



STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT
INTERGOVERNMENTAL POLICY DIVISION

MEMORANDUM

To: Local Chief Executive Officials and Chief Financial Officers

From: Sandra M. Huber, LoCIP Program Coordinator
Intergovernmental Policy Division

Date: February 25, 2015

Subject: **2015 Local Capital Improvement Program (LoCIP) Guidelines**

The **2015 Local Capital Improvement Program (LoCIP) Guidelines** packet is available on the internet only. As with previous Guidelines, the following is provided:

- A listing, by community, of all certified LoCIP entitlements for 2015. Also included is a column entitled "Available 3/1/2015" which includes the new 2015 entitlement plus any unencumbered LoCIP entitlements remaining from previous years.
- The current LoCIP Authorization/Expenditure (A/E) form which is required to be filed with any LoCIP authorization and/or reimbursement request.
- Sections 7-535 through 7-538 of the General Statutes that provide for the LoCIP program.
- A Q & A section that covers frequently asked questions relating to the LoCIP program.

Please use the Authorization/Expenditure (A/E) form when requesting authorization or reimbursement. Be sure to provide the name, title, and contact information of the LoCIP contact person for your municipality when requesting authorization and/or reimbursement. This is the person to whom all program correspondence will be addressed.

Remember to provide expenditure documentation for items or services for which you request LoCIP reimbursement with your reimbursement request: a list of checks issued, the date, amount, vendor, and a description of the items or services provided and total, or copies of cancelled checks and detailed invoices and a tabulation of the reimbursement amount.

Note that OPM can no longer authorize the use of LoCIP funds for purposes listed in subsection (X) of CGS 7-536: "acquisition of snow removal equipment, capital expenditures made to improve public safety, and capital expenditures made to facilitate regional cooperation" as those provisions were for the fiscal years ending June 30, 2013 and June 30, 2014 ONLY.

If you have questions or comments concerning the LoCIP program, please contact me at (860) 418-6293 or e-mail me at: sandra.huber@ct.gov Thank you.