLICATION SOLICITATION

The Department will solicit applications for the CCGP by reaching out to Municipalities in one or more of the following methods:

- 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

## 1.12 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.

## 1.13 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.)

## 1.14 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](mailto:CTDOT.CCGP@ct.gov).

Due to the typically large volume of applications, **please include "CCGP2023" and the Municipality Name** in the subject line of the email when submitting.

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

## 1.15 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.

# 1.2 Application Evaluation and Project Selection

## 1.21 DEPARTMENT REVIEW, SCORING AND RANKING PROCESS

This is a competitive grant program, and the evaluation of applications will be completed using a scoring system developed by the Department. 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 will use this to develop a total score as described in the Scoring System section outlined below. Grants will be awarded based on the cumulative amount of the highest scoring applications until the established program funds are fully committed.

**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 must be documented in a complete application package.**

## 1.22 SCORING SYSTEM

The application will be scored based on 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 - General

Section	Criteria	Maximum Points
1.	Budget	10
2.	Public Benefit Impact (Accessibility, Equity, Safety, and Public Support)	30
3.	Transportation Network / Connectivity Impact	30
4.	Readiness to proceed	30
5.	Bonus Points	10
	Total	110

### Rating Criteria - Components

<b>1. BUDGET</b>	<b>(Max 10)</b>
The application includes an accurate/detailed cost estimate using template provided as noted below	5
If the project budget exceeds grant amount did the application demonstrate the Municipality's ability to complete the project with local funds?	5
<b>2. PUBLIC BENEFIT</b>	<b>(Max 30)</b>
Does the Application describe how the proposed project will benefit the area within the community?	5
Are there any known or demonstrated deficiencies for active transportation modes in the project location that this proposal would address?	5

Does the Application demonstrate public/community support, includes documentation of support?	5
Does the project address a specific safety concern or include improvements that will create a more accessible and safer environment for non-motorized and transit users?	5
Does the proposed project improve transportation access for underserved communities, including but not limited to minority communities, zero-vehicle households, low-income households, Limited-English speaking households, people with disabilities or those under 18 and over 65 years of age?	10
<b>3. TRANSPORTATION NETWORK/CONNECTIVITY IMPACT</b>	<b>(Max 30)</b>
Does the project have the potential to benefit many users?	5
Does the proposed project connect land uses (residential, transit node, school, park, library, community center, office/retail) for everyday use?	10
Is the project included in a Complete Streets Plan, ADA Transitions Plan, Safety Action Plan, or local Strategic Safety Plan to improve vulnerable user safety? and/or does the project address the recommendations of a Road Safety Audit? And/or is the project in alignment with local/regional plans?	5
Does the proposed project close a gap or provide/improve a first/last mile connection?	10
<b>4. READINESS TO PROCEED</b>	<b>(Max 30)</b>
Level of preliminary work complete: studies, preliminary concept, PD, FD	15
Right of Way secured, or none needed	5
Utility/ other conflicts	5
Federal, State, and local permitting required for the project has been identified or the Municipality has already identified/determined that no permits are required	5
<b>5. BONUS POINTS</b>	<b>(Max 10)</b>
Does the Municipality have a complete Streets Plan, and the project is consistent with such plan?	5
Does the municipality have a Complete Streets Policy, and the project is consistent with such policy?	2
Does the municipality have an ADA Transition Plan, and the project is consistent with such plan?	3

**1.23 GRANT AWARD**

Following application evaluation process, applications will be ordered in a final list by total score. Project will be selected for award starting with the highest point applications and continue until the available funds for the current year have been committed. It is estimated that awards will be announced 60-90 day following the application deadline. Applicants whose projects have been selected for funding will be notified directly prior to the general announcement of grant awards via press release.



