

## MEMORANDUM

To: Local Chief Elected Officials, City and Town Managers

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

Date: February 27, 2012

Subject: ***2012 Local Capital Improvement Program (LoCIP) Guidelines***

The ***2012 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 2012. Also included is a column entitled "Available 3/2012" which includes the new 2012 entitlement plus any undesignated LoCIP entitlements remaining from previous years.
- The latest LoCIP Authorization/Expenditure form which is required to be filed with any LoCIP authorization and/or reimbursement request.
- An updated copy of the Connecticut General Statutes sections (7-535 through 7-538) that relate to the LoCIP program.
- A question and answer section that covers the most frequently asked questions relating to the LoCIP program.

Please use the Authorization/Expenditure 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 program correspondence will be addressed.

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

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](mailto:sandra.huber@ct.gov)

Thank you.