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| **LoCIP PROJECT AUTHORIZATION REQUEST FORM**  **Local Capital Improvement Program** [**(LoCIP)**](http://www.ct.gov/opm/cwp/view.asp?q=383108) **(rev. 02/23/18)**  PROJECT #: - - (to be assigned by OPM upon approval) |  | **STATE OF CONNECTICUT**  Office of Policy & Management  prescribed by the Secretary pursuant to CGS §7-536(c) |

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| Town Code & Municipality Name: select from drop down list | | |
| Name of Project: brief project name | | |
| Project Description: enter project information (and location information if applicable) | | |
| Project Contact Person Name: enter name | | Contact Person Title: enter title |
| Contact Person Phone: enter phone # | Contact Person e-mail: enter email address | |

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| **PROJECT CATEGORIES**  ***(see page 2 for project eligibility information and restrictions)*** | | | | | | | |
|  | Auto External Defibrillator - acquisition |  | Land Acquisition - including for open space, and costs involved in making land available for public uses |  | Public Building (other than schools)- construction, renovation, code compliance, energy conservation, fire safety |  | Technology Upgrades – including expansion of public access to government information through electronic portals and kiosks |
|  | Bikeways/Greenways – establishment of |  | Local Capital Improvement Plan – costs associated with preparation or revision |  | Public Housing – development, renovations, improvements (including energy conservation) |  | Technology acquisition related to the implementation of SDE Common Core State Standards |
|  | Bulky Waste/Landfill projects |  | Municipal Broadband Network – Costs associated w/planning |  | Roads – construction, renovation, repair or resurfacing |  | Thermal Imaging systems - acquisition |
|  | Dams/Bridges/Flood Control – construction, renovation, enlargement or repair |  | On-board Oil Refining System ≥ 384K bps |  | Sewage Treatment Plants, Sanitary or Storm, Water or Sewer Lines – construction, renovation, enlargement, repair incl. separation of lines |  | Veterans’ Memorials – renovations or construction |
|  | Emergency Communication System & Building Security Improvements |  | Public Parks - Improvements |  | Sidewalk/Pavement -Improvements |  | Water Treatment or Filtration Facilities/Mains – construction, renovation, enlargement or repair |
|  | Flood Plain Management /Hazard Mitigation activities |  | Plan of Conservation & Development (reimb. not more than 1x/10 yrs.) – costs associated with preparation or rev. |  | Solid Waste Facilities – construction, renovation or enlargement |  | Equipment\*  (\*see guidelines for limitations) |

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| **Amount of LoCIP funds being requested** (cannot exceed town’s current LoCIP available entitlement account balance): | $ enter amount |

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| **Municipal Certification: The undersigned certifies that:** |
| 1. I am the Chief Executive Officer of the Municipality and have the authority to execute this certification on behalf of the Muncipality.  2. The above name project (the “Project”) is a “local capital improvement project” within the meaning of CGS §7-536(a)(4).  3. The Municipality has authorized the Project for which it seeks approval.  4. The Project is consistent with the Municipality’s Capital Improvement Plan (CIP).  5. The Municipality agrees to (1) maintain detailed accounting and project records with respect to the Project; and (2) make such records available to auditors and the State upon request, for the prescribed period of time pursuant to CGS §§7-536(h), 11-8, 11-8a, 11-8b and 7-109. Additionally, under the authority granted by C.G.S. §§ 11-8, 11-8a, 11-8b and 7-109, the Connecticut State Library has established retention schedules for municipal records which may require a retention period longer than prescribed in C.G.S. §7-536(h). Municipalities are advised to retain records for whichever retention period is longest.  6.The Municipality will not use funds received for the Project to satisfy a local matching requirement for a state assistance program(s) other than the Local Bridge Program, pursuant to §13a-175p to 13a-175u, inclusive.  7. The information contained on this form is true, accurate and complete.  By (signature):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Printed/typed Name: enter printed/typed name  *(must be Chief Executive Officer of Municipality: Mayor, First Selectman or Town Manager)*  Title: printed/typed title Date: select date |

**Mail completed form to: Office of Policy & Management, 450 Capitol Avenue, ATTN: LoCIP/Kathy Taylor, Hartford, CT 06106**

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**ALLOWABLE LoCIP PROJECTS**

LoCIP funds can only be used for municipal capital expenditure projects **specifically** categorized in Section 1 (A through W) of the [LoCIP Guidelines](http://www.ct.gov/opm/cwp/view.asp?q=383108) (pursuant to C.G.S. §7-535 through 7-538). Please note that the use of LoCIP funds for school-related projects is strictly limited. Please read Section D of this supplement and the [LoCIP Guidelines](http://www.ct.gov/opm/cwp/view.asp?q=383108) for the most comprehensive information about the limitations on the use of LoCIP funds for schools.

