

# SOUTHEASTERN CONNECTICUT COUNCIL OF GOVERNMENTS

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FROM: James S. Butler, Executive Director  
DATE: April 20, 2022  
SUBJECT: Local Transportation Capital Improvement Program (LOTICIP) Solicitation 2022

SCCOG is pleased to announce a solicitation for eligible projects under the Local Transportation Capital Improvement Program (LOTICIP). This State funding program was established by the Connecticut Department of Transportation (CTDOT) to replace locally solicited projects seeking STP-Urban funding. The LOTICIP program requires municipalities to fund 100% of design costs; the State funds 100% of construction costs (includes a 10% construction contingency to cover the costs of construction changes and a 10% incidentals amount which is utilized by municipalities to fund construction administration and observation).

To facilitate the identification and selection of projects for LOTICIP funding that meet the region's transportation goals, SCCOG will be conducting a two-phase solicitation process. SCCOG currently has \$9,402,241 in LOTICIP funding available through FY23, and we anticipate that the LOTICIP program will continue to be funded in future years. Our current annual allocation is \$4,340,000 per year. Under this current solicitation process, we are seeking to identify \$10,000,000 in projects across the region, and we will consider projects in excess of this available funding for future funding years. Finally, municipalities should identify and consider any project that meets the eligibility requirement and advances local and regional transportation goals. Following submission, SCCOG may determine that a project should be funded under another more appropriate funding source and will communicate that to the submitting municipality as appropriate.

## **Project Eligibility**

Eligible projects must have an estimated cost of at least \$300,000; furthermore, for the purpose of maximizing the benefit of the LOTICIP program across the region SCCOG will determine if other sources (including STP) are appropriate for projects in excess of \$3,000,000. The [2021 CTDOT LOTICIP Guidelines](#) define eligibility requirements on page 7 of the manual.

Please see the following pages that describe the solicitation process, schedule, and ranking procedures.

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**Member Municipalities:** Bozrah \* Colchester \* East Lyme \* Franklin \* Griswold \* Borough of Jewett City \* City of Groton \* Town of Groton \* Lebanon \* Ledyard \* Lisbon \* Montville \* New London \* North Stonington \* Norwich \* Preston \* Salem \* Sprague \* Stonington \* Stonington Borough \* Waterford \* Windham

*If language assistance is needed, please contact SCCOG at 860-889-2324, [office@seccog.org](mailto:office@seccog.org)  
Si necesita asistencia lingüística, por favor comuníquese a 860-889-2324, [office@seccog.org](mailto:office@seccog.org).  
如果您需要语言帮助，请致电 860-889-2324 或发送电子邮件至 [office@seccog.org](mailto:office@seccog.org).*

## **Solicitation Process**

SCCOG's solicitation process will be conducted in two phases. **Phase I** will require municipalities to provide a pre-application submission as described below. **Phase II** will require a complete LOTCIP Funding Application in accordance with the 2021 LOTCIP Guidelines (See additional information below).

### **Phase I – Pre-Application Submittal and Review**

The Phase I application will provide municipalities the opportunity to prepare and submit a limited initial application with supportive documentation enabling SCCOG to assess the eligibility, project purpose and need, and approximate costs of the project. The pre-application submission will require that each project indicate how it relates to SCCOG's regional transportation objectives as defined in various regional planning documents. The following documentation will be required for each pre-application submission:

- **LOTCIP Application** – Cover Page, Section A, Items 1, 2 and 3 Only  
Section A, 2. Project Purpose and Need – A project purpose and need statement shall be provided that presents the supportive justification for the project. The project purpose and need statement is the most important element of the pre-application process. Municipalities may submit their project purpose and need as a separate attachment outside the formal LOTCIP application if additional space is needed. A project's "Need" is an identified transportation deficiency or problem, and its "Purpose" is the set of objectives that will be met to address the transportation deficiency.
- Site Location Map
- **CTDOT Bicycle and Pedestrian Travel Needs Assessment Form** (please do not submit this form to CTDOT until the application has been endorsed by the SCCOG)
- Order of Magnitude Cost Estimate (Cost Range is acceptable – A detailed cost estimate by item is not required)
- Brief Narrative describing how the project aligns with the region's goals and objectives as defined in the various SCCOG Regional Transportation Plans (include hyperlinks to plans and content/page specific references where possible)
- Brief Narrative describing how the project aligns with and/or has been identified in Municipal core plans (include hyperlinks to plans and content/page specific references where possible)
- Other relevant state, regional, or locally supported plans and documents identifying the proposed project or identifying site needs.

### **Phase II – Full LOTCIP Application**

The Phase II process will follow the formal LOTCIP application process that is described in the CTDOT LOTCIP Guidelines. The Phase II application will require the following:

- Complete **CTDOT LOTCIP Application** with all required data, analyses, and required documentation and attachments
- Concept-level design drawings illustrating the scope of the project to sufficient detail to facilitate a detailed review of the project scope, costs, and impacts
- Cost Estimate presented on the **CTDOT LOTCIP Cost Estimate Template** (see link under Other Documents section) and prepared to LOTCIP and CTDOT standards

Note: Projects that are located on State facilities that will require an Encroachment Permit shall be submitted to CTDOT District 2 during the Phase II process to initiate coordination and identify CTDOT corridor needs to be addressed in the design phase. Include correspondence with CTDOT District 2.

