

## 2026 Active Transportation Microgrant Program SCRCOG Addendum Administrative Role & Applicant Responsibilities

The South Central Regional Council of Governments (SCRCOG) serves as the regional administrator for the Connecticut Department of Transportation (CTDOT) Active Transportation Microgrant Program. As the administrator, SCRCOG is responsible for:

- Receiving and reviewing applications from eligible organizations
- Submitting approved applications to CTDOT in accordance with quarterly deadlines
- Issuing grant payments to recipients once funds are released by CTDOT
- Coordinating and submitting all required quarterly reporting
- Collecting and verifying expenditure documentation
- Serving as the primary point of contact for grant-related questions and compliance

### **Applicant Responsibilities:**

By applying through SCRCOG, organizations acknowledge and agree to the following requirements:

#### **1. Coordination with SCRCOG**

Recipients must maintain communication with SCRCOG throughout the grant cycle. This includes responding to requests, providing timely updates, and following required procedures.

#### **2. Reporting Requirements**

All recipients must provide SCRCOG with the information necessary to complete CTDOT-required quarterly reports, including:

- Project status updates
- Documentation of expenditures (receipts, invoices, proof of payment)
- Any requested changes to project timelines or scope

#### **3. Financial Documentation**

Recipients are responsible for keeping and submitting clear financial records to SCRCOG, including:

- Vendor invoices
- Payment confirmations or receipts

#### 4. Project Timeline

Per CTDOT guidelines, all grant-funded items must be purchased within **12 months** of receipt of funds. Extensions may be granted only with adequate justification and approval from CTDOT.

#### 5. Notification of Issues

Recipients must promptly notify SCRCOG of delays, supply issues, or obstacles that may affect project completion or reporting.

#### SCRCOG Contact Information

Kellie Kingston

Transportation Planner

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#### Applicant Acknowledgment & Signature

By signing below, the applicant acknowledges receipt of this addendum and agrees to comply with all SCRCOG administrative procedures, reporting requirements, documentation standards, and communication expectations as outlined above.

Organization Name: \_\_\_\_\_

Organization's Project Manager's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_