|  |  |  |
| --- | --- | --- |
| **LoCIP PROJECT AUTHORIZATION REQUEST FORM**  **Local Capital Improvement Program** [**(LoCIP)**](https://portal.ct.gov/OPM/IGPP/Grants/LoCIP/Local-Capital-Improvement-Program-LoCIP-HOME-PAGE)  **(rev. 02/2019)**  PROJECT #: - - (to be assigned by OPM upon approval) |  | **STATE OF CONNECTICUT**  Office of Policy & Management  prescribed by the Secretary pursuant to CGS §7-536(c) |

|  |  |  |
| --- | --- | --- |
| Town Code & Municipality Name: select from drop down list | | |
| Name of Project: brief project name | | |
| Project Description: enter project information (and location information if applicable) | | |
| Project Contact Person Name: enter name | | Contact Person Title: enter title |
| Is the above project located within a floodplain, or does it encroach upon or affect a floodplain, or does it have any impact on natural or man-made storm drainage, peak run-off rates and/or the regulation of flood flows?  YES or  NO | | |
| Contact Person Phone: enter phone # | Contact Person e-mail: enter email address | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PROJECT CATEGORIES - *(for more project eligibility information, restrictions and submittal requirements, see next page and Guidelines.*** | | | | | | | |
|  | Auto External Defibrillator - acquisition |  | Land Acquisition - including for open space, and costs involved in making land available for public uses |  | Public Building (other than schools)- construction, renovation, code compliance, energy conservation, fire safety |  | Technology Upgrades – including expansion of public access to government information through electronic portals and kiosks |
|  | Bikeways/Greenways – establishment of |  | Local Capital Improvement Plan – costs associated with preparation or revision |  | Public Housing – development, renovations, improvements (including energy conservation) |  | Technology acquisition (for schools) related to the implementation of SDE Common Core State Standards |
|  | Bulky Waste/Landfill projects |  | Municipal Broadband Network – Costs associated w/planning |  | Roads – construction, renovation, repair or resurfacing |  | Thermal Imaging systems - acquisition |
|  | Dams/Bridges/Flood Control – construction, renovation, enlargement or repair |  | On-board Oil Refining System ≥ 384K bps |  | Sewage Treatment Plants, Sanitary or Storm, Water or Sewer Lines – construction, renovation, enlargement, repair, including separation of lines |  | Veterans’ Memorials – renovations or construction |
|  | Emergency Communication System & Building Security Improvements (including for schools) |  | Public Parks - Improvements |  | Sidewalk/Pavement -Improvements |  | Water Treatment or Filtration Facilities/Mains – construction, renovation, enlargement or repair |
|  | Flood Plain Management /Hazard Mitigation activities |  | Plan of Conservation & Development (reimb. not more than 1x/10 yrs.) – costs associated with preparation or revision |  | Solid Waste Facilities – construction, renovation or enlargement |  | Equipment  (see guidelines for limitations) |
| **Amount of LoCIP funds requested** (cannot exceed town’s current LoCIP available entitlement account balance): | | | | | | | $ enter amount |

|  |
| --- |
| **MUNICIPAL CERTIFICATION** |
| **The undersigned certifies that:**  1. I am the Chief Executive Officer of the Municipality and have the authority to execute this certification on behalf of the Municipality.  2. The above named project (the “Project”) is a “local capital improvement project” within the meaning of CGS §7-536(a)(4).  3. The Municipality has authorized the Project for which it seeks approval, and such authorization is documented in minutes of the required municipal meeting(s).  4. The Project is included in the Municipality’s Capital Improvement Plan (CIP).  5. The Municipality agrees to (1) maintain detailed accounting and project records with respect to the Project; and (2) make such records available to auditors and the State upon request, for the prescribed period of time pursuant to CGS §§7-536(h), 11-8, 11-8a, 11-8b and 7-109. 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.  6.The Municipality will not use funds received for the Project to satisfy a local matching requirement for a state assistance program(s) other than the Local Bridge Program, pursuant to §13a-175p to 13a-175u, inclusive.  7. The information contained on this form is true, accurate and complete.  By (signature):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Printed/typed Name: enter printed/typed name  *(must be Chief Executive Officer of Municipality: Mayor, First Selectman or Town Manager)*  Title: printed/typed title Date: select date |

**Mail completed form to: Office of Policy & Management, 450 Capitol Avenue, ATTN.: LoCIP/Kathy Taylor, Hartford, CT 06106**

**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 town’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 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;
* 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 of the municipality.

**IMPORTANT:**

**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 either in the title of the project or in the “Project Description” section. However, when the authorization request is for “city-wide” paving 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 town’s land records.

**Appraisal costs will not be reimbursed absent the requisite final transaction/conveyance recorded in the town’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 REGULATES FLOOD FLOWS:** You will note that a question has been added to the LoCIP Project Authorization Request form regarding such projects. If requesting authorization for such a project, the municipality may be asked to provide additional information, including, but not limited to:

* A current flood map that shows where the project is located
* Details of the impact(s) to the related floodplain, drainage, peak run-off rates and/or regulation of flood flows.

**Any Project Authorization request for such a project will require a longer review process, and may result in additional assurances and documentation from the requesting municipality prior to project authorization.**

***Please see the LoCIP Program Guidelines for project eligibility information, restrictions and submittal requirements. Please visit the*** [***LoCIP website***](https://portal.ct.gov/OPM/IGPP/Grants/LoCIP/Local-Capital-Improvement-Program-LoCIP-HOME-PAGE) ***for comprehensive information, reports and program updates.***

[**https://portal.ct.gov/OPM/IGPP/Grants/LoCIP/Local-Capital-Improvement-Program-LoCIP-HOME-PAGE**](https://portal.ct.gov/OPM/IGPP/Grants/LoCIP/Local-Capital-Improvement-Program-LoCIP-HOME-PAGE)

If you have questions on the LoCIP program or administrative procedures, please do not hesitate to call **Kathy Taylor**, LoCIP Coordinator, at **(860) 418-6379** or via e-mail at: [**Kathleen.Taylor@ct.gov**](mailto:Kathleen.Taylor@ct.gov)