**EXAMPLES OF ALLOWABLE LoCIP COSTS**

* Acquisition of land for open space or public use. All recipients of State financial assistance that have a need to acquire land with state bond proceeds [LoCIP and other various bond funded State grants] should demonstrate that the property proposed for purchase was selected through an "arms-length" transaction. If the property to be acquired is valued at less than $100,000 one independent appraisal is to be prepared and submitted when seeking reimbursement. For property valued at $100,000 or more, two independent appraisals shall be prepared and submitted when seeking reimbursement. Appraisals must be performed by a MAI-certified appraiser (Member of the Appraisal Institute) and must have been prepared within the previous 365 days. The purchase price of the property must not exceed the highest appraised value. The acquisition cost and the cost of the appraisal(s) are reimbursable.
* Procurement and installation of permanently fixed equipment. (Examples: HVAC roof top units, central air units, permanently installed generator, hot water heater, elevator, chair lifts, etc.)
* Engineering services
* Architectural services
* Contracted services needed to complete the project (or the portion thereof being funded with LoCIP funds) (Examples: contracted services related to roadwork, construction, renovation or improvement, engineering and or architectural services.)
* Materials and project components not in excess of what is needed to complete the project (or the portion thereof being funded with LoCIP funds). (Examples: materials associated with roadwork, construction, renovation or improvement.)
* Short term large equipment lease for equipment necessary to complete project. (Example: short term rental of an asphalt paver.)
* Technology upgrades (Section W of Guidelines): Network equipment, servers, associated wiring, and software**\*** (**\*only initial software** that renders the hardware operational is reimbursable.)
* Municipal labor **only** when such labor is performed **OUTSIDE** the course of the employee’s regular duties and/or **OUTSIDE** the employee’s regular work schedule.

**EXAMPLES OF UNALLOWABLE LoCIP COSTS - LoCIP funds may NOT be used to pay for:**

* Operating costs
* Program costs
* Preliminary planning or feasibility studies
* Service and or support costs beyond those associated with the original project installation, implementation or construction. (Example: costs to install a permanent generator are allowed, costs for ordinary repair or regular maintenance of the generator are not allowed. Costs to install new computer servers are allowed, costs for IT support or ancillary service(s) after the installation is complete are not allowed.)
* Ancillary supplies, parts and or components in excess of what is necessary to complete the project (or portion thereof being funded with LoCIP funds). (Example: the cost for the filter that is **in** the HVAC unit when it is installed is an allowable cost. The cost for filters beyond what is in the machine at the time of installation is not allowable. Other items that are not allowable: light bulbs, batteries, cleaning supplies.)
* Municipal salaries that would otherwise be paid within the course of the employee’s performance of regular duties during the employee’s regular work schedule are not allowed.
* Costs associated with maintenance, which is defined as service, support or repair of a routine, recurring nature. (Example: lawn mowing, street sweeping, catch basin cleaning.)
* The purchase or rental of hand tools (small equipment). (Example: hammers, drills, wrenches, saws, screwdrivers, etc.)
* Machinery or equipment not permanently affixed to a facility. (Example: refrigerator, copier, stove, microwave, portable generator, lawn mowers, snow blowers, plow attachments.)
* Furniture, fixtures and equipment (FF&E) are not reimbursable. FF&E includes movable furniture, fixtures or other equipment that have no permanent connection to the structure of a building or utilities. (Examples of FF&E include desks, chairs, appliances, tables, bookcases, shelving, cabinets, or partitions.)
* Vehicles or vehicle accessories (example: cars, trucks, plows, vans, buses, ambulances, motorcycles, ATVs.)
* Meals, mileage, airfare, car rental, hotel and/or other travel related costs. (Example: a contractor is flying in to install a new computer server and it will take 4 days. While the cost of his labor and the cost of equipment and project related materials are allowable, the costs associated with travel, lodging and meals, are not allowable.)
* Temporary repairs. (Example: temporary bridge repair.)
* Dues, fees, subscriptions, licenses, or service/maintenance contracts.
* Projects within or physically connected to school buildings, other than those listed in Section D of this supplement.

**LIMITED ALLOWABLE LoCIP COSTS FOR SCHOOL-RELATED Projects**

Pursuant to LocIP Guidelines and C.G.S. §7-535 to 7-538, the only allowable LoCIP expenditures for capital projects within school buildings are costs associated with:

* Emergency communications systems improvements and building security systems
* Acquisition of technology related to the implementation of SDE’s common core state Standard. “Technology” is defined as technology-related equipment and technology infrastructure, including network equipment, servers, PCs, printers, other peripherals and devices.

Other allowable LoCIP expenditures on school property:

* Sidewalk and pavement improvements.
* Outdoor athletic field / court improvements.
* Stand-alone structures (not attached to school building) related to the athletic field/court. (Example: Snack hut, restrooms.)