## SECTION 2 – GRANT PROJECT ADMINISTRATION

### 2.0 General Information for Grant Recipients

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#### 2.01 CORRESPONDENCE

All correspondence for the administration of Community Connectivity Grants should be electronic (via a-mail or other means). A Project Manager will be assigned for each grant and will serve as the point of contact for the Department. All correspondence for the specified grant should be directed to the Project Manager. A general e-mail box, [CTDOT.CCGP@ct.gov](mailto:CTDOT.CCGP@ct.gov) has been set up for submission of applications and general questions. The Municipality shall designate a primary point of contact who will oversee the project design and to coordinate with the Department's Project Manager.

#### 2.02 COMMITMENT TO FUND

Upon award of a Community Connectivity Grant, the Department will issue a Commitment to Fund letter to the Municipality. The Municipality must sign this letter, indicating that they accept the conditions listed, and return it to the project manager or to [CTDOT.CCGP@ct.gov](mailto:CTDOT.CCGP@ct.gov).

#### 2.03 PROGRESS REPORTING

After receiving the commitment to fund letter, the Municipality is expected to submit a Project Status Report soon after the end of each quarter of the calendar year. The preferred method of providing status reports is using the online [MS Forms Quarterly Survey](#) located on the CCGP website. An alternative method is to complete a fillable PDF Project Status Report, which can be found in Appendix A and on the CCGP Website at: [CT Connectivity CCGP](#), and send the DOT Project Manager or to [CTDOT.CCGP@ct.gov](mailto:CTDOT.CCGP@ct.gov). Please reference the name of the Municipality in the subject of the e-mail.

#### 2.04 PROJECT SCHEDULE/PROJECT COMPLETION DATE

The Municipality must execute and deliver a Project Authorization Letter (PAL), issued pursuant to the Master Municipal Agreement for Construction Projects, and comply with its terms within a period of 1095 calendar days (3 years) from the execution date of the Commitment to Fund letter. Construction is expected to commence soon after. The PAL will be forwarded to the Municipality for execution **following the acceptance of the Final Design Submission package** by the Department. The Municipality shall provide written notification to the Department of any issues that may affect the schedule. If the time of completion will not be met, the Municipality must request an extension from the Department, in writing, citing the reason and the revised anticipated completion date.

#### 2.05 PROJECTS ON OR AFFECTING STATE FACILITIES

Any work on or affecting a state roadway/facility will require an Encroachment Permit via the Department. The Municipality must coordinate with the Department's Maintenance Special Service Office, and possibly the Office of Traffic Engineering, during the design phase to ensure the design is acceptable before an encroachment permit will be subsequently issued. More information on the Department's Encroachment Permit process can be found at: <https://portal.ct.gov/DOT/Permits/Highways/Encroachment-Permit>. The Commitment to Fund Letter will specify contact information for the specific District Maintenance office.

## 2.1 Design Requirements

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### 2.11 ENGINEERING/ GENERAL DESIGN REQUIREMENTS

**Engineering is not eligible for funding under the CCGP.** However, projects approved for funding under the CCGP will require that a complete project design be prepared in accordance with the design standards designated under “Design Standards” below. Certain procedures must be followed, and documentation submitted to the Department as described in these Guidelines.

Municipalities may utilize their staff or consultants (or a combination thereof) to perform the project design activities.

The Municipality shall prepare a complete design, including, but not limited to, plans, specifications, and detailed cost estimate (PS&E).

***NOTE: The Department will not perform any detailed technical reviews of project design and related documents during the engineering phase. Under the CCGP, such reviews are the responsibility of the Municipality.***

### 2.12 DESIGN STANDARDS

**All Projects must be designed in accordance with the following:**

- The Manual of Uniform Traffic Control Devices (MUTCD)
- The 1990 Americans with Disabilities Act (ADA) and/or the 2011 Proposed Guidelines for Pedestrian Facilities in the Public Right of Way (PROWAG)

**Recommended guidance for design of bicycle and pedestrian facilities:**

- AASHTO Guide for the Development of Bicycle Facilities
- AASHTO Guide for Planning, Design, and Operation of Pedestrian Facilities

**Municipally owned Facilities:** Projects on locally owned roadways are to be designed in accordance with locally established design standards. In the absence of these, projects shall be designed in accordance with the latest edition of the American Association of State Highway and Transportation Officials (AASHTO) Policy on Geometric Design of Highways and Streets, or the Department’s Highway Design Manual.

