

The Small Harbor Improvement Projects Program (SHIPP) is administered by the Connecticut Port Authority ("Port Authority") in accordance with [Public Act No. 25-65, Sec. 33](#). The purpose of the program is to strengthen the State's maritime economy by improving safe access to Connecticut's harbors and ports and by offsetting incremental costs associated with related regulatory requirements. Applications are open to municipalities and private entities with eligible maritime-related projects on navigable waterways that are contiguously connected to Long Island Sound, as further delineated below. All applications are subject to rating criteria whereby municipalities will receive conditional priority over private entity applications. All applications will be in response to a Request for Applications (RFA) posted by the Port Authority and subject to standard RFA guidelines. Subsequent RFAs may be announced if all funds are not distributed in previous solicitations.

Eligible Applicants, Projects, Funding Limits, and Cost Shares

Municipalities

Applications may be submitted by municipalities for planning, construction, repair, and/or dredging scopes of work. A municipality may apply on behalf of an incorporated subdivision (village, borough, district, sub-municipality) located within its jurisdiction. Incorporated subdivisions are not eligible to apply independently for these projects. In such cases, the municipality must serve as the official applicant, fiscal agent, and contracting entity for any award and may be subject to a sub-award with the incorporated subdivision. Municipality applicants may submit more than one application provided that there is no overlap in the location for which each scope of work is to take place.

Municipalities may apply for safety and public access projects, including:

- Harbor Management Plan development
- Permitting and design
- Dredging
- Boat ramps for public and/or safety team use (both construction and/or repair)
- Docks, bulkheads, and slips for public and/or safety team use (both construction and/or repair)
- Breakwaters (fixed or floating) within, on, or adjacent to an active navigation channel (both construction and/or repair)

All construction and/or repair projects must follow the [Americans with Disability Act](#) (ADA) requirements to ensure facilities are readily accessible and usable.

All municipality projects except public safety docks must be open and accessible to all members of the public within the municipality, with priority given to facilities that are also open to the general public at large; any access rules or fees must be reasonable, applied uniformly, and may not favor a specific neighborhood, association or membership group.

The Port Authority will provide funding up to fifty percent (50%) of the total eligible project costs identified in the approved scope of work, with a maximum contribution of four hundred thousand dollars (\$400,000) per application.

Private Entities

Private, water-dependent entities such as marinas and clubs are eligible to apply for funding up to two hundred and fifty thousand dollars (\$250,000) to support specific dredging-related expenses including sampling, testing, handling, transportation, placement, and related fees that exceed those associated with the best-case, least-cost placement option. This includes additional costs resulting from regulatory requirements, sediment suitability determinations, or selection of upland placement or beneficial reuse of dredged material. Applicants are responsible for all remaining project costs not covered under this program and must provide documentation demonstrating sufficient financial capacity to meet such costs.

Projects Under the Port Authority's Authority

Applications may not be submitted for scopes of work on structures under the authority of the Connecticut Port Authority including State Pier in New London.

Grant Application Requirements

Grant applicants must submit the following documentation as part of their application:

1. Completed SHIPP Application Form
2. Incorporation documents (private entity)
3. Proof of ownership of project site or permission to apply for funds by owner of record
4. Letters of support (optional)

5. Harbor Management Plan (municipality – if applicable)
6. Complete Project Narrative
7. Proof of financial ability to provide applicant's cost share:
 - Board minutes indicating resolution (municipality)
 - Letter of Commitment
 - Financial documents (balance sheet, income and expense statement, cash flow statement)
8. Budget (including cost estimates)
9. Applicable permits or licenses

Applicants must contact the Port Authority at SHIPP@ctportauthority.com to make modification(s) to their application after final submission.

Post-Award Procedures

All grantees shall abide by the General Grant Conditions that will be included in the award agreement.

All grantees are required to submit quarterly project updates detailing progress on the approved scope of work.

All grantees shall also submit requests for reimbursement using the SHIPP Grant Funding Request Form. Reimbursement requests must be submitted at least quarterly when the grantee has reimbursable expenses and may be submitted together with the quarterly project update or more frequently as needed. If a grantee has no reimbursable expenses during a given quarter, no reimbursement request is required for that quarter.

Reimbursements for approved costs will be issued directly to the grantee upon submission and approval of paid invoices. Alternative arrangements may be made on a case-by-case basis following consultation with the Port Authority's Finance Director.

Documents submitted for grant reimbursement requests are subject to review, authorization, and approval prior to being paid. Grantees requesting reimbursement for a Harbor Management Plan must show evidence that the plan has been accepted by the Department of Energy and Environmental Protection (DEEP) before the release of grant funds.