

**CONNDOT LOCAL BRIDGE PROGRAM**  
**OLD VERSUS NEW PROCEDURES**  
**FOR LOCAL BRIDGE PROGRAM GRANTS**  
(Changes effective July 1, 2013)

<b>Old Procedures</b>	<b>New Procedures (APPLIES TO BOTH OLD AND NEW APPLICATIONS)</b>
1. Municipality submits a Preliminary Application to the State by the deadline.	Same
2. ConnDOT reviews the Preliminary Application. If accepted, the State issues a Commitment to Fund to the municipality on or about July 1 of the same year that the application is filed. If rejected, the municipality may reapply in any future fiscal year.	Will be different this year only
3. Municipal official signs and returns the Commitment to Fund letter to the State within 30 days.	Same
4. The municipality requests approval of the hydraulics engineer for the project design.	No longer required
5. The municipality's engineer submits an Environmental Review Request Form via the Administrator of the Local Bridge Program.	No longer required
6. The municipality's engineer submits the project's hydrology study for review and possible approval.	No longer required
7. The Department's Hydraulics and Drainage section reviews the hydrology study, and provides comments on any deficiencies.	No longer required
8. The municipality's engineer submits a response to comments with a revised hydrology study.	No longer required
9. The municipality's engineer submits the project's hydraulics study and scour analysis for review and possible approval.	Same. See Chapter 4.3 of Program Manual for applicability and further information
10. The Department's Hydraulics and Drainage section reviews the hydraulics study and scour analysis, and provides comments on any deficiencies.	No longer required
11. The municipality's engineer submits a response to hydraulics comments with a revised hydraulics study.	No longer required
12. The municipality's engineer prepares plans and specifications for the project. If preliminary plans and specifications were not ready at the time of preliminary application, they should be furnished to the Department when the design is 30% complete. ConnDOT does not "approve" these plans, but may offer suggestions.	Same
13. The municipality's engineer requests comments from DEEP Fisheries through the Office of Environmental Planning.	No longer required
14. The municipality's engineer prepares an initial application for Flood Management Certification (FMC) and forwards it to the Local Bridge Program Administrator for review and comment by ConnDOT.	No longer required
15. Municipal legislative body sets date for public hearing on bridge project. Municipality publishes a legal notice NOT LESS THAN 5 DAYS in advance of the public hearing in a newspaper of general circulation. Legislative body holds public hearing.	No longer required

16. The Department's Hydraulics and Drainage section, and Office of Environmental Planning, review the application for FMC, and provide comments on any deficiencies.	No longer required
17. The municipality's engineer prepares a final application package for Flood Management Certification, with signature pages, incorporating all comments, and forwards two paper copies along with an electronic copy on CD to the Local Bridge Program Administrator.	No longer required
18. When the final design is complete, the municipality submits the Supplemental Application within 270 days of the Commitment to Fund letter, unless a time extension has been granted, along with final plans, final estimates, and a resolution from the municipality's legislative body authorizing the municipal official to submit the Supplemental Application.	Same, except 270 days is changed to 1 year.
19. ConnDOT reviews supplemental application package. When complete, ConnDOT prepares and delivers two copies of a Project Agreement to the municipality.	Same
20. Municipal legislative body votes to approve Local Bridge Project and to authorize the financing in accordance with statutory and charter requirements for issuance of its indebtedness.	Same
21. Authorized Municipal official executes (signs and seals) and returns two copies of the Project Agreement (with attachments) together with the following to the State: (a) Newspaper affidavit of publication of notice of public hearing/informational meeting; (b) Certified minutes of public hearing/informational meeting (word-for-word transcript is not required); (c) Certified copies of authorizing proceedings.	21. Authorized Municipal official executes (signs and seals) and returns two copies of the Project Agreement (with attachments) and authorizing proceedings to the State.  Newspaper affidavit of publication of notice of public hearing/informational meeting no longer required.
22. ConnDOT reviews Agreement package and authorizing proceedings. State then creates a purchase order, executes the Project Loan and/or Grant Agreement, and returns one original copy to the municipality.	Same, except no loan agreements
23. Within 180 days from the date of the Project Agreement (unless an extension is granted), the Municipality must submit the following to the State: (a) Certified copies of all contractor's bids; (b) Signed construction contract. (c) Evidence that the Municipality has funds available to pay its share of the total project costs; (d) An inquiry as to whether or not the State has funds available to finance, in part, any increase in cost should the total project cost exceed the total project cost stated in the Supplemental Application.	Same
24. Once all the above requirements have been met, ConnDOT notifies the municipality that the file is ready for closing, and instructs the municipality to have their legal counsel complete and return the closing documents.	Same

<p>25. Counsel to the municipality prepares the following according to forms provided as exhibits to Project Loan and Grant Agreement or Project Grant Agreement, as of the closing date, and returns them to the Local Bridge Program Administrator:</p> <p>(a) For loan and grant (to be prepared by bond counsel):</p> <ul style="list-style-type: none"> <li>i) Opinion of nationally recognized bond counsel;</li> <li>ii) General Obligation Promissory Note;</li> <li>iii) Signature and no litigation certificate and incumbency certificate with bank's certification;</li> </ul> <p>(b) For grant only:</p> <ul style="list-style-type: none"> <li>i) Opinion of municipal attorney;</li> <li>ii) Signature and no litigation certificate and incumbency certificate;</li> </ul>	<p>25. The Opinion of Municipal Counsel, and Signature and No Litigation Certificate, are prepared as of the closing date, and sent to the Local Bridge Program.</p>
<p>26. Upon satisfaction of above items, the Assistant Attorney General closes the loan and/or grant. Upon completion of the closing, the funds are released to municipality by ACH transfer.</p>	<p>Same, except no loans</p>
<p>27. The municipality notifies ConnDOT when the project has started construction.</p>	<p>Same</p>
<p>28. At the close of every fiscal year during which expenditures were made on the project, the municipality forwards a copy of its annual single audit, along with supplemental schedules, to ConnDOT.</p>	<p>Same</p>
<p>29. When the project is deemed to be nearly substantially complete, the Town notifies ConnDOT of the date of the semi-final inspection.</p>	<p>Same</p>
<p>30. Within 90 days of the completion of construction, the municipality must certify to ConnDOT that the project has been completed in accordance with the submitted plans and specifications.</p>	<p>Same</p>
<p>31. After the final payment to the contractor has been made, the municipality forwards a final Supplemental Schedule with the total costs of the project to ConnDOT to adjust the grant and/or loan amounts.</p>	<p>Same, except no loans</p>
<p>32. As soon as possible after construction is complete, the municipality (or its Engineer) submits as-built plans to the Local Bridge Program Administrator.</p>	<p>Same</p>
<p>33. ConnDOT reviews the project audit, and notifies the municipality of the findings. If the project costs exceed those in the original agreement, the Department will send a supplemental grant to the municipality if funding is available. If the project costs are less than those in the original agreement, the Department will invoice the municipality for the balance due.</p>	<p>Same</p>