

To: Cost Review Subcommittee
Transportation Committee

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Date: September 13, 2019

Subject: Draft LOTCIP Fund Transfer Procedure

Procedure to Transfer LOTCIP Funds to a new Project

The following procedure 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 new project.

1. The Town shall 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.
 - b. A draft application must be prepared for the new project.
 - The project must meet LOTCIP Project Eligibility and Selection Criteria based on latest CTDOT LOTCIP Guidelines
 - Include a complete description of the new project, purpose and need, well defined project limits, and scope of construction
 - Include a cost estimate using the LOTCIP application cost estimate template using current CTDOT unit pricing
 - The draft application does not need to include detailed traffic counts, crash history, or pavement design calculations.
2. CRCOG staff will review the request and provide either a recommendation to present the project to the Cost Subcommittee for approval; or deny the request.
3. If a LOTCIP fund transfer is approved by the Transportation Committee, it is expected that a complete LOTCIP Project application will be prepared by the Town, for review by CRCOG within 2 months of approval of the Transfer. After the application is complete and reviewed, CRCOG will endorse and submit to CTDOT for review and approval.