



Connecticut Department of Transportation

Community Connectivity Grant Program

(CCGP)

Guidelines



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Introduction

PROGRAM OVERVIEW

The Community Connectivity Program is an integral part of Governor Dannel P. Malloy's Let'sGoCT! Transportation initiative¹. Let'sGoCT! represents a 30-year vision for Connecticut and outlines the investments needed to make our transportation system safer, more reliable, and more responsive to our 21st century lifestyles. The vision is to have a best-in-class transportation infrastructure that is efficient, multi-modal, resilient and long-lasting. The Community Connectivity Program seeks to improve accommodations for bicyclists and pedestrians in urban, suburban and rural community centers. There is high demand to improve these areas as they not only serve as places where people can meet for social, educational, and recreational activities, but also serve as places of employment, transit hubs, and business districts.

The goal of the Community Connectivity Program is to make conditions safer and more accommodating for pedestrians and bicyclists, thereby encouraging more people to use these healthy and environmentally sustainable modes of travel. Making these improvements will make Connecticut's community centers more attractive places to live and work.

For additional information on the Community Connectivity Program, please visit www.CTconnectivity.com

The initial step toward achieving the program's goal was to offer municipalities "Road Safety Audits" (RSA's) that focused on identifying bike and pedestrian safety concerns within a designated corridor or intersection. An RSA is a formal safety performance examination of an existing road or intersection by an independent multidisciplinary team. Each completed RSA documents individualized short, mid and long-term recommendations. The RSA is intended to be used as a planning tool to understand the community's needs and to guide the municipality in selecting, ranking and prioritizing projects for future funding.

The next step is to establish a Community Connectivity Grant Program (CCGP). The CCGP was developed to provide funding for targeted infrastructure improvements that are commonly identified through RSA's, or other transportation planning initiatives. The objective of the CCGP is to provide funding directly to Municipalities that result in smaller scale infrastructure improvements that are aligned with the overall program goals. It should be noted that having completed an RSA is not a prerequisite to receiving funding under the CCGP.

The Connecticut Department of Transportation (Department) will solicit applications for grants directly from Municipalities, as funding is available. The funding limits for grants awarded **range between \$75,000 and \$400,000**. Municipalities are eligible to apply for **one grant** per solicitation. It is important to note that grants will be awarded to municipalities on a competitive basis, where applications are evaluated based on criteria such as program goal relevance and guidelines, as outlined in the application forms. For this initial solicitation, grant funding will be awarded for construction activities only.

These Guidelines are intended to be a reference for municipalities when filling out the application, and to explain the process of administering CCGP funds. The Department will evaluate the efficiency and effectiveness of the process over time and may make modifications to these guidelines as needed.

For technical questions related to the preparation of the application please contact Craig Babowicz, at: CTDOT.CCGP@ct.gov

¹ June 2015 Special Session, Public Act Number 15-1

Activities Eligible for Funding Under the Community Connectivity Grant Program (CCGP)

GENERAL

Projects to be funded under the CCGP will require an application be prepared and submitted to the Department by the closing date set in the solicitation. The blank CCGP application is included on the Community Connectivity Program's website at: www.CTconnectivity.com.

ELIGIBLE ACTIVITIES

Infrastructure improvements

The funding limits for infrastructure improvement projects awarded **range between \$75,000 and \$400,000**. 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.

The intent of this program, at this time, is to fund stand-alone projects up to the program cap. Should expenses exceed the established project cap, such cost increases shall be the sole responsibility of the Municipality.

The Table on page 7 shows examples of the types of improvements that CCGP funds can be used for.



