

CONNECTICUT PORT AUTHORITY
Notice of Intent to Adopt Revisions to Small Harbor Improvement Projects Program
(SHIPP) Policies and Procedures.

In accordance with Conn. Gen. Stat. §1-121, the Connecticut Port Authority (the “Port Authority”) hereby gives notice that it intends to adopt a revised Small Harbor Improvement Projects Program (SHIPP) Policies and Procedures document.

Statement of the substance and purpose of the proposed amendments:

An independent audit completed in December of 2019 reviewed the Port Authority’ SHIPP processes and procedures and made the following observations and considerations:

“Observation 1: Per review of the payment process for SHIPP, we noted there were no required supporting documents or invoices other than the response to the request for applications for the municipality to receive payment.

Consideration 1: To ensure the funds are being spent for appropriate expenditures, CPA should consider requiring supporting invoices and documentation to substantiate that the funds from SHIPP are being spent appropriately and in accordance with the grant agreement.

Observation 2: Per review of the granting process for SHIPP, we noted that there were no policies and procedures requiring reports to be submitted by the grantee for monitoring purposes, and the funds were paid in advance instead of by reimbursement.

Consideration 2: CPA should consider developing and implementing specific reporting to be obtained from municipalities for monitoring purposes and including these requirements with the grant agreements. Additionally, CPA should consider making all payments related to the SHIPP program as reimbursements for costs incurred, to facilitate the process of receiving reports.”

The Port Authority therefore intends to adopt revisions to its SHIPP Policies and Procedures to include the addition of the Grant Reimbursement Procedures as described below.

“Grant Reimbursement Procedures:

Grantee must submit a Certified Invoice to the Connecticut Port Authority (“CPA”) for completed work in order to receive Grant Funds.

Grantee must submit the following documents:

- 1. Certified Invoice with all back-up material.*
- 2. Updated Project Schedule*
- 3. Project Narrative Report*
- 4. Project Budget Report(s)*
 - a. Budget narrative*
 - b. Progress report*
 - c. Financial report*
 - d. Grantee Affirmative Action Plan*

Cash request may be withheld by CPA until complete and timely reports are received and approved.

Any modification(s) to a cash request must be approved by the CPA in advance of the project agreement.”

A copy of the above proposed revisions to the Connecticut Port Authority’s Small Harbor Improvement Projects Program (SHIPP) Policies and Procedures document will also be made available on the Port Authority’s website (<https://ctportauthority.com/rfqs-rfps-3/>) under “Public Notices.”

Manner of presenting views: All interested persons are invited to present their views in writing no later than **June 4, 2021**. Comments are to be submitted to the Connecticut Port Authority, Andrew Lavigne either by e-mail to alavigne@ctportauthority.com (please put “Public Comment re: SHIPP Policy” in the subject line) or by postal mail addressed to him at:

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