**State-owned Facilities:** Projects on State-owned roadways, or that call for project components to be constructed within the State rights-of-way, shall be designed in accordance with the Department’s Highway Design Manual and **all** other applicable Department standards. For bridges and structures, design criteria shall be consistent with the latest edition of the AASHTO LRFD Bridge Design Specifications and the Department’s Bridge Design Manual.

By participation in this program and the associated certifications required in these guidelines, the primary responsibility for design standards, oversight, rights-of-way acquisition, environmental permitting, and quality assurance/quality control during construction is with municipal officials and not the Department. Initial review of municipal applications and related materials by Department staff is intended to determine eligibility and confirm project purpose and need. General reviews by Department staff at the application stage and of the final package are not to be construed as detailed checks of every aspect of the project.

## 2.13 ADA COMPLIANCE:

Background The Americans with Disabilities Act of 1990 (ADA) is built upon the foundation laid by Section 504 of the Rehabilitation Act. While Section 504 applies only to entities receiving federal financial assistance, the ADA covers all state and local governments, including those that receive no federal financial assistance. The Department's ADA policy is documented in Policy Statement EX.O.-17 Americans with Disabilities Policy. In 2013, the U.S. Access Board issued a proposed version of Public Rights of Way Accessibility Guidelines (PROWAG) to address access to sidewalks and streets, crosswalks, curb ramps, pedestrian signals, on-street parking, and other components of right-of-way. The Federal Highway Administration (FHWA) has recommended the use of PROWAG as a best practice since some rights-of-way features are not fully addressed in the current ADA Accessibility Guidelines (ADAAG) requirements.

All projects that include improvements in the public right of way must comply with applicable accessibility guidelines/requirements.

### **Municipal Guidance for CCGP Projects:**

All temporary and/or permanent accessibility barriers within the limits of a proposed CCGP project must be addressed. On May 31, 2019, the Department issued an Engineering Directive, ED-2019-7, adopting the PROWAG for use in the development of updated accessibility design guidance as a best practice. Should the use of PROWAG for a specific design element be determined to be technically infeasible, ADAAG guidelines shall be followed if applicable. The technical infeasibility for any design element not satisfying PROWAG guidelines shall be documented and approved using the Department's ADA Technical Infeasibility Form (TIF Form) (see Appendix G). ADA Design Standards Minimum and maximum ADA design standards are provided in the TIF Form as a tool for the evaluation of existing pedestrian facilities, for the layout and inspection of new pedestrian facilities, and for assistance in completing the TIF Form. The pedestrian facilities in a CCGP project must meet the applicable values provided or be justified as non-standard facilities using the TIF Form. Municipal Approval and Acceptance of Non-compliant ADA Facilities For locally administered Federal-Aid and State-funded projects (including CCGP), the local Public Works Director or the highest-ranking official must sign the TIF Form.

- For all locations that occur on municipally owned transportation facilities, the TIF Form must be completed by the Municipality and retained in the project files.
- For all locations that occur on State property or State-maintained roadways, the TIF Form must be completed by the Municipality and forwarded to the Department's ADA Engineering Coordination Unit for review and acceptance. If the form is rejected due to lack of justification, the TIF Form shall be revised and resubmitted with attachments responding to the previous comments. The TIF Form shall be attached to an email and forwarded to [dot.adatransitionplan@ct.gov](mailto:dot.adatransitionplan@ct.gov).

## 2.14 UTILITIES

The Municipality is responsible for notifying the utility companies of the need for adjustments or relocation of any utility, as necessary. Design Plans should be forwarded to the utility companies as soon as they are developed. A coordination meeting should be held with the utility companies to review the project, any required relocations of utility facilities, and the project schedule. Utility relocation costs are the responsibility of the Utility Company or the Municipality and are not reimbursable with CCGP funds.

