

Local Transportation Capital Improvements Program (LOTICIP)

Overview

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Creation of LOTCIP

- Public Act 13-239 passed July 2013 establishing LOTCIP (effective Nov. 2013)
 - 100% State-funding for Eligible Activities
 - Program guidelines to be developed by the DOT
 - DOT Commissioner may request LOTCIP bond funds annually
- LOTCIP was initiated with two Main Goals:
 1. Develop a program that makes it easier for Municipalities
 2. Minimize DOT oversight



LOTICIP Webpages (just Google LOTICIP)

The image shows a screenshot of the Connecticut Department of Transportation website. The main page is titled "DEPARTMENT OF TRANSPORTATION" and features a navigation menu with options like "Home" and "About Us". A search bar is visible in the top right corner. The page content is organized into sections, including "TRAVEL RESOURCES" and "DOING BUSINESS WITH CONNDOT".

The "Office of Engineering" section is highlighted, with a sub-section for "Highway Design-Local Roads-LoTCIP". Below this, the "Local Transportation Capital Improvement Program (LOTICIP)" is introduced. The text states: "The new Local Transportation Capital Improvement Program (LOTICIP) provides an alternative source of Federal funds otherwise available through Federal transportation legislation, which can be viewed at http://www.cga.ct.gov/2013/act/pa/pdf/2013-2014_0000.htm established with substantially fewer constraints and requirements than current law." It also notes that the program is administered by the "Office of Policy and Management" and provides contact information for Bill Grant, P.E., Transportation Supervising Engineer.

Overlaid on the right side of the screenshot is a smaller window showing a detailed page for "PROJECT FUNDING - LOTICIP". This page features the CRCOG logo and a "Back to Project Funding Page" button. The main text on this page reads: "In June 2013, Connecticut Public Act 12-239 was signed into Law, directing the Connecticut Department of Transportation (CTDOT) to create a state funded Local Transportation Capital Improvement Program (LOTICIP) with an initial annual budget of \$45 million for each of fiscal years 2014 and 2015. CTDOT subsequently developed 2013 LOTICIP program guidelines which established the program responsibilities for municipalities, planning regions, and CTDOT. LOTICIP was initiated to provide municipalities with a funding source and supplant the portion of STP-Urban funds that CTDOT is now planning to utilize for projects on State roadways. Therefore, LOTICIP eligibility requirements mirror those of the STP-Urban program. In June of 2015, the state budget allocated \$74 million annually for LOTICIP in each of fiscal years 2016 and 2017."

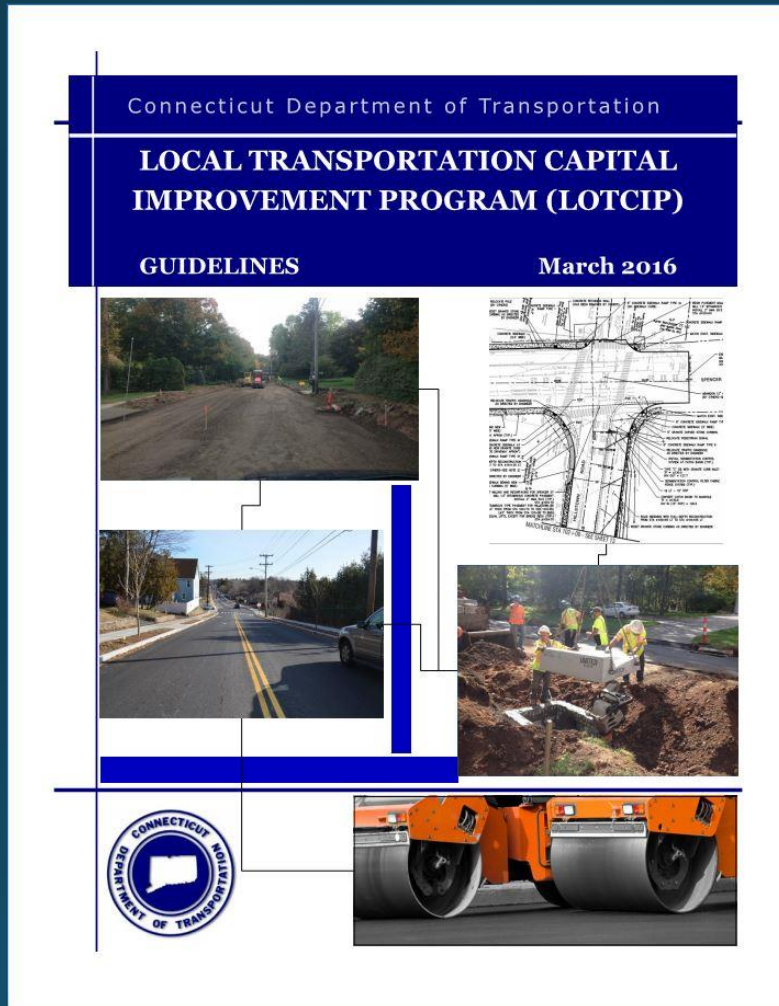
The "LOTICIP Request for Proposals (RFP)" section follows, stating: "CRCOG is inviting municipalities to submit project proposals for LOTICIP funding per the 2015 Request for Proposals and 2015 Selection Policy provided in the links below. Also provided below are links to the CTDOT LOTICIP Application, CTDOT Bicycle and Pedestrian Travel Needs Assessment Form, and a 2015 LOTICIP Estimating Template. You should review these documents before preparing your proposal as they contain important information regarding the type, size, and nature of eligible projects. Additional background information can be found in the [LOTICIP Program Reference Materials Section](#) below."

