



Small Harbor Improvement Projects Program (SHIPP) Policies and Procedures

General Conditions:

In accordance with C.G.S. § 13b-57 and § 15-31a to 15-31i, inclusive, all as amended from time to time, applicants may be any municipality.

Applications cannot be for projects related to the deep ports in the State of Connecticut ("State") located in Bridgeport, New Haven and New London.

Projects must be within, proximal to or on an active navigational channel, as appropriate.

Projects (other than studies or planning) must have in place all Federal, State and local permits.

Unless noted below, projects must identify matching grants from the municipality. Costs incurred by the municipality towards planning and design may be considered towards the required match for a project.

Satisfaction of SHIPP Grant-In-Aid Criteria set forth on the Authority's website, which can be accessed at:

<https://ctportauthority.com/shipp/>

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

Payment request may be withheld by CPA until complete and timely reports are received and approved. Any modification(s) to a payment request must be approved by the CPA in advance of the project agreement.

Harbor Management Plans (HMP):

Grant conditions:

Municipalities may receive grants totaling no more than fifty percent (50%) of the total cost for the development or revision of a HMP.

While the Authority and the municipalities understand that CTDEEP is the approving agency for HMPs, the Authority has a responsibility to review any HMP for which it provides funds and provide comments to CTDEEP to ensure that the HMP is consistent with the goals and objectives of the Authority.

Boat Ramp Facilities:

Grant conditions: All boat ramps receiving grants pursuant to the SHIPP:

Must be open to the public, including residents and non-residents of the municipality.

Municipalities may charge for the use of a boat ramp or other projects (including associated parking), but cannot charge non-residents more than residents for use of the facility.

Boat ramps must be capable of being used by trailerable and/or and motorized boats; grants are not available for ramps solely for the launching of car top boats, canoes or kayaks.

Municipalities are responsible to post signage demonstrating safe and proper use of the ramp.

Project has to be proximal to or on an active navigational channel.

Marina Construction and/or Repair (Docks, Piles & other):

Grant conditions:

Projects must be a water-dependent facility, existing or planned.

Project has to be proximal to or on an active navigational channel.

Marinas must be open to the public, with an open transparent slip selection process.

Municipalities may charge for the use of the marina (including associated parking), but cannot charge non-residents more than residents for use of the facility.

If the municipality does charge for the use of the facility, a match may be required for the grant, as follows:

- Project request for the planning phase will not require a match.
- Project request for the construction phase will require a match of at least 20% from the municipality.
- Project request for a State or Federal owned/maintained facility will not require a match.

Dredging:

Dredging must be within or on an active navigational channel.

May also include projects for the beneficial reuse or alternative disposal facilities of dredged materials.

Cost Share:

- Project request for the planning phase will not require a match.
- Project request for the construction phase will require a match of at least 20% from the municipality.
- Project request for a State or Federal owned/maintained facility will not require a match.

Breakwaters, Piers & Other Structures:

Project has to be proximal to or on an active navigational channel.

Cost Share:

- Project request for the planning phase will not require a match.
- Project request for the construction phase will require a match of at least 20% from the municipality.
- Project request for a State or Federal owned/maintained facility will not require a match.