

WestCOG Technical Advisory Group (TAG)
Tuesday September 8th, 2026 at 11:00 am
Zoom Link: <https://us02web.zoom.us/j/89531093509>
Meeting ID: 895 3109 3509

Agenda

- 1) **MEETING CALL TO ORDER**
 - a. WestCOG Transportation Director Kristin Hadjstylianos
- 2) **PUBLIC PARTICIPATION** *limited to topics on this agenda and to 2 minutes per speaker.*
- 3) **INFORMATIONAL ITEMS**
 - a. Metropolitan Transportation Plan Update
 - b. Western Connecticut Regional Trail Project Update
 - c. CT Port Authority SHIPP Grant.....Attachment 3c, pp. 1
 - d. CTDOT Wildlife Crossing Pilot Program.....Attachment 3d, p. 2
 - e. Promoting Resilient Operations for Transformative, Efficient and Cost Saving Transportation (PROTECT) Competitive Grant Program.....Attachment 3e, pp. 3-4
 - f. ADA Transition Plans Assistance Project
 - g. CBYD Location Mark outs for MS4 Stormwater Systems in Advance of Utility Work
- 4) **ACTION ITEMS**
 - a. Approval of the July 2026 meeting minutes.....Attachment 4a, pp. 5-7
 - b. LOTCIP Adjustments.....Attachment 4b, pp. 8-9
 - c. 2026 LOTCIP Solicitation.....Attachment 4c, pp. 10-17
- 5) **OTHER BUSINESS**
- 6) **UPCOMING MEETINGS**
 - a. MPO/COG Thursday, September 24 2026 @ 12:00 p.m.
 - b. TAG Meeting Tuesday, October 13, 2026
- 7) **ADJOURNMENT**

ENGLISH: For language assistance or other accommodations, contact Western Connecticut Council of Governments at least five business days prior to the meeting at help@westcog.org. ESPAÑOL: Para asistencia con el idioma y otras adaptaciones, por favor póngase en contacto con WestCOG por lo menos cinco días hábiles antes de la reunión al help@westcog.org. PORTUGUÊS: Para obter assistência língua ou outras acomodações, entre em contato com WestCOG pelo menos cinco dias úteis antes da reunião em help@westcog.org.

Western Connecticut

COUNCIL OF GOVERNMENTS



TO: TAG Members
 FROM: Todd Fontanella
 DATE: July 31, 2026
 RE: CT Port Authority Small Harbors Infrastructure Project Program (SHIPP)

Hi everyone: am writing to let you know about the latest round of the Small Harbors Infrastructure Project Program (SHIPP) which is administered by the CT Port Authority.

Background: SHIPP was established in 2017 to assist Connecticut's harbor interests with funding important maritime projects. Connecticut's small ports, harbors, and marinas are keys to the economic health of our shoreline communities, as well as the state at large. This is why the Connecticut Port Authority is committed to strengthening their business and recreational use.

SHIPP Grants have enabled a range of infrastructure enhancements, from vital dredging projects to improvements such as wheelchair accessible ramps and docks. Norwalk, Stamford and Westport have each received grants under this program to help fund the following projects:

- Norwalk: Veterans' Memorial Park Public Marina Dock
- Stamford: \$3.3 million, September 2022 and prior \$1.2 million grant, West Beach boat ramp and new concept design; dredging work near Cove Island Park and Stamford Harbor, and Master Plan implementation for Cummings Park, Cummings Marina and West Beach
- Westport: marina docks and pilings work

The online application portal for Round 6 of SHIPP will open September 1, 2026, and close September 30, 2026. More background information on the Program is available and can be accessed on the CT Port Authority website at <https://ctportauthority.com/wp-content/uploads/2026/01/SHIPP-Round-5-Grant-Policies-and-Procedures.pdf>

Discussion

This is being transmitted to all of you electronically now, as the Program will be active in advance of the next WestCOG meeting. This Memorandum will also be included in your next meeting packets.

Next steps

For additional information or questions, contact Fayola Haynes, Finance Director at: shipp@ctportauthority.com.



Joint Project to Evaluate and Protect Movement of People and Wildlife across Connecticut Request for Supplemental Data

Project Summary

The Connecticut Department of Transportation (CTDOT), Connecticut Department of Energy and Environmental Protection (CT DEEP), and The Nature Conservancy are partnering on a statewide effort to identify locations where wildlife movement and roadway safety challenges intersect.