Examples of Eligible Project Types

Bicycle and Pedestrian Safety Measures	
Category	Improvement Type
A1	Pavement markings or signage that provides a new separate accommodation for bicycle, pedestrian or transit modes [bike lanes, shoulders, bike routes, etc.]
A2	Addition of or widening of shoulders for bicycles and/or pedestrians
A3	Reducing corner radii to lower vehicle speeds and/or decrease pedestrian crossing distances
A4	* Roadway resurfacing or micro-surfacing if restriping for new bicycle and/or pedestrian facilities
A5	Traffic calming measures (speed bumps/tables, signage, etc.)
A6	Street lighting related to pedestrian safety
A7	Warning signing related to pedestrian safety
A8	Intersection reconstruction – to enhance pedestrian safety by reducing complexity and/or crossing distance
A9	Intersection signalization (major updates/upgrades and new installations)
A10	Road diets
A11	Other
Bicycle Facilities	
Category	Improvement Type
B1	New or improvement of shared use paths
B2	Designated bicycle lanes
B3	Bicycle parking fixtures and/or bike shelters
B4	Providing bicycle-safe drain grates
B5	Bicycle wayfinding / Bike Route signs
B6	Shared lane markings (sharrows)
B7	Designated separated bicycle lane (cycle tracks)
B8	Intersection treatments (bicycle signals, bicycle detection, bike lane extensions, turn boxes)
B9	Other
Pedestrian Facilities	
Category	Improvement Type
C1	Providing ADA/ compliant curb ramps
C2	Pedestrian wayfinding signs
C3	Providing new sidewalks (connectivity, filling gaps)
C4	Providing pedestrian buffer zones/ pedestrian refuge islands/ curb extensions at pedestrian crossings
C5	Replacing existing sub-standard/non-compliant sidewalks
C6	New or improved crossing treatments at intersections, midblock, including but not limited to Pedestrian Hybrid Beacons (HAWK), Accessible Pedestrian Signals (APS), and Rectangular Rapid Flashing Beacon's (RRFB)
C7	New pedestrian accommodations at existing traffic signals
C8	Traffic (vehicular or pedestrian) re-routing to improve pedestrian safety
C9	Other
Transit Facilities	
Category	Improvement Type
D1	Improving transit connections for bicyclists and pedestrians
D2	Transit shelters
D3	Bus pull-out areas
D4	Other

* While roadway resurfacing may be required as a component of some improvements, this program is not intended to be used for paving and or any typical maintenance activities.

CCGP PROJECTS ON OR AFFECTING STATE FACILITIES

While the Department anticipates a majority of the applications received will be on local roads, projects having some impact to State facilities should adhere to the following guidance.

In general, there are two possible scenarios based on the level of impact to State facilities;

1. Projects primarily on or with significant impacts to State facilities:

Prior to developing the application, the Municipality may contact the Department to discuss the specifics of the project and how it can best advance through design to construction. Based on those discussions, it will be collectively determined that if substantial oversight would be required or if the cost of the project will exceed the \$400,000 maximum of the CCGP, the project should seek funding through other sources.

2. Projects with minor or incidental impacts to State facilities:

Minor improvements on or affecting a State facility will be administered in accordance with the CCGP guidelines. Any work on or affecting a State facility will require an Encroachment Permit. The Municipality must coordinate with the Department's Office of Maintenance, and possibly-the Office of Traffic Engineering, during the design phase to ensure the design is acceptable and an encroachment permit will be subsequently issued.

Application Process

APPLICATION SOLICITATION

The Department will solicit applications for the CCGP in advance of when funding becomes available. The Department will reach out to Municipalities by one or more of the following methods at least 60 days prior to the application deadline:

- Press release
- Letter of notification to the Municipality
- Notification through the UConn Technology Transfer (T2) Center, and
- Notification through the Councils of Government

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.

ENDORSEMENT/RECOMMENDATION OF CCGP APPLICATION

CCGP applications submitted to the Department by the Municipality are to include the signature of the municipal Chief Administrative Official, or the designee of, indicating their support and recommendation of the project.

SUBMISSION OF CCGP APPLICATION TO THE DEPARTMENT

Upon completion of the CCGP application, the Municipality shall submit the application and all supporting documentation to the Department. Applications are to be submitted as specified in the CCGP application. The deadline for submission will be stated in the individual solicitation.

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. This includes the cost of any consultant services procured by the municipality in the application process.

Application Evaluation and Project Selection

DEPARTMENT REVIEW, SCORING AND RANKING PROCESS

This is a competitive grant program and the evaluation of applications will be completed using a scoring system that addresses all parts of the application. 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 use this to rank all applications as described in the Scoring System section outlined below. Subsequent to the submission of the CCGP application, each application will be scored and ranked by the Department.

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 will be documented in a complete application package.

The evaluation process is designed to prioritize applications that most closely align with the goals of the CCGP, while providing maximum flexibility to account for the specific needs and objectives of each community.

Scoring System

The application will be scored on the five sections according to 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 on the basis of how well the project meets the criteria.

