

# Capital Project Appropriation Request

8/23/2023

## FY 23/24

<b>Project:</b>	<b>CP1461</b>	<b>SOUTH END TRANSPORTATION IMPROVEMENT PLAN</b>
<b>Agency:</b>	<b>0221</b>	<b>Operations: Traffic Engineering</b>

**Total Request: \$563,212.00**

### Part A - Description of Request

The project will transform Pacific Street into a complete street by adding a new raised crosswalk, a raised intersection, and several bump outs to slow traffic, increase pedestrian safety, and expand sidewalk space. The project also includes new street trees and bioswales for stormwater management; and pedestrian level lighting to improve safety at night.


### 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	563,212.00	0	0	0	0	0	0	563,212.00
<b>Total</b>	<b>\$563,212.00</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$563,212.00</b>

### Part C - Project History

Fiscal Year	Authorizations	Encumbered	Expenditure	Balance
2021	6,600,000.00	0.00	0.00	6,600,000.00
2023	0.00	88,462.50	9,787.50	-98,250.00
<b>Total</b>	<b>\$6,600,000.00</b>	<b>\$88,462.50</b>	<b>\$9,787.50</b>	<b>\$6,501,750.00</b>

### Part D - Approvals

<b>Preparer</b> <i>OPM Dept</i>	<b>Date</b> 08/23/2023	<b>OPM Director/OPM Asst Director</b>  <small>Elda Sinani (Aug 23, 2023 13:12 EDT)</small>	<b>Date</b> Aug 23, 2023
<b>Department Head</b> <i>Frank W Petise</i> <small>Frank W Petise (Aug 23, 2023 12:29 EDT)</small>	<b>Date</b> Aug 23, 2023	<b>Director of Administration</b> <i>Bridget Fox</i> <small>Bridget Fox (Aug 23, 2023 16:52 EDT)</small>	<b>Date</b> Aug 23, 2023
<b>Director</b> <i>Matt Quinones</i> <small>Matt Quinones (Aug 23, 2023 12:32 EDT)</small>	<b>Date</b> Aug 23, 2023	<b>Mayor</b>	<b>Date</b>

## 2022 Transit-Oriented Development (TOD) Grant Program

### SCOPE OF WORK/TERMS & CONDITIONS SUMMARY

**GRANTEE:** *City of Stamford*

**PROJECT NAME:** *Pacific Street Village Pedestrian Safety & Access TOD Project*

**GRANT AWARD:** \$ 563,212.44

**GRANTEE MATCH:** \$ 375,474.96

**SOURCE OF FUNDING:** Transit-Oriented Development (TOD):  
Public Acts 16-4 MSS, Sec. 2(a)(1), and 17-02, Sec. 378(a)(1)

**SCOPE OF WORK:**

*The project will create a complete street by adding a new raised crosswalk and intersection as well as several bump outs to slow traffic, increase pedestrian safety, and expand sidewalk space: new street trees and bioswales for stormwater management; and pedestrian level lighting to improve safety at night.*

**TIMELINE FOR COMPLETION:**

Project Start Date: October 12, 2022  
Project End Date: December 31, 2026

A 1-year extension to the project end date may be considered if an extension is justified, at the discretion of the DECD Commissioner. No extensions will be granted beyond December 31, 2027. All invoices, final reimbursement requests and closeout documentation will have to be submitted not later than 2 months prior to the project end date.

**SOURCES AND USES:**

Source	OPM Grant (DECD)	Grantee Match	Other Sources	TOTAL
Construction	\$563,212.44	\$375,474.96	-	\$938,687.00
<b>TOTAL</b>	<b>\$563,212.44</b>	<b>\$375,474.96</b>	<b>-</b>	<b>\$938,687.00</b>

**PAYMENT TERMS:**

- Grantee will be paid on a reimbursement basis.  
**IMPORTANT NOTE:** Reimbursements will only be made for goods/services that are delivered/performed during the contract/grant period. Reimbursement will NOT be allowed for expenditures made prior to the start date of the contract or after the end date of the contract.

- Requests for reimbursement must be submitted using DECD's approved payment request forms. All payment requests should be accompanied by a brief progress report, invoices, photos of completed work, AIA G702/703 forms, and proof of match expenditure.
- Requests for reimbursement shall be submitted not more than one time per month, preferably on a quarterly basis and should not be less than ~\$25,000 in value.
- The final Reimbursement Form must be received by DECD not later than 2 months before the end of the grant period.
- Reimbursement request forms must be completed and signed by the authorized signatory.
- Requests to extend the grant end date, if necessary, shall be submitted in writing to DECD no later than 45 days before the grant end date.
- DECD funds will be reimbursed on a pro-rata basis with the applicant's match funds (if both sources will be used for common line items) OR Five percent of DECD's funds will be held back until match funds are expended
- Five percent of DECD funds will be held back until all closeout documentation and proof of expenditure of all match funds is provided.