The project will combine transportation, environmental, and geographic data to better understand how wildlife move across the landscape, where roads create barriers to movement, and where wildlife-vehicle collisions are most likely to occur. The goal is to identify priority wildlife movement corridors and road crossing locations to reduce wildlife-vehicle collisions.

As part of this effort, we are seeking supplemental data from Connecticut's Councils of Governments (COGs) and their member communities. Local and regional knowledge can help ensure the analysis reflects on-the-ground conditions and incorporates relevant datasets and observations that may not be available through statewide sources.

Helpful Data You Can Provide

- Local or regional wildlife movement studies
- Wildlife-vehicle collision concerns or hotspot locations
- Transportation, land use, or infrastructure projects that may affect wildlife movement
- Locally maintained environmental, ecological, or planning datasets
- Other information related to local habitat connectivity, road safety, wildlife-vehicle collisions, or natural resource planning.

Project Deliverables

This project will produce a publicly accessible interactive map of the analysis's results, a statewide GIS dataset, and a technical report that can support future transportation, land use, and conservation decision-making to improve both wildlife connectivity and transportation safety.

Western Connecticut

COUNCIL OF GOVERNMENTS



TO: WestCOG TAG Members
 FROM: Transportation Staff
 DATE: September 1, 2026
 RE: Promoting Resilient Operations for Transformative, Efficient and Cost-saving Transportation (PROTECT) Competitive Grant Program

A Notice of Funding Opportunity (NOFO) has been released by the Federal Highway Administration (FHWA) for Federal Fiscal Years (FY) 2024-2026 for the Promoting Resilient Operations for Transformative, Efficient, and Cost-saving Transportation (PROTECT) Competitive Grant Program. The PROTECT program provides funding to plan for and make surface transportation – highways, public transportation, ports and intercity passenger rail – more resilient to current and future weather events, natural disasters, and changing conditions, such as severe storms, flooding, drought, levee and dam failures, wildfire, rockslides, mudslides, sea level rise, extreme weather, including extreme temperatures, and earthquakes. Eligible applicants include local governments, MPO/COGs and public transportation agencies. There are two types of grants:

Planning Grants, for development phase activities, including planning, feasibility analysis, revenue forecasting, environmental review, preliminary engineering and design work and other preconstruction activities, and

Resilience Grants, for Development phase activities, including planning, feasibility analysis, revenue forecasting, environmental review, preliminary engineering and design work, and other preconstruction activities. Also eligible are construction, reconstruction, rehabilitation, and acquisition of real property (including land related to the project and improvements to land), environmental mitigation, construction contingencies, acquisition of equipment directly related to improving system performance, and operational improvements.

There are no minimum or maximum award sizes. Based on previous awards, it is anticipated that Planning Grants will be between \$100,000 and \$10,000,000 and Resilience Grants will be between \$500,000 and \$60,000,000. Planning grants are 100 percent Federally funded and Resilience grants require a 20 percent non-Federal match. Applications are **due October 9, 2026**. Requests for Letters of Support (LOS) from CTDOT must be submitted **by October 1, 2026**.

More information about the program can be found at [Promoting Resilient Operations for Transformative, Efficient, and Cost-saving Transportation Program \(PROTECT\) | US Department of Transportation](#)

If you have any questions, please contact WestCOG.

Western Connecticut

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https://westcog.org/wp-content/uploads/2026/06/2026_07/08_TAG-Meeting-Agenda.pdf

Disclaimer: These interim minutes of the Technical Advisory Group (“TAG”) of the Western Connecticut Council of Governments (“WestCOG” or “COG”) are released and “available for public inspection” and “posted” on WestCOG’s website, in accordance with C.G.S. §1-225(a). Said interim minutes are subject to review and approval by the TAG members, after which time the final approved minutes will be available and posted in accordance with laws. Accordingly, the interim minutes may contain inaccuracies and do not reflect the final action of the TAG.