## 2.15 ENVIRONMENTAL DOCUMENTS

The Municipality is responsible for applying for and obtaining all required environmental permits. The Department will not be involved in permit preparation, review, or coordination with the regulatory agencies. Costs associated with environmental permitting are not eligible for funding under the CCGP.

The Department will perform an environmental screening review and complete an Environmental Screening Checklist. The purpose of these screenings is to assist the Municipality in identifying items relative to Flood Management, Natural Resources, Historical/Archaeological Resources and Regulated Contaminated Materials that may need to be investigated or addressed during the design phase. Upon completion of the screening by the Department, the results will be provided to the Municipality. The Municipality will then be responsible for addressing any items identified in the review. The Municipality may be contacted by the Department to provide supplemental information (project plans, detailed project narrative/description, etc.) that may be necessary to perform the screenings.

**Flood Management** - If work will be performed within a regulated flood plain, the project may qualify for a Flood Management General Certification approval via the Department. If identified on the Environmental Screening Checklist, the following information should be forwarded to the Project Manager at [CTDOT.CCGP@ct.gov](mailto:CTDOT.CCGP@ct.gov) once available:

- Project description
- Location plan
- Description of Floodplain involvement and how project qualifies for general certification
- 8-1/2" by 11" excerpt copy of the FEMA Flood Insurance Rate Map (FIRM) and Floodway Boundary Map (if applicable)
- Design plans, with FEMA floodplain and floodway boundaries plotted, cross sections and profiles, as necessary, that clearly depict the floodplain involvement
- FEMA 100-year flood elevation plotted on elevation view (for structures)

**Note:** Requests for certification under the Department's Flood Management General Certification must come from the CTDOT Project Manager. The Department's office of Hydraulics & Drainage will not accept requests directly from municipal staff or their consultant.

The Department will not authorize the Municipality to advertise the project for bids or otherwise proceed with construction activities until all necessary environmental permits and/or concurrences have been acquired.

## 2.16 PUBLIC INVOLVEMENT

The Municipality is required to conduct a public involvement program to ensure the public is aware of the proposed project and has an opportunity to comment on the proposal. Typically, the Municipality would hold a public informational meeting. However, since the scope of most projects in the CCGP are minor in nature, a public meeting may not be necessary; publishing a notice of the project (with municipal contact information) in a newspaper having circulation in the project area and posting the notice on the municipal website may be adequate.

The extent and specific timing of public outreach for each project is dependent on the project's scope, location, and other factors. Sufficient public notice and an opportunity for public comment are expected. Abutting property owners are typically notified by direct mailing.

It is required that the Municipality keeps a record of the public involvement process, including all comments received and how they were addressed.

## **2.17 RIGHTS-OF-WAY**

Rights-of-way is not an eligible expense under the CCGP. If the project requires rights-of-way acquisitions (easement or full/partial taking), the process should begin early in the project design phase. This will allow for sufficient time to acquire the necessary rights/properties by the advertising date. The Municipality is responsible for performing all rights-of-way acquisition activities for the project.

The municipality will be required to certify that all right of way activities associated with the project have been completed as evidenced by submission of documentation required by the Department's Engineering Directive for "State Funded Municipal Projects Requirements for Rights of Way Acquisitions". A copy of this directive can be found in Appendix F or at: [CT-Connectivity-CCGP](#).

\*If the required property is donated to the Municipality for the project (i.e. no compensation is made to the property owner), Waivers of Compensation and Appraisal must be executed. A sample waiver can be provided by the Department upon request.

## 2.2 Final Design Submission

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### 2.21 FINAL SUBMISSION PACKAGE

Upon completion of project design activities, and prior to issuing an Authorization to advertise /Notice to Proceed, the Municipality must forward the following information to the Department:

- a. Complete set of final project plans
- b. Specifications
- c. Draft Contract documents
- d. Final Construction Cost Estimate
- e. **If encroachment permit is required:** Approval Letter from District Special Services Section, stating plans are acceptable for issuance of an encroachment permit.
- e. Final Design Submission Documentation Form (Appendix C)
- f. Completed General Municipal Certification for Design Activities Form (Appendix B)

### 2.22 CERTIFICATIONS

The municipality and project designer (as applicable) will be required to certify that various aspects and elements of the project have been thoroughly vetted, addressed, and included in the design. These certifications will be documented by completing the General Municipal Certification for Design Activities Form, which should be included with the final submission to the Department upon completion of design. Copies of this form can be found in the appendix of this document and on the Community Connectivity website at: [www.CT-Connectivity-CCGP](http://www.CT-Connectivity-CCGP).