Rating Criteria

Criteria	Max Points
1. Identification and Documentation	15
2. Description of project purpose and need	30
3. Relation to Program Goal and Strategic Objectives	25
4. Community Context and Benefit	20
5. Cost Estimate	10
Total	100

Criteria Details

1. Identification and Documentation (15 Points)

The Identification and Documentation criteria will provide general information about the applicant and the proposed project, as well as an endorsement by the Municipality. An application can receive the maximum rating points as defined by the following:

Point Value	Criteria
15	Complete, comprehensive and endorsed; additional information supports project
10	Complete; additional information lacks sufficient detail
5	Missing/incorrect information
0	Missing required endorsement

2. Description of project purpose and need (30 Points)

The description of project purpose and need criteria will state the project for which an application is being made to promote the programs goal. The description shall define the project from vision to implementation and will be scored based on completeness, accuracy, clarity, and specificity. The description of the project should include the specific details and outcomes resulting from undertaking the project. An application can receive the maximum rating points as defined by the following:

Point Value	Criteria
30	Complete, accurate, and specific description; clearly defined purpose and need; outcomes clearly identified
25	Complete, accurate, and specific description of project but purpose and need not clearly defined; outcomes not clearly identified
20	Acceptable quality and completeness but purpose and need not clearly defined
15	Acceptable quality and completeness but purpose and need not addressed; lack of defined outcomes
10	Incomplete or ambiguous description; purpose and need not addressed; lack of defined outcomes
5	Unable to determine purpose and need
0	Description does not define proposed project

3. Relation to Program Goal and Strategic Objectives (25 Points)

The Relation to Program Goals and Strategic Objectives criteria provides the opportunity for applicants to describe how the project in their Municipality relates to the overall objective of the Community Connectivity Program. This section should clearly outline and describe the immediate and long-term impacts on community connectivity. The applicant should provide data to demonstrate how the program objective will be achieved through this project. An application can receive the maximum rating points as defined by the following:

Point Value	Criteria
25	Direct, positive, and immediate impact to the community and program objectives; Data provided to support relationship to program goals.
20	Generally related but not of immediate or direct impact to the community or program objectives; Data provided shows some support in relationship to program goals.
15	Somewhat related to community connectivity; Data not provided, or data does not support relationship to program goals.
5	Unable to distinguish relationship to community connectivity clearly; Data not provided
0	No response provided

4. Community Context and Benefit (20 Points)

The Community Context and Benefit criteria should clearly demonstrate how the proposed project will enhance community connectivity and how it relates to established strategic plans for the community as a whole. Language should clearly describe how the context and benefits of the project fit into a strategic approach and/or how this project will stimulate additional investment, leverage other resources, and/or fit into regional initiatives. An application can receive the maximum rating points as defined by the following:

Point Value	Criteria
20	Project leverages existing or proposed plans and resources, and project is a clear catalyst for enhancing community connectivity
15	Project solves an immediate challenge <u>and</u> demonstrates connectivity benefits but does not fit into strategic objectives
10	Project solves an immediate challenge <u>or</u> demonstrates connectivity benefits but does not fit into strategic objectives
5	Project has poorly defined context and/or benefit
0	No response provided

5. Cost Estimate (10 Points)

Cost estimates must provide sufficient detail and accuracy to demonstrate that the proposed project can be realistically accomplished within the requested grant amount. A detailed cost estimate shall be attached to this application (a blank cost estimate form can be found on the Community Connectivity website at: www.ctconnectivity.com). An application can receive the maximum rating points as defined by the following:

Point Value	Criteria
10	Cost estimate demonstrates the project can be achieved within the requested grant amount
8	Cost estimate does not take into account complexity of proposed project
4	Cost estimate is unrealistic for achieving project objectives, or is outside the scope of the program
0	No cost estimate provided

PROJECT RANKING AND SELECTION

After all applications are received, they will be evaluated, scored and ranked. Projects will be selected beginning with the highest-ranked application(s) and continue until funding constraints are met.

NOTIFICATION TO MUNICIPALITIES

Upon conclusion of the Department's application evaluation and project selection, the Municipality will be notified. Projects selected for funding will receive a Commitment to Fund letter from the Department.

