

To: Cost Review Subcommittee
Transportation Committee

From: Sotoria Montanari, CRCOG Program Manager
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Date: October 11, 2019

Subject: LOTCIP Fund Transfer Guidelines

The following guidelines should be followed if a Town has a LOTCIP project approved through the CRCOG solicitation process, and then chooses to request a transfer of the funds to a different project.

1. The Town should prepare a request for transfer and a draft LOTCIP application, for submission to CRCOG staff for review.
 - a. The request to transfer needs to include the reason for not proceeding with the project approved through the solicitation process. The rationale should detail any special circumstances that support a transfer of funds to a different project. In accordance with direction received from the Transportation Committee, it is anticipated that transfers will only be approved in the event of extenuating circumstances.
 - b. A partial LOTCIP draft application should be prepared, that includes a complete description of the new project, project purpose and need, well-defined project limits, scope of construction, a Bicycle and Pedestrian Needs Assessment Form and cost estimate. The project must meet LOTCIP Project Eligibility and Selection criteria.
 - c. The cost estimate shall be prepared and submitted with the request for transfer. The cost of the new project should not exceed the cost of the originally approved project. The cost estimate shall use the LOTCIP application cost estimate template with current CTDOT unit pricing.
2. CRCOG staff will review the request, draft application, and cost estimate; and provide recommendations to the Cost Subcommittee. CRCOG staff will also rank the project among the previously ranked projects that were included in the most recent solicitation process.
3. If the Cost Subcommittee and Transportation Committee approve a transfer of funds to a new project, a complete LOTCIP application will need to be submitted to CRCOG following normal procedures. The application should include traffic counts, crash history, pavement calculations and all necessary data.