After receipt and acceptance of the final design submission the Department will authorize the Municipality, in writing, to advertise the project for construction bids, or otherwise proceed with the construction of the project. The Municipality shall not advertise the project without authorization from the Department.

Note: It is not the intent of the Department to perform a detailed technical review. The submitted materials will be used to confirm that the project plans and cost estimates are consistent with the project scope and cost approved as part of the application process or as subsequently revised and approved.

### 2.23 BASIC CONTRACT PROVISIONS

In addition to typical front-end bid documents, project-specific technical specifications, etc., the following items must be adhered to:

- Effective October 1, 2015, new Small Business Enterprise (SBE) requirements apply to municipally held public works contracts as required by P.A. 15-5. The Commission of Human Rights and Opportunities (CHRO) is responsible for the administration of these requirements. Refer to the CHRO website for the most current SBE requirements that are to be included in the bid documents and legal notice. Further information can be found on the CHRO web page at [www.ct.gov/chro](http://www.ct.gov/chro). Questions regarding these requirements are to be directed to CHRO at 860-541-3400.

- Disadvantaged Business Enterprise (DBE)/Small Business Participation Pilot Program (SBPPP) goals will not apply to any construction contracts.
- State prevailing wage rates will be applicable to construction contracts; however, certain exclusions may apply. If applicability of prevailing wage rates to a given contract is in question, the Municipality must coordinate with the Department of Labor. <http://www.ctdol.state.ct.us/wgwkstnd/Contact.htm> . If applicable, the most recent State prevailing wage rates must be included in the construction contract at the time of advertising.
- Local bidder preferences are not allowed.
- It is required that the prime contractor self-perform a minimum of 50% of the total contract value.
- **The most current required contract provisions for State funded projects are to be included in the contract package. A copy of these documents can be found in Appendix E or at: [Construction-Contracts-Boilerplate-Language---State-Funded-Only---Final-Revised-July-2022.pdf](#)**

## 2.3 Project Authorization

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### 2.31 PROJECT AUTHORIZATION LETTER (PAL)

After review and acceptance of the Final Design Submission, the Department will forward to the Municipality for signature the Project Authorization Letter (PAL) pursuant to their respective executed Master Municipal Agreement for Construction Projects. The PAL will serve as the project agreement between the State and the Municipality for the construction phase and will specify the approved grant amount, as well as identify any other requirements such as maintenance of project-specific features, etc.

The municipality must sign the PAL and return it to the Department a grant payment can be made to the Municipality.

Please note that the issuance of the PAL itself is not final authorization for the Municipality to begin performing work or awarding a contract with respect to the construction project. The Department will formally authorize the Municipality, in writing, to award the contract and proceed with construction.

### 2.32 AUTHORIZATION TO ADVERTISE

Following the acceptance of the final design package and execution of the PAL, the municipality will be notified in writing that they are authorized to advertise the project for construction bids.

### 2.33 ADVERTISING FOR CONSTRUCTION BIDS

The Municipality shall advertise the project for construction bids, award and administer the contract, and provide construction inspection services for the project. The Municipality is required to conduct the advertising/bidding process in such a way as to ensure an opportunity for free, open and competitive bid proposals. Local bidder preferences are not allowed. The municipality shall advise this office of the actual advertising date and forward a copy of the published legal notice for the Department's information and files.

