

# LOCAL TRANSPORTATION CAPITAL IMPROVEMENT PROGRAM (LOTICIP) SCCOG 2025 SOLICITATION INFORMATION

Grants will be awarded to municipalities on a competitive basis. SCCOG seeks to fund up to \$15 million in transportation capital projects across the region in this funding round.

## Project Eligibility

Eligible projects must have an estimated construction cost of between \$300,000 and \$4,000,000. In general, LOTICIP addresses capital improvement projects for regional transportation priorities through state funds. Projects must meet the requirements of the Urban component of the Federal Surface Transportation Block Grant (STBG) Program. The project identified must be located on a roadway classified as an urban collector or higher on the [CTDOT Functional Classification Map database](#). Maintenance-type work is not eligible for LOTICIP grant improvements. Bridge improvements, multi-use trails, stand-alone sidewalk projects, and road rehabilitation projects are eligible. The [2021 CTDOT LOTICIP Guidelines](#) further define eligibility requirements and establish project criteria. Projects eligible for both TRIP and LOTICIP are encouraged to submit applications for both programs.

## Matching Requirements

LOTICIP funds the construction phase of authorized projects and a set-aside for incidentals and contingencies. Other eligible expenditures include property acquisition and eligible utility relocation. The design costs are the responsibility of the municipality and are considered the local match.

## Solicitation Process

### Schedule

<b>Milestone Date</b>	<b>Critical Activity</b>	<b>Responsible Party</b>
November 7, 2024	Pre-Application Solicitation	issued by SCCOG
November 20, 2024	Information Session Virtual Meeting	by SCCOG & recorded (3-4pm)
January 17, 2025	Pre-Application Deadline – Phase I	due to SCCOG by email (by 4pm)
January 17, 2025	Subsurface Investigation Request	due to SCCOG by email (by 4pm)
April 1, 2025	Pre-Application Review	by SCCOG Executive Committee
April 16, 2025	Recommendations for Phase II	by SCCOG Board
May 2025	Subsurface Investigations Complete	coordination with SCCOG required
June 6, 2025	Full Application Deadline - Phase II	due to SCCOG by email (by 4pm)
September 2, 2025	Full Application Endorsement	by SCCOG Executive Committee
September 17, 2025	Full Application Forwarded	by SCCOG to CTDOT for review

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## Information Session

An information session will be held to inform municipalities of available funding opportunities. This presentation will provide program information on application completion and an overview of the project scoring. A Question-and-Answer period will follow the presentation. Please bring your preliminary concepts and questions. Presentation recordings, solicitation documents, and links will be available on the SCCOG website. The info session for LOTICIP will be combined with the TRIP info session.

### Agenda

2:30pm TRIP Presentation

3:00pm LOTICIP Presentation

3:30pm Q&A

### Zoom Meeting

Topic: SCCOG 2024 LOTICIP Solicitation

Time: November 20, 2024, 3:00-4:00pm EST

Join Zoom Meeting <https://us02web.zoom.us/j/85203518640>

Meeting ID: 852 0351 8640

One tap mobile +13017158592,,85203518640# US (Washington DC)  
+13052241968,,85203518640# US

## Application Components

LOTICIP solicitation process will be conducted in two phases.

**Phase I** will require municipalities to submit the pre-applications **on or before January 17, 2025** for SCCOG staff review. Application materials should be sent to Debra Pierce at [dpierce@seccog.org](mailto:dpierce@seccog.org). A completed pre-application contains the following information:

- 1) Cover Page: Application Form
- 2) Section A (1): Type of Proposed Improvement
- 3) Section A (2): Project Purpose and Need Statement – outline the identified work and proposed solution
- 4) Section A (3): Scope of Work – project description and alternatives considered
- 5) Section A (4): Location Map – inclusive of property boundaries and project limits
- 6) Section A (4): Plan Set – at a minimum, provide a concept level plan
- 7) Section J (1): Project Cost Estimate – a cost range is acceptable in Phase I
- 8) Section O: Request for Subsurface Investigation – including details of work needed
- 9) Completed Plan Study Checklist – focus on project alignment with goals from previous plans and studies

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**Phase II** will submit a complete LOTICIP application as described in the CTDOT LOTICIP Guidelines to the SCCOG. The completed application contains the following information:

- 1) Completed LOTICIP Application (all sections)
- 2) Plan Set – conceptual plans with sufficient detail to review the scope, costs, and impacts; submissions with engineered plans will be more competitive
- 3) Project Cost Estimate – use the [Sample Cost Estimating Table](#) from CTDOT

SCCOG provide subsurface investigations in accordance with the LOTICIP Pavement Evaluation Checklist (see [CTDOT website](#)) for projects that are required to provide this information during the Phase II process. SCCOG and their consultant will provide the subsurface data to the municipality for review/analysis and inclusion into the LOTICIP application in accordance with the CTDOT LOTICIP requirements. Services will be on a first come, first served basis until available funds are exhausted. The municipalities that identify the need for subsurface investigation should request services from SCCOG at their earliest convenience, **but no later than January 17, 2025** to ensure that the investigation program can be completed, and data incorporated into the LOTICIP application.

## SCCOG Solicitation Role

COGs are tasked with reviewing, prioritizing and endorsing municipal applications. SCCOG solicits projects from municipalities and ensures eligibility, purpose and need, and completeness prior to endorsement. Final full applications are due to SCCOG by June 6, 2025. Projects not advanced under LOTICIP funding may be eligible for other funding. CTDOT will rank all applications received statewide.

## SCCOG Application Review and Selection

Municipalities with Phase I pre-applications that have been selected to move forward with a full application will be notified at the SCCOG meeting on **April 16, 2025**.

Municipalities can then submit Phase II full applications for review through June 6, 2025. Municipalities should submit the Phase II applications as promptly as possible as full applications will be reviewed 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 full applications must be **provided by June 6, 2025**. Once applications are endorsed by SCCOG they will be sent to CTDOT for funding review.

Phase I and Phase II application materials should be sent to Debra Pierce at [dpierce@seccog.org](mailto:dpierce@seccog.org) and Craig Yannes at [cdyannes@tighebond.com](mailto:cdyannes@tighebond.com).