INTERIM MINUTES OF 07/08/2026

Technical Advisory Group Meeting (TAG)

1 Riverside Rd, Sandy Hook, CT 06482 475-323-2070 via Zoom:

<https://us02web.zoom.us/j/89531093509>

• Bethel	Absent
• Bridgewater	Absent
• Brookfield	Community Development Specialist Greg Dembowski
• Danbury	Absent
• Darien	Director of Public Works Ed Gentile
• Greenwich	Chief Engineer Gabriella Circosta-Cohee
• New Canaan	Town Engineer Maria Coplit
• New Fairfield	Absent
• New Milford	Absent
• Newtown	Absent
• Norwalk	Absent
• Redding	Absent
• Ridgefield	Absent
• Sherman	Absent
• Stamford	Senior Transportation Planner Luke Bittenwieser
• Weston	Absent
• Westport	Town Engineer Keith Wilberg
• Wilton	Absent
• Transit Representative SWR	Absent
• Transit Representative HV	Absent

Others Attending: CTDOT Transportation Planner II Matthew Abbott, FHWA Transportation Specialist Jennifer Brady

WestCOG Staff Members: Kristin Hadjstylianos, Mike Towle, Kevin Mahoney, Mike Wilson, Harrison Lewis, Amal Malik, WestCOG Princeton Intern Kameil Crane, and Cricket Carpenter.

MEETING CALL TO ORDER: WestCOG Transportation Director Kristin Hadjstylianos called the meeting to order at 11:03 a.m.

INFORMATIONAL ITEMS

New Staff

Kristin Hadjstylianos introduced WestCOG Planner Harrison Lewis to the group.

Legal Notice Assessment

WestCOG Deputy Director Mike Towle introduced Princeton summer intern Kameil Crane. Kameil and Mike provided an overview of the Legal Notice Assessment.

ADA Transition Plan Assistance Project Update

WestCOG Senior Planner Mike Wilson provided an update.

Safe Streets for All Project Update

Mike Wilson provided an update

Municipal Fire Plans

Mike Towle provided an overview.

2026 LOTCIP Solicitation

WestCOG Program Director Kevin Mahoney provided an update.

ACTION ITEMS

Approval of the June 2026 meeting minutes

After review and on a motion made by Brookfield Community Development Specialist Greg Dembowski and seconded by Darien Director of Public Works Ed Gentile the minutes of the June 2026 meeting were unanimously approved.

LOTCHIP Adjustments

Kevin Mahoney provided an overview. After review and on a motion made by Greg Dembowski and seconded by Westport Town Engineer Keith Wilberg the LOTCIP Adjustments were unanimously approved.

FY25-FY28 Transportation Improvement Program

SWRMPO - #0056-0316; Greenwich & Stamford, #0300-3806; Various,

HVMPO - #0300-3806; Various, #0170-3806; Various, #0170-3818; Various

WestCOG Associate Planner Amal Malik provided an overview. After review and on a motion made by Greg Dembowski and seconded by Keith Wilberg the FY25-FY28 Transportation Improvement Program Amendments were unanimously approved.

OTHER BUSINESS

UPCOMING MEETINGS

MPO/COG Thursday, July 16, 2026 @ 12:00 p.m.

TAG Meeting Tuesday, August 11th, 2026 @ 11:00 a.m.

ADJOURNMENT: On a motion duly made, the meeting was unanimously adjourned at 11:50 a.m.