After the bid opening, the following information shall be submitted to the Department:

- Date of bid opening
- List of all bidders and total bid amount
- Recommendation from the Municipal Chief Administrative Officer for award of project to the responsible low bidder
- Written justification for awarding the construction contract to any bidder other than the lowest bidder (Additional coordination and/or documentation may be required)
- Contractor's Certification of Compliance with Connecticut General Statute Section 31-57b

### 2.34 AUTHORIZATION TO AWARD

Upon acceptance of the above, the Department will authorize the Municipality, in writing, to award the contract and proceed with construction.



## 2.34 OTHER METHODS OF CONSTRUCTION

Note: The municipality may consider other construction contracting methods; however, written approval from the Department will be required.

### State Vendor-in-Place Contract:

1. The Municipality may use the State Vendor-in-Place contract to undertake the construction project as appropriate. The contract unit price for each construction item will be used.
2. Information on State Vendor-in-Place contracts may be found on the DAS website at <http://das.ct.gov/cr1.aspx?page=12> :

### Force Account Construction

1. The term force account shall mean the direct performance of project related construction work by a municipality by use of labor, equipment, materials, and supplies furnished by the Municipality and used under the municipality's direct control.
2. When a municipality desires that construction work be undertaken by force account, it shall submit a request to the State identifying the work to be performed. The Municipality must demonstrate, to the Departments satisfaction, that there is sufficient labor, equipment, and resources available to perform such work satisfactorily and cost effectively.
3. The Municipality shall keep track of labor, material, and equipment on daily work logs as a basis of record for all construction activities. Backup documentation should be kept to verify expenditures and should include:
  - a. Time sheets and wage rates for the employees hours for the time period of work performed
  - b. Material invoices to verify quantity and cost of materials used
  - c. Equipment hours of operation and rates
4. Summary sheets for labor, materials and equipment must be submitted to the Department on an agreed upon timeframe based on the estimated project schedule.

## 2.4 Project Construction

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The intent of the CCGP is for the Municipality to have responsibility and control of the construction phase and resulting quality of the completed work. Unless specific problems become apparent or the municipality solicits advice, the Department will generally not be involved in the construction phase.

### 2.41 PARTY RESPONSIBLE FOR CONSTRUCTION PHASE:

For projects funded under the CCGP, responsibility for all construction activities will rest with the municipality. Construction and construction related activities include, but are not limited to:

- Construction
- Contract administration
- Materials testing
- Inspection
- Quality Assurance
- Recordkeeping
- Final certification of completion of construction

The municipality is also responsible for providing design services during construction (shop drawing review, change order preparation, design revisions, etc.).

### 2.42 MUNICIPAL STAFFING:

The municipality must assign a municipal employee to act in the capacity of Municipal Administrator to oversee the CCGP project during construction. This individual need not be assigned solely to the project. Responsibilities of the Municipal Administrator must include but are not limited to:

- Be thoroughly knowledgeable of the day-to-day operations of the project, contractors, and the inspection forces.
- Be aware of and involved in decisions relative to changed conditions, which require construction orders.
- Visit the project, as needed, commensurate with the magnitude and complexity of the project and project activity.
- Be responsible and in charge of the consultant/inspection staff during all stages of the project.
- Attend all project meetings as warranted/requested.
- Review the project records for accuracy and compliance with applicable requirements.
- Coordinate with, and provide updates to, the Department as needed

### 2.43 CONSTRUCTION INSPECTION

Inspection must be adequate to satisfy the engineer overseeing the project construction, as well as to adequately document that the project was built in accordance with the final plans and specifications. The cost of construction inspection services is an eligible cost under the CCGP.

#### **Construction Standards and Specifications**

Municipal standards and specifications may be used only on local roads. In the absence of Municipal standards and specifications, the Department's Form 818 shall be adhered to.

Projects on State-owned roadways, or that have components to be constructed within the State rights-of-way, shall be constructed in accordance with the Department's Form 818.

### **Material Testing:**

Local standards or materials testing requirements may be used; however, in the absence of local standards or requirements, materials incorporated into the project must be tested in accordance the Department's Form 818 "Standard Specifications for Roads, Bridges and Incidental Construction"

Minimum testing must include sufficient material testing for structural materials (i.e. concrete, steel, reinforcement, etc.), roadway materials (gravel, subbase, etc.), and HMA to assure the integrity of construction.