## **Solicitation Schedule**

<b>Date</b>	<b>Activity</b>
April 20, 2022	Pre-Application Solicitation Issued by SCCOG
April 27, 2022	Pre-Application Presentation by SCCOG (10:00 – 11:00 a.m. - Virtual Meeting, recorded)
May 20, 2022	Pre-Application Submission Due to SCCOG (4:00 p.m. – email submission only)
June 7, 2022	Executive Committee Consideration of Pre-Applications
June 15, 2022	SCCOG / Notification of Eligible Projects Selected for Phase II – Full Application
September 1, 2022	Complete LOTCIP Applications Due to SCCOG (4:00 p.m. – email submission only)
November 1, 2022	Endorsement of LOTCIP Applications by Executive Committee
November 16, 2022	Endorsement of Projects by SCCOG

Phase 1 and Phase 2 application materials should be sent to Kate Rattan at [krattan@seccog.org](mailto:krattan@seccog.org) and Craig Yannes at [cdyannes@tighebond.com](mailto:cdyannes@tighebond.com).

Municipalities with applications that have been selected for funding will be notified by SCCOG immediately following the SCCOG meeting on June 15, 2022. Municipalities can then submit Phase II applications for review through September 1, 2022. Municipalities should submit Phase II applications as promptly as possible as full applications will be reviewed by SCCOG staff in the order that they are received. SCCOG may provide comments on applications for incorporation prior to advancing the full application to the board for endorsement. All Phase II applications must be provided by September 1, 2022. Once applications are endorsed by SCCOG they will be sent to CTDOT for funding review.

## **Solicitation Ranking Procedures**

SCCOG will prioritize the projects submitted during the pre-application process and advise the applicants which projects will be approved for formal LOTCIP application submissions. SCCOG will conduct a review of each pre-application and rank them on their merits and compliance with the LOTCIP Program requirements. The following metrics/criteria have been established and will serve as the ranking system.

- Program eligibility – Project must meet the criteria to be considered for LOTCIP funding. Projects determined not meeting the requirements may be considered for other funding sources in the future.
- Project types – SCCOG seeks to maximize the benefits of LOTCIP funding to the transportation system by focusing on projects that are not eligible for other available funding sources. Priority will be given to projects that cannot be funded under other available programs. For example, although bridges are an eligible LOTCIP project, other funding sources are available for bridge projects which may result in a submitted bridge project receiving a lower ranking.
- Inclusion in SCCOG core plans (Metropolitan Transportation Plan, Congestion Mitigation Plan, Bike-Pedestrian Plan, Regional Transportation Safety Plan – See Links to Additional Information)
- Inclusion in SCCOG secondary/corridor and location specific plans (Resilience & Hazard Mitigation Plans, Comprehensive Economic Development Strategy, Route 2 Bicycle Study, Joint Land Use Studies, Tri-Town Trail Master Plan, etc. – See Links to Additional Information)
- Inclusion in Municipal core plans – Projects that have been identified, planned, and received endorsement by municipalities will be prioritized.
- Inclusion in other State, SCCOG or local plans not included above

- Performance Based Planning and Programming – addresses National Performance Goals:
  - Safety – Identified in the Regional Transportation Safety Plan as a specific or systemic safety project; secondarily does the project addresses injurious and fatal crash history
  - Congestion Reduction – Project would reasonably improve congestion on a road segment identified on the Peak Hour Excessive Delay Dashboard: [Microsoft Power BI \(powerbigov.us\)](https://powerbigov.us)
  - Environmental Sustainability – addresses climate change; improves air quality
- PROWAG/Bicycle & Pedestrian Safety and Mobility needs addressed
- Positive effects on areas with higher than average low-income and minority population as described in the Title VI status map: [Transportation Resources \(arcgis.com\)](https://arcgis.com)
- Prior Funding Experience – Historical funding allocations will be considered when selecting projects. Communities that have not received funding through LOTCIP in the past may be prioritized based on a comprehensive assessment of all the projects that are received.

**Links to Additional Information**

- [2021 CTDOT LOTCIP Guidelines](#)
- [2021 CTDOT LOTCIP Presentation \(See What is LOTCIP? Link\)](#)
- [CTDOT LOTCIP Application](#)
- [CTDOT Pedestrian and Bicycle Needs Form](#)
- [CTDOT LOTCIP Cost Estimate Template \(See Sample Cost Estimate Form Link\)](#)
- [SCCOG Metropolitan Transportation Plan](#)
- [SCCOG Regional Bike & Pedestrian Plan](#)
- [SCCOG Regional Transportation Safety Plan](#)
- [SCCOG Congestion Management Process](#)
- [SCCOG Resilience & Hazard Mitigation Plans](#)
- [SECT Comprehensive Economic Development Strategy](#)
- [Route 2 Bicycle Facility Planning Study](#)
- [Joint Land Use Studies](#)
- [Tri-Town Trail Master Plan](#)
- [SCCOG Publications](#)

**Questions**

If you have any questions regarding this application process of the LOTCIP program, please contact SCCOG Transportation Program Manager Kate Rattan at 860-889-2324 or [krattan@seccog.org](mailto:krattan@seccog.org).

Cc: SCCOG Member Public Works Directors  
 SCCOG Member Municipal Engineers  
 SCCOG Member Municipal Planners