PROJECT SCHEDULE/PROJECT COMPLETION DATE

The State/Municipal Agreement specifies a time frame of 1095 calendar days (3 years) for completion of the project. This timeframe begins on the execution date of the Municipal/State Agreement. It is imperative that the project schedule be adhered to, and 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, citing the reason and the revised anticipated completion date.

Design Requirements

IMPORTANT: The Municipality will be authorized to proceed with construction activities only when all administrative requirements associated with the use of the CCGP funds for the project have been met by the Municipality and the State/Municipal CCGP Grant Agreement has been executed. **CCGP participation in the project will be jeopardized should the Municipality proceed with construction without authorization.**

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, quantities, and cost estimate (PS&E).

Projects that affect State roadways/facilities or propose work within State-owned rights-of-way will require an Encroachment Permit from the appropriate Department District office. The Municipality should begin coordination early in the design phase to ensure any requirements are met.

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.

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)

Municipally-owned Facilities: Projects on locally-owned roadways are to be designed in accordance with established design standards. These standards can be formally established municipal geometric and other applicable 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.

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.

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.

If the project requires Flood Management Certification, coordination with the Department is required. Additional information can be found online at www.ct.gov/deep/cwp/view.asp?a=2709&q=324172.

The Department's Office of Environmental Planning will perform an environmental screening review and complete a Permit Need Determination Form (PNDF). The purpose of these screenings is to assist the Municipality in achieving compliance with the Connecticut Environmental Policy Act (CEPA) and identify items relative to natural resources, historic/archaeological resources and environmental permitting requirements, etc. that are to be investigated and/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. Information listed in the approved CCGP application may not provide the required level of detail.

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

PUBLIC INVOLVEMENT

The Municipality is responsible for engaging in effective public involvement efforts during the planning, early design, and construction of transportation improvement projects. Projects in the CCGP will therefore require public involvement opportunities. Many of the project applications will likely involve sidewalk installations /extensions and/or a variety of bike / pedestrian improvements. It is critical to have initial public buy-in for the success of this program.

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.

Costs associated with public involvement are not eligible for funding under the CCGP.

RIGHTS-OF-WAY

Rights-of-way is not an eligible expense under CCGP. If the project requires an acquisition (easement or full/partial taking), the rights-of-way 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 Department will not authorize the Municipality to advertise the project, or otherwise proceed with construction activities, until all necessary rights/properties have been acquired and proper acquisition documentation is submitted to the Department, including the pre-construction certifications.

For each property acquired, the Municipality must submit the following for approval:

- a) Property Map
- b) Title Certification
- c) Appraisal*
- d) Written Offer*
- e) Recorded Deed
- f) Record of Payment*

*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.

The documentation listed above is required to be submitted to the Department even though the CCGP funds cannot be used for rights-of-way acquisitions. This is to ensure that any property, upon which improvements may be constructed with CCGP (State) funds, was acquired in accordance with the Department's Engineering Directive² for "State Funded Municipal Projects Requirements for Rights of Way Acquisitions". A copy of this Directive can be found on the Community Connectivity website at: www.ctconnectivity.com.

FINAL DESIGN SUBMISSION

At the completion of design and prior to advertising the project for construction bids, the Municipality shall submit to the Department final PS&E and the Certification of Preconstruction Activities.

The Municipality and the Designer of Record (Engineer) will be required to sign the certification form entitled "State Grant Program Completion of Preconstruction Activities Project Certifications" (as may be revised), which is a requirement of the State/Municipal Grant Agreement. A sample copy of the pre-construction certifications can be found on the Community Connectivity website at: www.ctconnectivity.com.

Subsequent to receipt and acceptance of the PS&E and the pre-construction activities certification form, the Department will authorize the Municipality, in writing, to advertise the project for construction bids or otherwise proceed with the construction of the project.

PROJECT RECORDS AND REPORTING

The Municipality must maintain complete and accurate project records. Quarterly reports will be required to be submitted to the Department documenting the progress of the project through the design phase. The Department, at its discretion, may audit project records to ensure compliance with these Guidelines.

Project Construction

Administration and inspection of the project will be performed in accordance with the CCGP Guidelines. 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.

² Bureau of Engineering and Construction, Engineering Directive Number 2015-6-E, August 14, 2015

Construction of the project can be accomplished in one of the following ways:

A. Contract Awarded by Competitive Bidding:

1. The Municipality shall advertise the project for construction bids, award and administer the contract, and provide construction inspection services for the project. The Municipality will be required to conduct the advertising/bidding process in such a way as to ensure an opportunity for free, open, competitive bid proposals. Local bidder preferences are not allowed. If project construction is performed by contract, State prevailing wage rates are to be included in the contract package.