## **2.45 PROJECT CONSTRUCTION PROGRESS REPORTS**

The Municipality is expected to continue to submit a Project Status Report during construction soon after the end of each quarter of the calendar year. The preferred method of providing status reports is using the online [MS Forms Quarterly Survey](#) located on the CCGP website. An alternative method is to complete a fillable PDF Project Status Report, which can be found in Appendix A and on the CCGP Website at: [CT Connectivity CCGP](#), and send the DOT Project Manager or to [CTDOT.CCGP@ct.gov](mailto:CTDOT.CCGP@ct.gov). Please reference the name of the Municipality in the subject of the e-mail.

## **2.46 NOTIFICATION OF PROJECT COMPLETION/PROJECT CLOSEOUT**

In accordance with the terms of the Master Municipal Agreement for Construction Projects, the Municipality must notify the Department, in writing, of the completion of the project. Upon completion of the project, the municipality shall prepare and submit a "CCGP Notice of Project Completion Form" to the Department's Project Manager. This form can be found in Appendix D of these guidelines or on the CCGP webpage under Program Documents and linked here: [CCGP NOTIFICATION OF PROJECT COMPLETION.pdf](#)

Following the completion of the project the Department will then perform a final audit, issue an audit report, and close out the grant as discussed under Program Finances below.

## **2.47 COST PARTICIPATION**

Construction will be funded up to the approved grant award amount and may include:

- up to 10% for contingencies to provide an allowance for normal quantity adjustments, minor unforeseen field conditions and minor field changes that do not increase the project scope, extend project limits, etc., plus
- up to 10% for incidentals to provide an allowance for inspection and materials testing services.

A grant payment will be issued to the Municipality up to the approved grant award amount after execution of a Project Authorization Letter (PAL). **All construction costs above the grant payment amount are the sole responsibility of the Municipality.**

Costs associated with design services during construction are considered engineering functions and as such are not eligible costs under the CCGP. These costs must be tracked separately from inspection costs to facilitate final audit by the Department.

## 2.5 Program Finances

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### 2.51 PHASES ELIGIBLE FOR FUNDING

Project phases are eligible for funding as follows:

**Engineering/Project Design:** Not eligible for funding under the CCGP.

**Rights-of-Way:** Not eligible for funding under the CCGP.

**Construction:** Construction phase is eligible to be funded up to 100% of the grant award amount.

### 2.52 AUTHORIZING LEGISLATION / SOURCE OF FUNDING

The CCGP is a 100% state funded program. Funding is programed through the Department's Capital Plan, approved by the General Assembly and Governor as part of the biennium budget process and authorized by the State Bond Commission

### 2.53 FUNDING LEVEL

Municipalities will be advised of the CCGP funding level with each solicitation issued by the Department. Funding levels are subject to continuation of the program and State Bond Commission approval for allocation of funding. Future funding for the CCGP will be subject to future Capital Budget approvals by the General Assembly and Governor as part of the biennium budget process.

### 2.54 DISBURSEMENT OF CCGP FUNDS

Payment of CCGP funds to a Municipality by the Department will be on a **grant basis (not a reimbursement basis)** and payments will be made via the Office of State Comptroller's Electronic Fund Transfer ACH (EFT) Program. A grant payment will be made to the Municipality after the Project Authorization Letter (PAL) has been fully executed and supporting documentation is received from the Municipality by the Department, as outlined under the *Design Requirements* section. The payment amount will equal the amount included in the *Commitment to Fund Letter* signed by the Department and the Municipality.