A bulleted list of links is provided:

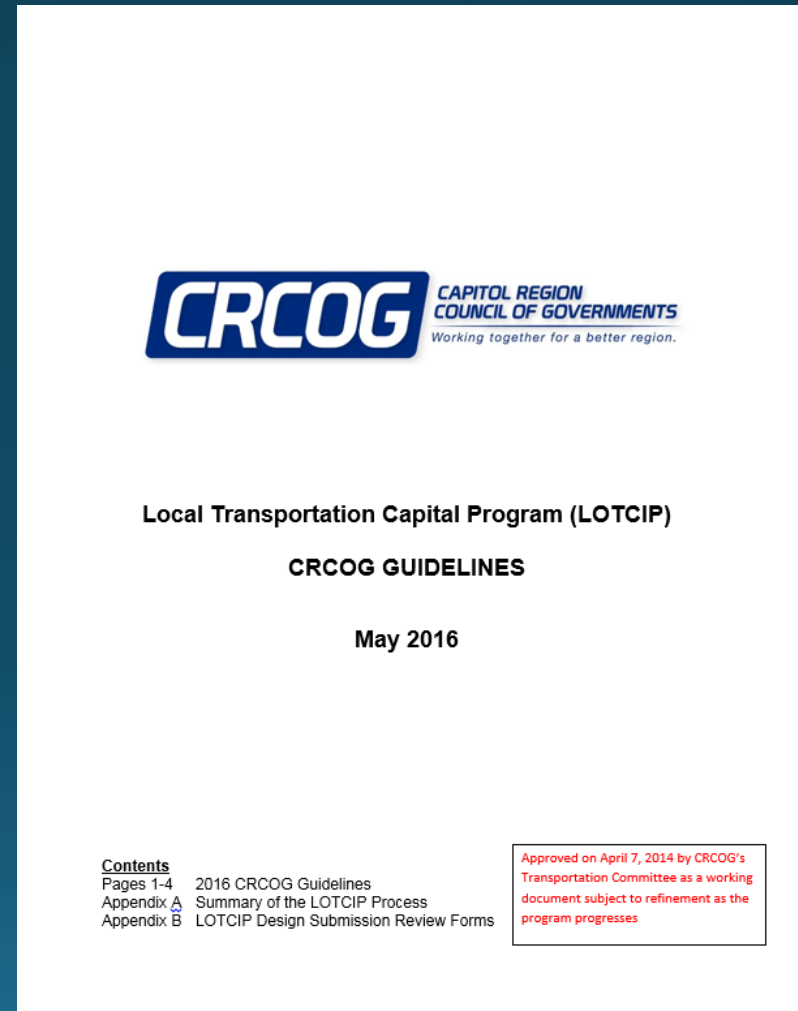
- [2015 LOTICIP Request for Proposals-Revised 10/19](#)
- [2015 Selection Policy](#)
- [CTDOT LOTICIP Application](#)
- [CTDOT Bicycle and Pedestrian Travel Needs Assessment Form](#)
- [2015 LOTICIP Estimating Template](#)

The page concludes with the instruction: "To apply for LOTICIP funds, please complete a separate LOTICIP Application, Bicycle and Pedestrian Travel Needs Assessment Form, and Cost Estimate for each project, and return 3 hard copies by 4:00 PM on Tuesday, December 1, 2015 to:"

Current LOTCIP Guidelines



DOT Guidelines (Rev. March 2016)



CRCOG Guidelines (Rev. May 2016)

CRCOG Guidelines and Recourses

- Transportation Committee developed and approved April 2014 Guidelines as working document (latest document dated May 2016) with three Main Goals:
 1. Contain Project Costs and Schedules
 2. Offer Technical Design Review Services
 - Preliminary Design Submission (required for reconstruction projects)
 - Semi-Final Design Submission (optional)
 - 90% Submission (required for all projects)
 3. Assist communities with conforming with CTDOT program requirements
- Resources included on CRCOG's Website include QBS selected On-Call Consultants for Engineering Services, Pavement Design Tools, Cost Estimating Templates, etc.