The contract may be subject to State set-aside and contract compliance requirements which were enacted under Public Act 15-5 and became effective October 1, 2015. The Connecticut Commission on Human Rights and Opportunities (CHRO) is responsible for administering these requirements. The Municipality must comply with these requirements as applicable, relative to the award of the contract. Further information can be found on the CHRO web page at www.ct.gov/chro. Questions regarding these requirements are to be directed to CHRO at 860-541-3400.

2. 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
3. Upon acceptance of the above, the Department will authorize the Municipality, in writing, to award the contract and proceed with construction.

B. 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> :

COST PARTICIPATION

The construction phase will be funded 100% of the approved grant amount under the CCGP. A grant payment will be issued to the Municipality for the approved grant amount. **All construction phase 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.

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 817 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 817.

QUALITY ASSURANCE

Quality Assurance efforts should be implemented and adequately documented that the project was built in accordance with the final plans and specifications.

PROJECT PROGRESS REPORTS

Each quarter, the Municipality must submit to the Department a narrative of work progress, a listing of payments made, and the total quarterly expenditure. Forms for reporting will be available on the Community Connectivity website. This requirement is in accordance with the terms of the Municipal/State Agreement.

NOTIFICATION OF PROJECT COMPLETION/PROJECT CLOSEOUT

In accordance with the terms of the Municipal/State Agreement, the Municipality must notify the Department, in writing, of the completion of the project. The Municipality must also submit the final total expenditures for the project. The Department will then perform a final audit, issue an audit report, and close out the grant.

Program Finances

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.

AUTHORIZING LEGISLATION / SOURCE OF FUNDING

P.A. 15-1 authorized STO bonds in support of the "Let's Go CT!" program proposed in Governor Malloy's SFY 2016 and 2017 budget. As part of his vision for Connecticut's transportation future, the Governor's Capital Budget included significant funding in SFY's 2016 through 2020 to fund a 5-year ramp-up plan as part of a 30-year, long term strategy to transform the State's transportation infrastructure.

The 5-year ramp-up plan funds a specific list of high priority projects as outlined in the legislation, which are intended to ramp-up the State's capacity to reach the full complement of projects in the 30-year program outlined in *"Let's Go CT!" Connecticut's Bold Vision for a Transportation Future*. The specific list of priority projects includes urban bikeway, pedestrian connectivity, trails and alternative mobility programs under P.A. 15-1, Section 233 (a)(12). The Community Connectivity Grant Program (CCGP) is being implemented in response to P.A. 15-1. The current source of funding for Community Connectivity grants is the *Let's Go CT! Ramp-Up Program*, Fund 13033/SID 43667.

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 Ramp-Up program through 2020 and State Bond Commission

approval for allocation of funding. Funding for the CCGP beyond FY2020 will be subject to future Capital Budget approvals by the General Assembly and Governor as part of the biennium budget process.

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 promptly to the Municipality after the Low Bid amount and supporting documentation is received from the Municipality by the Department, as outlined under the *Project Construction* 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.

FUNDING ACCUMULATION / PROJECT PROGRESS

Funding for the CCGP will not lapse at the end of each State fiscal year; therefore, funds may be accumulated from year to year if not expended. Per the State/Municipal Agreement, however, a project is to be completed within 1095 days (3 years) from execution of the Agreement. Lack of progress by a Municipality to complete construction on an approved CCGP project may impact the Department's decision to provide approval under future solicitations for additional projects located within that Municipality. In addition, lack of progress on the part of Municipalities to deliver projects in a timely manner could impact approval of funding by the State Bond Commission and authorization of continued funding in future Capital Budget authorizations.

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.

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.

When the project is complete, the municipality must submit notification in writing to the Department, along with a final report of total expenditures. This report of final expenditures will be used by the Department to determine if funds are to be returned to the CCGP and to close the grant. The Department provided *Expenditure Summary Form* shall be used for quarterly/final reporting of expenditures.

The Department's Office of External Audits will review all *Expenditure Summary Forms/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. Funds will be returned to the CCGP for use on future projects.

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.