INTERIM MINUTES SUBJECT TO FINAL APPROVAL BY THE TAG MEMBERS

WestCOG LOTCIP Program
09/24/2026 Adjustments

Municipality	Project	Amount	Cap (Maximum LOTCIP funds)	Status	Expiration Date *
Available funding (FY2014-2027), net of estimated administrative costs		\$160,487,100			
Bethel	Sidewalks, Phase 2	(\$2,000,000)		3. CTF, in final design	8/20/2026
Bethel	TOD Pedestrian and Streetscape, Phase 1	(\$1,500,000)		3. CTF, in final design	4/1/2026
Brookfield	US 202 Streetscape, Phase 1 (Four Corners)	(\$798,351)		5. Construction complete	N/A
Brookfield	US 202 Streetscape, Phase 3	(\$1,017,303)		5. Construction complete	N/A
Brookfield	Streetscape, Phases 5 and 7	(\$1,781,000)		3. CTF, in final design	8/20/2026
Brookfield	Town Hall Campus Pedestrian Improvements	(\$1,198,000)	\$4,000,000	3. CTF, in final design	2/19/2032
Brookfield	Streetscape, Phase 4	(\$2,390,000)		2. Application pending	8/20/2026
Danbury	White Street and Locust Avenue	(\$3,613,000)		5. Construction complete	N/A
Danbury	360 Degree Video Detection	(\$3,948,000)	\$4,000,000	3. CTF, in final design	2/14/2030
Danbury	Downtown Danbury Streetscape Renaissance Project	(\$4,000,000)	\$4,000,000	3. CTF, in final design	N/A
Danbury	Fiber Optic Trunk Cable, Phase 1	(\$6,900,000)	\$7,000,000	3. CTF, in final design	1/18/2029
Danbury	Tarrywile Park, Norwalk River Valley Trail	(\$712,000)		3. CTF, in final design	11/29/2028
Darien	Noroton Avenue-West Avenue Intersection	(\$973,000)		5. Construction complete	N/A
Darien	Noroton Avenue-Ledge Avenue Intersection	(\$1,650,000)		2. Application pending	3/20/2026
Greenwich	Davis Avenue over Indian Harbor	(\$2,917,207)		5. Construction complete	N/A
Greenwich	Frontage Road and Delavan Avenue	(\$1,375,528)		5. Construction complete	N/A
Greenwich	Sound Beach Avenue over Cider Mill Brook	(\$2,534,677)		5. Construction complete	N/A
Greenwich	Glenville Corridor Ped and Road Improvements	(\$2,143,000)		4. Under construction	N/A
Greenwich	Replacement of North Street Bridge over West Brothers Brook	(\$4,276,150)		4. Under construction	N/A
Greenwich	US 1 Sidewalk Connectivity & ADA Accessibility	(\$4,521,000)		3. CTF, in final design	4/26/2029
Greenwich	Replacement of the Fairfield Road Culvert No. 2 over Brother Brook	(\$1,583,000)	\$4,000,000	1. Pre-Application	2/19/2032
New Canaan	Park Street Sidewalks	(\$980,000)		3. CTF, in final design	10/1/2026
New Canaan	Talmadge Hill Railroad Station	(\$860,000)		3. CTF, in final design	10/1/2027
New Canaan	Route 106-Farm Road Intersection Improvement	(\$1,420,000)	\$4,000,000	2. Application pending	2/19/2032
New Fairfield	Route 39 and Saw Mill Road (Candlewood Corners Drainage)	(\$553,981)		5. Construction complete	N/A
New Fairfield	Downtown Sidewalk and Streetscape Improvements	(\$1,956,000)		3. CTF, in final design	8/20/2026
New Milford	Still River Drive and Pickett District Road Roundabout	(\$1,219,175)		5. Construction complete	N/A
New Milford	Wellsville Avenue over East Aspetuck River	(\$1,148,534)		5. Construction complete	N/A
New Milford	East Street-Elm Street Intersection	(\$657,000)		3. CTF, in final design	9/9/2026
New Milford	Intersection Improvements at Grove Street and Hine Hill Road	(\$556,800)	\$4,000,000	3. CTF, in final design	N/A
New Milford	Pumpkin Hill Road-Still River Drive Intersection	(\$1,804,000)		3. CTF, in final design	6/24/2025
New Milford	Wellsville Avenue Road and Sidewalk Improvements	(\$3,243,000)		3. CTF, in final design	8/20/2026
Newtown	Toddy Hill Road over Curtis Pond Brook	(\$2,247,047)		5. Construction complete	N/A
Norwalk	East Wall St-Landmark Square Streetscape Improvements	(\$2,439,000)		4. Under construction	N/A
Norwalk	Wall Street Corridor	(\$7,000,000)	\$7,000,000	3. CTF, in final design	5/17/2029
Norwalk	Roundabout at Richard Avenue and West Cedar Street	(\$4,000,000)	\$4,000,000	2. Application pending	2/14/2030
Ridgefield	Ligi's Way Combined Use Path	(\$3,060,000)		5. Construction complete	N/A
Ridgefield	Norwalk Valley River Trail, Ridgefield Ramble	(\$3,062,000)		3. CTF, in final design	6/17/2027
Ridgefield	Ridgebury Road Drainage Improvements	(\$4,000,000)	\$4,000,000	1. Pre-Application	1/16/2031
Ridgefield	Ridgebury Road Pavement Restoration, Phase I	(\$3,924,000)	\$4,000,000	1. Pre-Application	2/19/2032
Stamford	Fiber Optic Trunk Cable	(\$5,411,892)		5. Construction complete	N/A
Stamford	West Main Street (Route 1) and West Avenue	(\$1,987,496)		5. Construction complete	N/A
Stamford	Greenwich Avenue-Pulaski Street	(\$3,928,312)		4. Under construction	N/A
Stamford	360 Degree Video Detection	(\$2,790,000)		3. CTF, in final design	11/15/2025

