



STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT
INTERGOVERNMENTAL POLICY DIVISION

MEMORANDUM

To: Municipal Chief Executive Officers and Chief Financial Officers

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

Date: February 29, 2016

Subject: **2016 Local Capital Improvement Program (LoCIP) Guidelines**

The **2016 Local Capital Improvement Program (LoCIP) Guidelines** packet is now available on the Office of Policy and Management (OPM) website. As with previous Guidelines, the following is provided:

- A Q & A section that covers frequently asked questions relating to the LoCIP program,
- A listing, by town, of all LoCIP entitlements for 2016 and a column entitled "Available 3/1/2016"; the 2016 entitlement plus any unencumbered LoCIP balances 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, and
- Sections 7-535 through 7-538 of the General Statutes that establish the parameters for the LoCIP program.

Please note that this will be a transition year for the LoCIP Program, which was recently the subject of an OPM-sponsored "Lean" process. That process has produced a number of recommendations for streamlining the LoCIP program in a manner that will ultimately make it easier for recipients to access current and historic LoCIP data, submit applications, receive entitlement authorizations, and file for reimbursement of expenditures via the OPM Grants Portal. Since this transition will take place incrementally over the coming months, you will be notified via email whenever new functionality becomes available.

Please note that this will also be a transition year for me personally, as I will be retiring from state service, effective April 1, 2016, and turning over my LoCIP responsibilities to the new Program Coordinator, Kathy Taylor. 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.