**Any costs incurred above the grant payment are the responsibility of the municipality.**

### 2.55 FUNDING ACCUMULATION / PROJECT PROGRESS

Funding for the CCGP will not lapse at the end of each State fiscal year; therefore, funds may be carried from year to year if not expended. However, per these guidelines, **the Municipality must execute and deliver a Project Authorization Letter (PAL), issued pursuant to the Master Municipal Agreement for Construction Projects, and comply with its terms within a period of 1095 calendar days (3 years) from the execution date of the Commitment to Fund letter. Construction is expected to commence soon after.** Lack of progress by a Municipality may affect the approval under future solicitations for additional projects located within that Municipality. Subject to approval by the Department, and with proper justification, municipalities may be eligible to request an extension to the requirement above.

### 2.56 USE OF CCGP AS A MATCH FOR FEDERAL FUNDING

The CCGP is intended to be a stand-alone program. Funding received under this program; therefore, is not eligible to be used as local matching funds for receipt of federal funds.

## 2.57 COMBINING STATE FUNDING SOURCES

Approval must be requested prior to combining other state funding sources with a CCGP grant. If approved, the grant funds must be kept separate and tracked so they can be verified as being directly attributable to the CCGP project/grant. The municipality must facilitate coordination with all funding source administrators and a funding plan must be submitted and approved describing how work to be paid for using multiple funding sources. CCGP funds cannot be combined with federal funds.

## 2.58 AUDIT REQUIREMENTS

Municipalities must adhere to audit requirements specified in the Municipal Auditing Act (Chapter 111 of the Connecticut General Statutes) and the State Single Audit Act (Chapter 55b of the Connecticut General Statutes). If a Municipality's annual audit will be a single audit, the independent auditor must be notified by the Municipality that it has received funds under the CCGP. **Expenditures directly related to the CCGP must be identified separately from other State financial assistance.** Failure to provide an audit is an event of default under the Municipal/State Project Agreement and may result in the Department requesting the return of the grant and may impact the Municipality's future eligibility in the CCGP.

Municipal expenditures of the CCGP funds for a project must be sufficiently documented. Subsequent to a project being completed in construction, the Municipality will be required to submit to the Department certain documentation of expenditures made against the CCGP grant payment issued to the Municipality for the project. This information will be reviewed by the Department's Office of External Audits to assist in determining if a reimbursement is due the State as well as to close out the CCGP project. Advance knowledge of the required documentation will allow the information to be accumulated by the Municipality while the CCGP project is ongoing and providing the information as listed below will enable the Department to close out the CCGP projects in a timely manner

Required expenditure documentation consists of:

- a) Copies of the annual Municipal State Single Audit, with CCGP program expenditures listed separately on the Schedule of State Financial Assistance, for each year of CCGP expenditures
- b) A final report or certification of total CCGP expenditures, which includes a sign-off by a municipal official
- c) A printout from the Municipality's accounting system detailing all expenditures under the CCGP
- d) An expenditure summary accompanied by complete copies of invoices and proof of payment, e.g. copies of canceled checks

Note: Should the Municipality have more than one CCGP project for which expenditures are being made against the individual CCGP grant for each project, the expenditures for each project are to be tracked and reported separately, including for the municipal Schedule of Expenditures of State Financial Assistance as noted above.

The Department's Office of External Audits will review all *Expenditures /State Single Audit Reports* for completed projects to determine if a reimbursement is due the State. If it is determined that a balance is due the State, the Department's Accounts Receivable unit will send an invoice to the Municipality.

## 2.59 UNEXPENDED PROJECT FUNDS

Funds awarded to a Municipality have been provided for a specific project that has received approval from the Department; therefore, unexpended funds cannot be used for any other purpose or project. Unexpended funds will be returned to the Department through the audit process.

## List of Appendices

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- Appendix A: Project Status Report Form (Fillable PDF)
- Appendix B: Municipal Certification for Design Activities Form (Fillable PDF)
- Appendix C: Final Design Submission Documentation Form (Fillable PDF)
- Appendix D: Notification of Project Completion Form (Fillable PDF)
- Appendix E: Construction Contracts Boilerplate Language for State Funded Projects (PDF)
- Appendix F: Engineering Directive 2015-6-E State Funded Municipal Projects Requirements for Rights-of-Way Acquisitions
- Appendix G: ADA Technical Infeasibility Form (TIF)