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WestCOG LOTCIP Program
09/24/2026 Adjustments

Municipality	Project	Amount	Cap (Maximum LOTCIP funds)	Status	Expiration Date *
Stamford	Atlantic Street-Main Street Intersection	(\$2,841,600)		3. CTF, in final design	4/30/2026
Stamford	Bridge Street Corridor Multimodal Safety and Mobility	(\$4,128,000)		3. CTF, in final design	11/18/2027
Stamford	Citywide Pedestrian Signal Infrastructure and Safety Upgrades	(\$3,114,000)		3. CTF, in final design	11/29/2028
Stamford	Citywide Signal System Upgrade	(\$3,870,000)		3. CTF, in final design	11/29/2028
Stamford	Glenbrook Rd-Church St Intersection and TOD Improvement	(\$4,321,000)		3. CTF, in final design	5/25/2028
Stamford	Lower Atlantic Street Corridor Improvements	(\$6,955,000)	\$7,000,000	3. CTF, in final design	8/20/2026
Stamford	North State Street Multimodal Gateway	(\$4,600,200)		3. CTF, in final design	8/20/2026
Stamford	Shippan-Harbor-Magee Roundabout	(\$2,830,000)		3. CTF, in final design	4/22/2027
Stamford	Strawberry Hill Avenue-Rock Spring Road Intersection Improvement	(\$1,820,000)		3. CTF, in final design	1/15/2027
Stamford	Strawberry Hill/Newfield Ave Corridor Reconstruction	(\$4,284,000)		3. CTF, in final design	11/29/2028
Stamford	Third Street Corridor and Intersection Improvements	(\$5,772,000)		2. Application pending	1/18/2029
Stamford	Bull's Head Pedestrian Safety Improvements	(\$4,000,000)	\$4,000,000	1. Pre-Application	2/19/2032
Weston	Lyons Plain Road Pavement Rehabilitation	(\$2,715,000)		5. Construction complete	N/A
Weston	Pedestrian Safety Improvements	(\$1,956,500)		4. Under construction	N/A
Weston	Valley Forge Road Pavement Rehabilitation, Phases 1 and 2	(\$5,357,000)		3. CTF, in final design	11/29/2028
Westport	Main Street (Route 57) and Compo Road North (Route 136)	(\$1,138,000)		5. Construction complete	N/A
Westport	Riverside Avenue Roadway and Sidewalk Improvements	(\$985,193)		5. Construction complete	N/A
Westport	Compo Road South (Route 136) Sidewalk Improvements	(\$2,040,000)		4. Under construction	N/A
Westport	Easton Road Pedestrian Safety Improvements	(\$4,000,000)	\$4,000,000	3. CTF, in final design	1/16/2031
Westport	Replacement of the Hillandale Road over Muddy Brook	(\$2,845,000)	\$4,000,000	3. CTF, in final design	2/14/2030
Wilton	Pedestrian Walkway, Wilton Train Station	(\$1,416,000)		5. Construction complete	N/A
Wilton	Preservation of Local Bridges (Nos. 4978, 4980)	(\$2,365,000)		3. CTF, in final design	N/A
Wilton	Wilton Loop North, Norwalk River Valley Trail	(\$3,435,000)		3. CTF, in final design	11/18/2027
	Total COG-Endorsed Funds (including requested adjustments)	(\$186,867,946)			
	Remaining Balance	(\$26,380,846)			
	Endorsed/Allocated	116.4%			

* COG endorsement expires by this date if CT DOT has not issued Authorization to Advertise

① Increase by \$134,800 from \$1,063,200

TAG: To be considered 09/08/2026

COG: To be considered 09/24/2026

Net change in COG-endorsed funds

Increase

\$134,800

Western Connecticut COUNCIL OF GOVERNMENTS



Local Transportation Capital Improvement Program Project Solicitation September 25, 2026

