

| Capital Project Appropriation Request |        |                                 |  |  |  | 12/27/2023       |  |
|---------------------------------------|--------|---------------------------------|--|--|--|------------------|--|
| FY 23/24                              |        |                                 |  |  |  | Oracle Date      |  |
|                                       |        |                                 |  |  |  | Commitments      |  |
| Project:                              | 001389 | BELLTOWN ROADWAY                |  |  |  | Obligations      |  |
| Agency:                               | 0221   | Operations: Traffic Engineering |  |  |  | YTD Balance      |  |
|                                       |        |                                 |  |  |  | Amount Available |  |
| Total Request: \$1,800,000.00         |        |                                 |  |  |  | Unfunded         |  |

| Part A - Description of Request  |  |
|--|--|
| Roadway safety and infrastructure upgrades to Burdick Street, Upland Road, and Belltown Road including: new sidewalks, new drainage structures, new crosswalks, traffic calming measures, and upgraded lighting. |  |

| Part B - Appropriation Request Detail |                |                  |          |          |          |          |          |                |
|---------------------------------------|----------------|------------------|----------|----------|----------|----------|----------|----------------|
| Fund Source                           | FY 23/24       | Capital Forecast |          |          |          |          |          | Total          |
|                                       | Amount         | FY 24/25         | FY 25/26 | FY 26/27 | FY 27/28 | FY 28/29 | FY 29/30 |                |
| State Grant                           | 1,000,000.00   | 0                | 0        | 0        | 0        | 0        | 0        | 1,000,000.00   |
| State Grant                           | 800,000.00     | 0                | 0        | 0        | 0        | 0        | 0        | 800,000.00     |
| Total                                 | \$1,800,000.00 | \$0              | \$0      | \$0      | \$0      | \$0      | \$0      | \$1,800,000.00 |

| Part C - Project History |
|--------------------------|
|--------------------------|

| Part D - Approvals |                   |                                |                                      |                    |             |
|--------------------|-------------------|--------------------------------|--------------------------------------|--------------------|-------------|
| Preparer           | Date              | OPM Director/OPM Asst Director |                                      | Date               |             |
| Department Head    | Date              | Director of Administration     |                                      | Date               |             |
| Director           | Date              | Mayor                          |                                      | Date               |             |
| Request ID - 284   | Project ID - 1389 | User - jlazcano                | Date Entered - 12/27/2023 2:15:19 PM | Fiscal Year - 2024 | Page 1 of 1 |



# STATE OF CONNECTICUT

## DEPARTMENT OF TRANSPORTATION



2800 BERLIN TURNPIKE, P.O. BOX 317546  
NEWINGTON, CONNECTICUT 06131-7546

Phone: (860) 594-2139

November 15, 2023

Honorable Caroline Simmons  
Mayor  
888 Washington Boulevard  
Stamford, CT 06901  
[MayorsOffice@stamfordct.gov](mailto:MayorsOffice@stamfordct.gov)

Dear Mayor Simmons:

Subject: **Award Notice - 2023 Community Connectivity Grant**  
Belltown Neighborhood Connectivity and Safety Project

It is my pleasure to inform you that your application for the 2023 Community Connectivity Grant Program (CCGP) has been selected for funding. Congratulations on your Grant award, and many thanks for your effort to make Connecticut's roads safer and more accessible for vulnerable users. Funding for this Program was authorized by the Connecticut General Assembly and signed into law by Governor Ned Lamont. This round of awards was provided funding by the State Bond Commission on October 6, 2023, and will be administered by the Department of Transportation, Bureau of Policy & Planning, Office of Strategic Planning & Projects (Department). Please remember that this award is based on the project that was submitted in your application; therefore, to receive these funds, no other project can be substituted. Also, as a reminder, your municipality requested \$ 800,000.00 dollars for this project, which is the maximum amount of construction funding available for this grant.

I ask that you contact me no later than Friday, December 8, 2023 to confirm that your municipality wishes to accept the funding and proceed with the CCGP process. An e-mail response to the CCGP address [CTDOT.CCGP@ct.gov](mailto:CTDOT.CCGP@ct.gov) is preferred. If no response is received, your award may be reallocated to another municipality.

