



SOUTH CENTRAL REGIONAL COUNCIL OF GOVERNMENTS

Planning for Our Region's Future

Bethany Branford East Haven Guilford Hamden Madison Meriden Milford
New Haven North Branford North Haven Orange Wallingford West Haven Woodbridge

Carl J. Amento, Executive Director

SCRCOG Guide to the LOCAL TRANSPORTATION CAPITAL IMPROVEMENT PROGRAM (LOTICIP)

What is LOTICIP?

The Local Transportation Capital Improvement Program (LOTICIP) provides State monies to urbanized area municipal governments instead of Federal funds otherwise available through the Federal transportation legislation. The LOTICIP is provided for in Connecticut General Statute (CGS) Sec. 13a-98n. In 2013, LOTICIP was established with substantially fewer constraints and requirements, than currently exist when using Federal Title 23 USC funds. With LOTICIP, all project design responsibilities are shifted to the municipalities. The municipality pays 100% of the design costs while CTDOT pays 100% of the construction costs.

What types of projects are eligible?

- In general, LOTICIP projects must be located on a roadway classified as an urban collector or higher on the [CTDOT's Functional Classification database](#).
- Stand-alone sidewalk projects may be considered eligible along other roadway classifications.
- Bridge improvements may be eligible on other roadway classifications as long as the Federal definition of a bridge is met (20 feet or greater existing span length as defined in 23CFR 650.305).
- Multi-use trails are considered eligible under LOTICIP.

How Does The Program Work?

Complete details on this program are available on the [CTDOT's LOTICIP Program page](#). It is important that before starting an application, you become familiar with the [CTDOT LOTICIP Guidelines](#) and the program requirements. This guide is intended to provide an overview and brief description of the LOTICIP process.

1. Project Solicitation

At various times, SCRCOG will solicit its member municipalities for new projects to be included in the LOTICIP program. Solicitations are timed based on LOTICIP funding availability. Municipalities wishing to apply will need to complete the LOTICIP Pre Application form and submit a letter of endorsement from the CEO. Once solicitation is complete, a LOTICIP program of projects is compiled, reviewed and endorsed by the SCRCOG.



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2. The LOTCIP Pre Application:

[The LOTCIP Pre Application](#) is a one-page document that provides basic project information to confirm LOTCIP eligibility. This form must be completed when submitting projects to the LOTCIP program. A copy of this form is included in this guide and available on our [website](#).

3. The LOTCIP Application:

Once the project proposal has been approved and included in the LOTCIP program of projects, the LOTCIP application can be completed. [The LOTCIP Application](#) along with the latest edition of [the LOTCIP Guidelines](#) are available on the [CTDOT's LOTCIP page](#). Supporting information specific to the proposed project must be submitted with the application. It is important to read the Guidelines to understand the program requirements. Upon completion of the LOTCIP application, the municipality will forward the application and all supporting documentation electronically to SCRCOG.

4. Application Review by SCRCOG:

SCRCOG will be responsible for performing a thorough review of each application package and requesting from the municipality any additional information necessary to fully evaluate the proposed project.

5. Submission of Application to CTDOT:

Once the application packet has been reviewed by SCRCOG it is endorsed by our Executive Director and forwarded to CTDOT. Applications and all supporting materials are submitted electronically.

6. Application Approval/Commitment to Fund/Authorization to Proceed with Design:

Upon conclusion of CTDOT's review of the LOTCIP application, the municipality and SCRCOG will be issued a Commitment to Fund (CTF) letter. The CTF denotes CTDOT's commitment to fund all eligible project costs and provides authorization for the municipality to proceed with the project design.

7. Preliminary Engineering/Project Design

Projects approved for funding under the LOTCIP will require that a complete project design be prepared in accordance with designated design standards. Certain procedures must be followed, in accordance with the LOTCIP Guidelines. Upon completion, the municipality will forward the final design packet and all supporting documentation to SCRCOG.



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8. Final Design Review by SCRCOG:

SCRCOG will be responsible for performing a thorough review of the final design packet for completeness and may request from the municipality any additional information necessary to fully evaluate the project design. Once the final packet has been reviewed by SCRCOG it is endorsed by the Executive Director and forwarded to CTDOT for their review and comment.

9. Project Authorization Letter (Municipal/State Agreement):

Upon review of the final submission and confirmation of the project scope and cost, the CTDOT 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 project construction cost based on the final submission.

10. Authorization to Advertise:

Upon receipt of the signed PAL from the municipality, the CTDOT will issue an authorization to advertise the project to the municipality.

11. Receipt of Bids/Bid Opening:

The municipality will be responsible for receiving and publicly opening bids for the project. After the bid opening and analysis by the municipality, the results and supporting documentation are submitted to SCRCOG and then forwarded to the CTDOT.

12. Authorization to Award/Issuance of Grant Payment:

Once the CTDOT has received and reviewed the bid results, recommendation of award, and all supporting documentation, an authorization to award the contract and a commitment to fund the project are issued. This authorization will prompt the grant payment from CTDOT to the municipality for the total amount.

On-Call Consultant Services:

Municipalities may elect to use a consultant to complete all or part of the LOTCIP application and project design. SCRCOG's Regional Purchasing Consortium offers "On-Call" services to its member municipalities. Firms selected for On-Call Lists are competitively selected based on their qualifications. [For more information and a list of On-Call, firms please visit our website.](#)

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