1. **Objective:** To invite proposals from Western Connecticut Council of Governments (WestCOG) municipalities for funding through the Region's Local Transportation Capital Improvement Program (LOTICIP). This document also identifies the framework to be used for selecting and administering regional LOTICIP projects. It is WestCOG's goal to program and administer funds in a manner that is orderly, equitable, and beneficial to the Region. **Interested municipalities must submit Project Proposals and supporting attachments (cost estimate, CEO letter committing to fund design, other as appropriate) for each proposed project by 4:00 PM, November 13, 2026.** Digital-only submissions are requested. A Project Proposal Outline and Cost Estimate template are provided with this Solicitation.
2. **Background:** LOTICIP provides State funding for a variety of municipal transportation capital improvements, including bridge rehabilitation and replacement, road/street reconstruction, intersection improvements, traffic signalization, streetscapes, sidewalks, multi-use trails and pedestrian facilities (including pedestrian bridges). As established by the Connecticut Department of Transportation (CTDOT) and outlined in the latest version (currently November 2021) of the [LOTICIP Guidelines](#), COGs are assigned certain administration responsibilities including soliciting, prioritizing and endorsing projects. Consequently, WestCOG will review proposals for eligibility, scope, and reasonable cost estimation. WestCOG will prioritize and selectively endorse eligible projects.
3. **Eligibility:** LOTICIP provides up to 100% funding for eligible construction and Right of Way (R/W) acquisition costs. The [LOTICIP Guidelines](#) provide detailed eligibility criteria, which are summarized below:
 - Improvements to roads/street and bridges (regardless of length) functionally classified as a rural major collector, urban collector or arterial (see next two bullets related to broader eligibility for bridge and Transportation Alternative projects).
 - Improvements to bridges (rehabilitation or replacement) on public roads with lengths 20 feet and greater, regardless of functional classification.
 - Transportation Alternative projects (typically, bicycle and pedestrian improvements) are eligible, regardless of location (i.e., do not need to be associated with a collector or arterial).
 - Minimum project construction cost is \$300,000.

Projects shall be in compliance with the Connecticut General Statutes § 13a-153(f), which requires that "accommodations for all users shall be a routine part of the planning, design, construction, and operating activities of all highways."

In addition to the CTDOT criteria, projects selected through this solicitation will be limited to \$4,000,000 of LOTCIP funds. Costs above this amount, regardless of eligibility, will be the responsibility of the municipality unless a waiver is approved by the COG.

Project proposals submitted under previous solicitations that have not been endorsed by the COG by the issuance date of this solicitation will not be given further funding consideration unless an updated proposal is submitted pursuant to this solicitation. Municipalities are encouraged to submit updated proposals.

A sponsoring municipality will be required to have a current, executed CTDOT Master Municipal Agreement (MMA) prior to COG endorsement.

Eligible applicants are the eighteen municipalities comprising WestCOG.

The cost of project design, which may be performed by either municipal staff or consultants, is the responsibility of the sponsoring municipality. This cost is considered the municipal “match” or share of the project’s total cost. A letter signed by the municipal Chief Elected Official committing to fund project design is a required element of a Project Proposal.

4. **Funding and Programming:** WestCOG “over programs” LOTCIP funds which means that it will, as appropriate, endorse an aggregate funding amount greater than has been allocated by legislation. Over programming allows more effective use of allocated funds by considering the time required to advance from project initiation to construction and the possibility of attrition.

The established “end-of-year target” (i.e., total WestCOG-endorsed LOTCIP funds as of June 30, 2027) is \$202 million. It is anticipated that approximately \$12 million of LOTCIP funds will be committed to new projects selected through this solicitation and \$3 million of funding increases will be committed to previously approved projects in the design phase. As previously noted, the maximum LOTCIP funds per project endorsed through this solicitation is \$4,000,000.

5. **Project Evaluation Criteria:** The following factors will be used to evaluate and prioritize proposals:

- Conformance to CTDOT requirements and [LOTCIP Guidelines](#)
- Status of design.
- Shared program benefit (i.e., past program funding).
- Municipality’s historical performance advancing projects.
- Regional significance.

The status of design will be assessed based on the extent that the scope, limits, right-of-way requirements, public concerns and likely impacts have been defined, considered and/or resolved, as applicable, and reflected in the cost estimate. Historically, too many projects have been abandoned, significantly altered or meet public opposition after being endorsed by the COG. Project concepts that have not been carefully evaluated for feasibility and/or potential negative impacts (e.g., property,

existing infrastructure, environmental resources) should not be submitted but rather considered for a subsequent solicitation, after completing critical reviews and refinement.