### **INELIGIBLE EXPENDITURES**

Examples of ineligible expenditures include, but are not limited to the following:

- Non-capital projects such as studies, design, engineering, architectural planning, etc. These can be used to satisfy the applicant's match requirements but are not eligible for reimbursement;
- Furniture, fixtures and equipment (FF&E) that are not permanently affixed to a building or site and can be easily moved or removed;
- Operational equipment or utilities such as desks, chairs, computers, electronic equipment, appliances, tables, bookcases, partitions, or other furnishings;
- Temporary or demonstration projects, ceremonial or entertainment expenses, or other expenses related to marketing or publicity;
- Programmatic expenditures or recurring budget expenditures, rent or lease payments, employee salaries or employee expenses, meals, lodging, bonus payments, or similar;
- Charges in excess of the lowest responsible bid where competitive bidding is required unless prior approval is obtained;
- Judgment for damages arising from the project, or any other fines or penalties related to the project, including interest, deficits, overdrafts, or other fees;
- Any costs and expenses incurred by proposers in preparing or submitting proposals are the sole responsibility of the proposer;
- Any expenditures made before the contract start date, or after the contract end date will not be reimbursed.

### **MATCH FUNDS**

Match funds must be from the municipality, not funds from other state or federal grants, and must directly support the proposed project and scope of work. Salaries and/or expenses cannot be counted toward the match funds. Grantee must spend 100% of its matching funds

prior to final reimbursement. Match expenditures can be those allowable project-related expenditures which were incurred before or during the grant contract period. Eligible match expenditures include but are not limited to: studies, planning, design, engineering, contract services, remediation, and land acquisition.

### **CEPA AND DECD CONSTRUCTION GUIDELINES COMPLIANCE**

The project must be consistent with the Connecticut Environmental Policy Act (“CEPA”) and will have to follow DECD’s guidelines for bidding, selection and contracting work funded under the grant. Please see the Assistance Agreement for additional details.

### **PROJECT PROGRESS REPORTING**

The Applicant shall submit project milestone and progress reports acceptable to the DECD Commissioner or designee semi-annually on June 30 and Dec 31 (starting June 30, 2023), and with each payment request. The reports are required to be provided until the expiration of the Project Financing Plan and Budget.

### **PROPERTY APPRAISALS**

If the grant funds are being used for acquisition, the Applicant will need to conduct independent appraisals prepared by licensed appraisers. All attempts should be made to negotiate the lowest possible price. The purchase price of the property must not exceed the high appraised value unless approval is obtained from the State Properties Review Board. In all transactions, the acquisition of property should be an “arm’s length” transaction. It is advisable and recommended to have an environmental site assessment (Phase I and sometimes a Phase II as well) as part of the acquisition process

If the property acquired is valued at less than \$100,000-

- One independent appraisal prepared by a licensed appraiser

If the property acquired is valued at \$100,000 or more-

- Two independent appraisals prepared by licensed appraisers. If both appraisals are close in value, the purchase price can be the average of the two appraisals.

### **COMMUNICATIONS AND OUTREACH**

In any news release or printed material promoting the project, the Applicant shall give credit, prominently placed, to the Department of Economic and Community Development (DECD). The DECD shall be consulted prior to scheduling public events such as a ribbon cutting or a groundbreaking and will be afforded an opportunity to provide remarks at such an event. The Applicant shall erect and maintain a project sign at the project site in accordance with the specifications provided in the DECD Bidding and Construction Guidelines.

### **DECD PROJECT TEAM CONTACTS**

Project Manager(s):

Jennifer Schneider, Project Manager (jennifer.schneider@ct.gov; 860-500-2367)

Chaimae Sabir, Project Manager (chaimae.sabir@ct.gov; 860-500-2448)

Project Supervisor:

Binu Chandy, CD Assistant Administrator (binu.chandy@ct.gov; 860.500.2454)

The terms and conditions in this document and in the Assistance Agreement supersede any previous terms and conditions included in the OPM Request for Applications and Application Form.

### **Acceptance of the terms and conditions**

*City of Stamford*

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**Name: Caroline Simmons**

**Title: Mayor**

**Date:**