LOTICIP Critical Milestones

APPLICATION PHASE

CTDOT Commitment to Fund Letter

DESIGN PHASE

CTDOT Authorization to Advertise

ADVERTISING/BIDDING PHASE

CTDOT Authorization to Award

CONSTRUCTION PHASE

Municipal submission of CON-501L,
Materials Certification, and Audit

Summary of the LOTCIP Process

CRCOG Guidelines; APPENDIX A



Local Transportation Capital Program (LOTCIP)

CRCOG GUIDELINES

May 2016

Contents
Pages 1-4 2016 CRCOG Guidelines
Appendix A Summary of the LOTCIP Process
Appendix B LOTCIP Design Submission Review Forms

Approved on April 7, 2016
Transportation Committee
document subject to ref
program progresses

APPENDIX A - Summary of the LOTCIP Process

The following has been prepared to highlight the main milestones of the LOTCIP process under both CTDOT and CRCOG guidelines. It has been prepared to summarize policy and in no way defines it. For additional information on any listed activity please consult the CTDOT and CRCOG guidelines directly.

Application Phase Guidelines

For a successful LOTCIP project, the Application Phase will generally consist of the following milestones:

1. CRCOG announces a competitive solicitation for municipal projects to be funded under LOTCIP
2. Municipality submits to LOTCIP application data to CRCOG for a potential project
3. CRCOG reviews, rates, selects, and reserves funding for projects
4. CRCOG submits to CTDOT applications for selected LOTCIP projects for review and approval
5. CTDOT, in coordination with the RPO and municipality, determines if the project is to advance per LOTCIP guidelines, or is to be administered by CTDOT (mainly for projects on state facilities)
6. CTDOT provides to the Municipality a Commitment of Funding Letter and results of an Environmental Screening
7. CRCOG prioritizes the project and informs the municipal contact of the anticipated funding year. Collaboratively a date is determined when design activities are expected to begin

Design Phase Guidelines

For a successful LOTCIP project, the Design Phase will generally consist of the following milestones:

1. Municipality informs CRCOG that design commencement is imminent or has recently begun
 - CRCOG assigns a project design submission reviewer and organizes a Design Kickoff Meeting with Municipality and design submission reviewer
2. **OPTIONAL** - Municipality contracts with CRCOG On-Call List 1 consultant for Design Assistance
3. Municipality provides CRCOG with Quarterly Project Updates throughout design
 - CRCOG processes, compiles, and submits Quarterly Regional Updates to CTDOT
4. When applicable, Municipality submits documentation and justification to CRCOG of any significant change in scope, 10% change in cost, or unanticipated required right-of-way phase
 - CRCOG holds Cost Review Subcommittee meeting for approval of cost/scope changes
5. When applicable, Municipality submits documentation and justification to CRCOG of any significant change in scope, 20% change in cost, or unanticipated required right-of-way phase
 - CRCOG forwards CTDOT scope/funding documentation for approval

Application Phase Major Milestones

- CRCOG announces a competitive solicitation
- Municipality submits to LOTCIP application
- CRCOG selects and reserves funding for projects
- **CRCOG reviews applications for completeness**
- Municipality addresses any outstanding application needs
- CRCOG submits complete applications to CTDOT
- CTDOT provides to the Municipality a Commitment to Fund Letter and the results of an Environmental Screening
- CRCOG and the municipality collaboratively determine a project schedule

Recent Solicitation Note: Completed Tasks in **GREEN**, On-going Tasks in **YELLOW**

LOTICIP Project Funding Eligibility

Task	LOTICIP Eligible	Notes
Application Preparation	No	
Design Preparation	No	
CRCOG offered Design Reviews	Yes	100% LOTICIP funded
Bid Document Preparation/Award	No	Not Eligible
Construction (Lowest Responsible Bid)	Yes	100% LOTICIP funded
Construction(Contingencies)	Yes, but limited	Costs over 10% of low bid are ineligible
Construction (Inspection, Mater. Testing)	Yes, but limited	Costs over 10% of low bid are ineligible
Right-of-Way	Yes	Either full municipal, or full LOTICIP funded
Private Utilities on Municipal Facility	No	
Private Utilities on State Facility	Partially	50% LOTICIP funded
Public Utilities (MDC, Town, etc.)	Yes	100% LOTICIP funded

Key Points

- Advancement of all phases (Application, Design, Bidding/ Advertising, and Construction) is the responsibility by the Municipality
- Within eligibility constraints, CRCOG's mission is to assist municipalities with navigation of the LOTCIP process and delivery of their projects
- For the purpose of continuously improving the processes, the LOTCIP Guidelines are a living document meant to change with the needs of the program
- Timely project delivery is a key to helping assure future program funding and success