6. Project Review and Endorsement Process:

- **Municipalities submit proposals:** Interested municipalities submit a Project Proposal, Cost Estimate, letter signed by the Chief Elected Official committing to fund design and other supporting information (Project Proposal Outline and Cost Estimate templates provided).
- **Staff review and evaluation of proposals:** WestCOG staff will review proposals for eligibility, conformance with program requirements, and in relation to the evaluation criteria resulting in a recommendation for each proposal.
- **TAG review:** Staff will present a summary of its evaluation and recommendations to the TAG, after which the TAG will make recommendations to the COG.
- **COG endorsement:** The COG will present the staff and TAG recommendations, after which the COG will determine which projects and associated funding level it will endorse.

Project Proposals that are considered eligible for LOTCIP funding but lack an adequate level of scope definition and/or cost estimation will be referred back to the sponsoring municipality for refinement and subsequent reconsideration for COG endorsement under the current or subsequent solicitation.

7. Post-Endorsement Project Development and Administration: Sponsoring municipalities have primary responsibility for advancing development of LOTCIP projects, including design, R/W acquisition, construction contract solicitation (i.e., bidding), construction inspection and contract administration. These functions can be performed by municipal staff or consultants. Following the COG's initial endorsement, the focus turns to securing CTDOT funding (Commitment to Fund letter) and project delivery. To facilitate continued progress, COG-endorsed projects will be monitored and managed as described below.

Progress and Schedules

The COG endorses projects based on information provided in Project Proposals. However, to secure a Commitment to Fund from the CTDOT, the municipality must complete a LOTCIP Application ([LOTCIP Guidelines](#), Appendix B). The municipality is required to submit a DRAFT LOTCIP Application (complete but not signed) to WestCOG within 60 days of COG endorsement. WestCOG's review typically results in comments and revision prior to signing and resubmission.

Once a COG-endorsed Application is submitted to CTDOT, the Local Roads Unit staff will review it and coordinate with the municipality, typically making comments and asking questions. The municipality is responsible for providing responses. Timely resolution of comments is critical to overall project delivery. The municipality should coordinate any issues related to scope or cost increase with WestCOG staff prior to responding to the CTDOT. In some cases, a supplemental COG endorsement will be required. Following satisfactory resolution of comments, CTDOT will issue a Commitment to Fund letter.

Within 60 days of the Commitment to Fund letter, the sponsoring municipality is required to prepare and submit a project delivery schedule to WestCOG. The schedule should include the expected dates of reaching significant pre-construction and construction milestones. Example milestones include design

initiation (consultant notice to proceed), phase design submissions (preliminary, semi-final, final), completion of property maps and appraisals, completion of R/W acquisition, recipient of permits, authorization to advertise, advertisement for bids, contract award, construction notice to proceed and completion of construction. Although schedules are subject to change, maintaining progress is important and schedule discipline should be exercised.

The COG's commitment (endorsement) of LOTCIP funding for projects expires six (6) years from the initial endorsement, unless the Authorization to Advertise milestone has been reached within that time. A municipality may apply for an extension of the expiration date or, in the case of an expired endorsement, reapply for LOTCIP funding. These requests will be considered in the context of other pending requests.

Quarterly Reports

The CTDOT requires that sponsoring municipalities provide updated schedule and cost information for all projects that have received a Commitment to Fund letter. See [LOTCIP Guidelines](#), Appendix M. The information is used by CTDOT for staff workload scheduling and financial planning (i.e., funds are available for projects when needed). WestCOG staff collect the information from municipalities and prepare/deliver the report to CTDOT.

Changes

Projects are scoped, reviewed, and initially endorsed based on preliminary information. Subsequent project development (i.e., detailed evaluation and design, public involvement, impact mitigation) may reveal additional information, requirements, and cost. The following guidance is provided in relation to scope and cost increases.

Projects with CTDOT funding commitments that experience an increase estimated cost of 20% or more require coordination with WestCOG and CTDOT as outlined in the [LOTCIP Guidelines](#).