It is also important to **designate a Municipal point of contact (including their Title, telephone number and e-mail address)** when you send in your confirmation so that we can communicate with this person as we advance in the project administration.

There are several steps that need to be taken by both the Department and your municipality, prior to the distribution of funds. **Please do not proceed with any grant-funded (construction) work until all contracting items have been fully executed.** Steps include the following:

- The Department will assign a Project Manager and Issue a Commitment to Fund Letter (CFL) which must be signed and returned to the Department.

- The Department will perform an environmental screening to assist the municipality in achieving compliance with the Connecticut Environmental Policy Act (CEPA) and identify items relative to natural resources, historic/archaeological resources, Flood Management and Regulated Contaminated Materials requirements, etc. that are to be investigated and/or addressed during the design phase. Please note that the Municipality is responsible for obtaining all applicable permits and providing all information and/or analyses that may be needed for a specific permit.
- The municipality is responsible for developing a project design and submitting a Final Design Package for the Department for review. Requirements for the Final Design Package can be found in section 2.2 of the CCGP Program Guidelines located on our website: [CCGP\\_Program-Guidelines-V0301\\_March-2023-w-Appendix.pdf \(ct.gov\)](#)
- The Department, upon approval of the final design package, will authorize the Municipality to advertise the project for construction bids.
- The Municipality, following the opening of the bids, will submit a recommendation for award to the Department.
- The Department, upon receipt of the recommendation for award, will forward, for signature by the Municipality, a Project Authorization Letter (PAL) pursuant to the executed Master Municipal Agreement for Construction Projects. The PAL will serve as the project agreement between the State and the Municipality for the construction phase and will specify the approved grant amount, as well as identify any other requirements such as maintenance of project-specific features, etc. The PAL will also trigger the in-full grant payment to the Municipality.

Please take note:

- Grant funds may only be used for construction activities, as outlined in the CCGP Program Guidelines.
- All construction phase costs above the allocated grant amount are the sole responsibility of the municipality.

Congratulations again, and we look forward to hearing from you soon.

If you have any further questions, please feel free to contact David Elder at 860-594-2139, or via email at [David.Elder@ct.gov](mailto:David.Elder@ct.gov).

Very truly yours,

Kevin Carifa  
Transportation Planning Director  
Bureau of Policy & Planning



# STATE OF CONNECTICUT

## DEPARTMENT OF TRANSPORTATION



2800 BERLIN TURNPIKE, P.O. BOX 317546  
NEWINGTON, CONNECTICUT 06131-7546

Phone: (860) 594-2015

December 14, 2023

Honorable Caroline Simmons  
Mayor  
888 Washington Boulevard  
Stamford, CT 06901  
[MayorsOffice@stamfordct.gov](mailto:MayorsOffice@stamfordct.gov)

Dear Mayor Simmons,

Subject: **Commitment to Fund Letter**  
Community Connectivity Grant for Belltown Neighborhood Connectivity and  
Safety Project  
State Project No. 0170-3513GR  
CCGP Grant Number: C135-0301  
City of Stamford

The Department of Transportation (Department) has selected the Grant application submitted by the City of Stamford (Municipality) to revive funding under the Community Connectivity Grant Program (CCGP) for the construction of *Belltown Neighborhood Connectivity and Safety Project*.

The Department hereby commits to fund eligible construction project costs up to the accepted grant amount of \$800,000.00, based on the estimated costs provided by the Municipality.

This Commitment to Fund is subject to general conditions including, but not limited to the following:

1. All correspondence for the administration of Community Connectivity Grants should be electronic (via e-mail or other means). A Project Manager will be assigned for each grant and will serve as the point of contact for the Department. All correspondence for the specified grant should be directed to the Project Manager. The Municipality shall designate a primary point of contact who will oversee the project design and to coordinate with the Department's Project Manager.
2. This grant shall only be used to fund eligible construction costs.
3. The project is to be administered by the Municipality in accordance with the CCGP Project Administration Guide, as may be revised. The guidelines are available at the following website: [CT Connectivity CCGP](#)

