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LOTCIP FAQ: YOUR GUIDE TO SUBMITTING AN ELIGIBLE PROJECT

What is LOTCIP?

The Local Transportation Capital Improvement Program (LOTCIP) provides funding for major transportation construction projects that improve safety, mobility, and infrastructure in your community.

What types of projects are eligible?

First, what's not eligible: routine maintenance. Eligible projects must involve substantial improvements, such as:

- Pavement structure improvements
- Roadway geometry modifications
- Intersection upgrades
- Major drainage improvements
- Bridge rehabilitation or replacement
- Bicycle and pedestrian facilities (including multi-use trails, but not recreational trails)
- Stand-alone sidewalks
- Traffic signal upgrades

Important: Projects must have a construction value between $300,000 and $4,000,000 and be located on a roadway classified as an urban collector or higher.

How do I apply for funding?

Submit a completed application by December 31, 2025 (by 4:00 PM), including a signed endorsement from your Municipal Chief Administrative Officer, to **Debra Pierce at dpierce@secogct.gov,** and include a copy (CC) to the **LOTCIP Support Team** at **wmurphy@mjengineers.com.**

What must my application include?

A strong application should demonstrate:

- Clear documentation of public support
- A compelling purpose and need statement
- Well-detailed, scaled concept plans (30% design documents)
- Committed funding for design costs (Don't count your project out, just yet!)
- Accurate construction cost estimates

Where can I find project ideas?

Start by reviewing previously funded projects on regional COG websites. Then, check your own local and regional planning resources, such as:

- Local Capital Improvement Plan or Municipal 5-Year Plan
- Plan of Conservation and Development (POCD)

- [CTDOT Statewide Transportation Improvement Program (STIP)](#)
- Community Connectivity Reports or Road Safety Audits (RSAs)
- Public Works and Engineering records (e.g., maintenance history, complaints)
- Complete Streets Policy Plans or Vision Zero strategies
- Safe Routes to School plans or local advocacy group recommendations
- [Metropolitan Transportation Plan (MTP)](#)

Need help preparing an eligible project?

That's exactly why we created the **LOTCIP Support Team** — a group of technical and administrative experts. They're here to guide you through any part of the application process — **at no cost to you.**

📌 Contact the LOTCIP Support Team today at **wmurphy@mjengineers.com** to schedule an in-person meeting, virtual session, or phone consultation.

In the meantime, here are additional resources to help you make the most of this significant funding opportunity:

1. **LOTCIP Pre-Screening Checklist –** Define an eligible project, refine your Purpose and Need, identify key requirements, flag potential obstacles, and confirm whether your project is already listed.
2. **Purpose and Need Statement Guidance –** Develop a clear, compelling statement that forms the backbone of a strong application.
3. **Common Pitfalls to Avoid –** A rundown of frequent missteps in project development and application preparation, with practical solutions to overcome them.
4. **Making the Case for Your LOTCIP Application –** Strategies to build stakeholder support, plus ideas to help close funding gaps for engineering costs.
5. **Construction Estimate Verification Guide –** A straightforward how-to for double-checking your cost estimates to ensure they are accurate, defensible, and aligned with funding requirements.

DO'S & DON'TS FOR A SUCCESSFUL LOTCIP SUBMISSION

✅ DO:

- **Confirm Eligibility Early**

  Make sure your project is an improvement project (not maintenance). Eligible types include roadway reconstruction, intersection upgrades, safety improvements, multi-modal enhancements, and complete street elements.

- **Write a Clear Purpose & Need**

  Explain why the project is necessary and include supporting data whenever possible. Be specific: safety deficiencies, congestion, mobility gaps, or infrastructure condition.

- **Engage Regional Staff Early**

  Share your concept with your COG/Regional Planning staff before submitting. They can flag issues and strengthen your application.

- **Provide Accurate Cost Estimates**

  Use current bid histories and CTDOT cost guidance. Build in appropriate contingencies but avoid inflating.

- **Document Right-of-Way & Utility Issues**

  Identify potential acquisitions, easements, or utility conflicts upfront. Outline a plan for addressing them.

- **Ensure Municipal Endorsement**

  Applications must be signed by your Chief Elected Official/Chief Administrative Officer. Get this step done early.

- **Use Checklists & Templates**

  Follow the LOTCIP Pre-Screening Checklist to confirm your package is complete and meets requirements.

- **Be Mindful of Schedule**

  Demonstrate that the project can advance within the program's timeframe. Delays in design or permitting can put funding at risk.

🚫 DON'T

- **Submit Maintenance Work**

  Paving overlays, crack sealing, pothole repair, and other routine maintenance are not eligible.

- **Use Generic Language**

  Avoid vague statements like "improves traffic flow." Show measurable benefits such as crash reduction, ADA compliance, or pedestrian/bike connections.

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Avoiding Pitfalls

- **Ignore Environmental & Permitting Requirements**

  Overlooking wetlands, floodplains, or cultural resource impacts can derail a project late in the process. Address them early.

- **Rush the Submission**

  Incomplete forms, missing maps, or inconsistent cost figures slow down review. Double-check everything before sending.

- **Overlook Local Support**

  Projects with clear public benefit and municipal backing review more smoothly. Lack of community alignment can be a red flag. Engage the public early in planning

- **Submit Projects with Private Benefits**

  Projects that will benefit a private entity more than a public benefit can be a red flag

📌 **Tip:** Treat your LOTCIP application like a funding competition — the more clearly you demonstrate need, readiness, and benefit, the stronger your submission.

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Avoiding Pitfalls

LOTCIP Construction Estimate Checklist

Use this checklist to confirm your construction estimate is accurate, defensible, and ready for submission. The CTDOT Construction Cost Estimate Template is provided for your reference.

Quantities & Assumptions

☐ All takeoffs verified against current plans or layouts

☐ Units of measure consistent (LF, SY, CY, etc.)

☐ Pavement thickness, lane widths, sidewalks, and drainage checked

Cost Data

☐ Unit prices based on recent CTDOT bid histories or local bids

☐ Prices adjusted for project size and market conditions

☐ Inflation/escalation factored in (not relying on old estimates, 25% applied for minor items)

Required Items Included

☐ Traffic control / MPT

☐ Mobilization / general conditions

☐ Clearing, grubbing, earthwork

☐ Utility coordination / adjustments

☐ ADA features (ramps, warning strips, crosswalks)

☐ Drainage, stormwater, signage, striping, landscaping

☐ Right-of-Way

☐ Lighting

Contingencies

☐ 10% applied for early-phase estimates

☐ Contingency not overinflated

Program Compliance

☐ Scope excludes routine maintenance (only eligible LOTCIP items included)

☐ Total estimate aligns with program thresholds & funding limits

📌 **Tip:** A clear, well-supported estimate speeds review and reduces back-and-forth with your COG and CTDOT.