LOTCIP funding is designated (by WestCOG and CTDOT) for a particular project scope and location. These funds are not "block grants" that may be used for any eligible purpose. In the event a project, as endorsed by the COG, is no longer viable, municipal staff shall inform WestCOG. Depending on circumstances, rescoping or cancellation with or without a replacement project may be appropriate. Significant consideration is given to the preference of the municipal sponsor.

If at any time during project development (i.e., after COG endorsement and prior to Authorization to Award), the estimated project cost exceeds the COG-endorsed amount, regardless of the reason, the municipality will be required to fund the increase with municipal sources or secure the COG's endorsement for additional LOTCIP funding. Although an increment LOTCIP funds will be reserved for adjustments to previously endorsed projects, municipalities should not assume that LOTCIP funds will be available for all cost increases. Municipalities should be prepared to 'offset' cost increases (e.g., reducing LOTCIP funds for other projects, municipal funds).

Attachments

- Project Proposal Outline
- Cost Estimate Template

**Local Transportation Capital Improvement Program (LOTICIP)
Project Proposal Outline
Project Solicitation**

1. **Project Title:**

2. **Project Sponsor Information:**

Municipality:

Contact Name:

Title:

Contact's email address:

3. **Project Location:** *Please attach location map.*

4. **Project Eligibility:**

- ☐ Road, bridge or intersection on a major rural collector, urban collector or arterial
- ☐ Improvement to a bridge with span of 20 feet or greater
- ☐ Pavement preservation or pavement rehabilitation
- ☐ Sidewalk-only construction
- ☐ Transportation Alternative project, e.g., multi-use trail, pedestrian bridge, etc.

Note: Project construction cost must be at least \$300,000 to be eligible under this program. The maximum LOTICIP funds per project is \$4,000,000. [See solicitation.]

5. **Project Purpose and Need:** *Describe the project objectives and problems or deficiencies that will be addressed by the project.*

6. **Project Description:** *Describe the specific infrastructure (i.e., types, materials, locations, limits) being proposed.*

7. **Cost Estimate:** *Provide a detailed cost estimate spreadsheet, including 10% contingencies and 10% incidentals (construction inspection and materials testing), as well as right-of-way acquisition and utility relocation costs. Indicate funding (LOTICIP, municipal share) for each phase. The Cost Estimate template (Sample Cost Estimate Form) is available at the CT DOT [LOTICIP web page](#) and a copy is also provided with WestCOG's solicitation.*

Summary of Estimated Costs:

Complete the table below to indicate the funding of each LOTCIP-eligible phase. LOTCIP funds are not eligible for design. Most (but not all) right-of-way (R/W) and Construction phase work is eligible for 100% State (LOTICIP) funds. Utility relocations are eligible as indicated by the [CT DOT Cost Estimate Guidelines](#), Table 2.

Phase	LOTICIP Funds (\$)	Municipal Funds (\$)	Total (\$)
Right-of-Way (R/W)			
Construction (CON)			
Utility Relocations (UTL)			
Total (R/W, CON, UTL)			

8. Status of Design: Design and contract documents prepared by (indicate which):

Municipal staff _____

or

Consultant _____

Design (include current plans as part of supporting information)

_____ % complete

9. Supporting Information (as applicable):

- *Planning or engineering studies*
- *Plans*
- *Traffic volumes (ADT and/or turning movements)*
- *Speed data*
- *Crash data*
- *Safety issues*
- *Right-of-Way acquisition needed*
- *Other funding sources (if applicable)*
- *Other applicable information*

10. Priority of Project for Sponsor:

If a municipality is submitting more than one application, please provide the numerical rank for this project (i.e., 1st priority, 2nd priority, etc.)

11. **Local Commitment to Fund Design:** *Attach a letter signed by the Chief Elected Official, indicating the municipality's commitment to fund engineering design, as well as any proposed municipal share of right-of-way or construction costs, if applicable.*

12. Please submit the completed proposal in digital format to Kevin Mahoney KMahoney@westcog.org at WestCOG by the due date.

Rev. 3/22/23

Major and Minor Contract Items

LOTICIP Project Costs Summary		
Contract Cost Estimate (Line "G")		\$ -
Contingencies (10% per LOTICIP Guidelines)	10%	\$ -
Incidentals (10% per LOTICIP Guidelines)	10%	\$ -
ROW	LS	
Relocations conducted by Utility forces (non-contract items)	LS	
TOTAL PROJECT COST		\$ -