4. The Municipality shall provide the Department with quarterly project status updates throughout the project development process and through construction. A Project Status form can be found at the following website: [CT Connectivity CCGP](#)
5. The project costs identified in this Commitment to Fund are based on the requested amount from the CCGP application. It is understood that the Department has capped CCGP participation in this project at the application estimate (as shown in this Commitment to Fund), and that any additional project costs shall be the responsibility of the Municipality.
6. Should the Municipality elect to use municipal forces to perform the construction, a request should be made to the Department with the final design submission.
7. Any project scope revisions must be reviewed and approved by the Department.
8. Upon completion of project design activities, and prior to advertising the project for construction bids, the Municipality must forward a Final Design Submission to the CTDOT Project Manager which includes the following:
  - a. Complete set of final project plans
  - b. Specifications
  - c. Contract documents
  - d. Final Construction Cost Estimate
  - e. Final Design Submission Documentation Form (template attached)
  - f. Completed General Municipal Certification for Design Activities Form (template attached)
  - g. Letter from the Department's District Maintenance Special Service Section indicating the plans are acceptable for issuance of an Encroachment Permit (if required).

**A digital submission via e-mail is preferred.**

9. The Municipality must execute and deliver a Project Authorization Letter (PAL), issued pursuant to the Master Municipal Agreement for Construction Projects, and comply with its terms within a period of 1095 calendar days (3 years) from the execution date of this Commitment to Fund letter. The PAL will be forwarded to the Municipality for execution **following the acceptance of the Final Design Submission package** by the Department. The Municipality shall provide written notification to the Department of any issues that may affect the schedule. If the time of completion will not be met, the Municipality must request an extension from the Department, in writing, citing the reason and the revised anticipated completion date.

This commitment is further subject to the following project-specific conditions and determinations:

1. This project may require environmental permits. In accordance with the CCGP guidelines, the municipality will be responsible for the acquisition of all environmental permits that may be required. Any project that involves work within waters or wetlands may require State and/or Federal environmental permits. Therefore, the Municipality and/or their consultant should contact the Connecticut Department of Energy and Environmental Protection (DEEP) Land & Water Resources Division at (860)424-3019, early in the design process to discuss permitting requirements, and to identify specific concerns and/or design considerations. Failure to establish early

communication with DEEP may result in time delays in the permitting process, due to the need for design changes and/or denial of permit applications. More information can be found on DEEP's Environmental Permitting Process website at: [https://www.ct.gov/deep/cwp/view.asp?a=2709&q=324232&deepNav\\_GID=1643](https://www.ct.gov/deep/cwp/view.asp?a=2709&q=324232&deepNav_GID=1643)

2. This project may require utility relocations. Coordination with utility companies who have facilities within the project area should begin early in the design process. Utility relocations are not eligible for CCGP funds.
3. If the project requires rights-of-way acquisitions (easement or full/partial taking), the process should begin early in the project design phase. This will allow for sufficient time to acquire the necessary rights/properties by the advertising date. The Municipality is responsible for performing all rights-of-way acquisition activities for the project. The municipality will be required to certify that all right of way activities associated with the project have been completed as evidenced by submission of documentation required by the Department's Engineering Directive for "State Funded Municipal Projects Requirements for Rights of Way Acquisitions". A copy of this directive can be found at: [CT Connectivity CCGP](#)

Please be informed that, in accordance with the CCGP Project Administration Guide, the Department will initiate an Environmental Screening for this project to assist the Municipality in identifying items that may need to be investigated or addressed by the Municipality during the design phase. The results will be forwarded to the Municipality, upon completion.

If the Municipality accepts this Commitment to Fund, the Municipal Chief Administrative Officer must **sign below and return a copy of this letter to this office within Thirty (30) days**. Transmission via e-mail is preferred.

If you have any questions, please contact the Project Manager, Mauricio Garcia-Theran, at (860) 594-2015 or [Mauricio.Garcia-Theran@ct.gov](mailto:Mauricio.Garcia-Theran@ct.gov).


Very truly yours,

Kimberly Lesay

Digitally signed by Kimberly Lesay  
DN: cn=Kimberly Lesay, o=Connecticut  
Department of Transportation, ou=Bureau Chief  
of Policy & Planning,  
email=kimberly.lesay@ct.gov, c=US  
Date: 2023.12.12 11:18:15 -0500

Kimberly Lesay  
Bureau Chief  
Policy and Planning

Concurred By: \_\_\_\_\_

  
Honorable Caroline Simmons  
Mayor

Date 12/20/23