

Small Harbor Improvement Projects Program (SHIPP) Request for Applications (RFA)

Created in 2014, the Connecticut Port Authority (“Port Authority”) is a quasi-public agency of the State of Connecticut (“State”) whose primary responsibility is to market and coordinate the development of the State’s ports and maritime economy.

The Small Harbor Improvement Projects Program (“SHIPP”) is administered by the 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 in the SHIPP Grant Policies and Procedures linked below. All applications are subject to rating criteria whereby municipalities will receive conditional priority over private entity applications.

The Authority hereby issues this Request for Applications (“RFA”) in order to generate a pool of prospective harbor improvement projects for consideration of funding under this competitive grant program. The Port Authority will review applications and select SHIPP Grant recipients in accordance with provisions of this RFA, and the rating criteria established in the Municipality and Private Entity Rubrics linked below.

Documents:

- [SHIPP Grant Policies and Procedures](#)
- [SHIPP Application Link](#) (online form submission)
<https://ctportauthority.com/small-harbor-improvement-projects-program-shipp-grant-application/>
- [SHIPP Round 5 Municipality Scoring Rubric](#)
- [SHIPP Round 5 Private Entity Scoring Rubric](#)

Timelines:

RFA Released:

Wednesday, January 21, 2026

Deadline for Application Submittal:

Friday, February 20, 2026, 4:00pm EST

Port Authority Announcement of Selections:

On or about Wednesday, March 25, 2026

To Apply:

- Review the SHIPP Grant Policies and Procedures which includes information regarding eligibility (municipalities and private entities), grant application requirements, and post-award procedures.
- Submit a completed SHIPP Application Form online via the link above, including all supporting documentation as listed under the Grant Application Requirements of the SHIPP Grant Policies and Procedures linked above.

Inquiries – official Port Authority contact and communication

All communication with the Port Authority or any person representing the Port Authority concerning this RFA is strictly prohibited, except as permitted herein. Any violation of this prohibition by proposers or their representatives may result in disqualification.

All questions or communications related to this RFA shall **ONLY** be submitted via email to:
shipp@ctportauthority.com.

Submission of applications

All applications shall be submitted using the online application found above in this RFA. Completed and signed applications must be submitted by **4:00PM (EST) on Friday, February 20, 2026**. Unsigned or incomplete proposals will not be considered. Late submissions will not be accepted.

Minimum submission requirements

Fully completed and signed applications that meet all criteria in the Policies and Procedures must be submitted before **4:00PM (EST) on Friday, February 20, 2026**. All questions and document upload requests that appear in the online application require fulfillment. Submissions that are lacking responses or missing requested attachments will be considered incomplete and will not be reviewed. Note that clarification requests may be made by the Port Authority to applicants, as elaborated in the **Post-application submission changes** section below.

Post-application submission changes

No additions or changes to the original application will be allowed after submission. While changes are not permitted, clarification of applications may be required by the Port Authority at the proposer's sole cost and expense. Clarification requests will be communicated from the Port Authority by email through the **shipp@ctportauthority.com** account. Failure to respond to a clarification request may result in an application not being reviewed.

Revisions to the RFA

Only written modifications to this RFA issued in the form of one or more addenda will be considered to be alterations to this RFA. Oral comments are not binding. An Addendum may be issued by Port Authority for any revisions, modifications, clarifications or alterations to this RFA. Any such Addendums shall be posted to the Port Authority's website. It is the responsibility of potential applicants to keep track of postings on the Port Authority's website regarding this solicitation.

Online Application Guidance

All applications will be submitted through the online application linked hereinabove. Applicants may complete the application over time by pressing the “Save & Exit” button at the bottom of any page to exit from the online application prior to submission. A link to the incomplete application will appear on screen and should be copied and saved to return to the incomplete application.

All questions and upload sections are considered required but, to facilitate ease of use, do not have a “required” system-check installed. Note that logic steps are built into the online application to allow only applicant-relevant questions to appear based on previous answers.

An application will not be considered submitted until it has been signed and the “Submit” button has been activated by the applicant. A PDF of the completed application will be automatically emailed to the applicant and will also appear in the submission notification for downloading.

Technical difficulties should be brought to the attention of the Port Authority immediately using the communication avenues described in the **Inquiries – official Port Authority contact and communication** section above.

SHIPP Review Committee

Applications that meet all of the requirements noted herein and in the Policies and Procedures shall be rated and selected in accordance with the criteria, scoring, and weighting set forth in the Municipality and Private Entity rubrics, with municipalities receiving priority over private entities per the Policies and Procedures.

The Review Committee, comprised of Port Authority Board of Directors members and Port Authority staff, will evaluate qualified proposals submitted in response to this RFA and recommend finalists for consideration to the full Port Authority Board of Directors. Applications that do not meet all submission requirements will not be reviewed. Final selections will be made by the Board of Directors of the Port Authority.

Notification of Award

Following the Board of Directors final selection of awardees, selected projects will be posted on the Port Authority website on or about **March 25, 2026**. An award letter will be issued by the Port Authority and emailed to successful applicants thereafter.

Rights Reserved by the Port Authority

The Port Authority reserves the right to award in part, or to reject any and all applications in whole or in part. The Port Authority may, in its sole discretion, reject any application which limits or modifies

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any term and condition and/or specification of this RFA. The Port Authority reserves the right to waive any technical defect, irregularity or omission.

The Port Authority reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the awarding of a grant already made to an applicant and subsequently awarding the grant to another applicant. Such action on the part of the Port Authority shall not constitute a breach of contract on the part of the State of Connecticut since the grant with the initial proposer is deemed to be void ab initio and of no effect as if no grant ever existed between the Port Authority and the applicant.

The Port Authority shall not be responsible for any costs or expenses incurred in preparing and submitting an application in response to this RFA.

The Port Authority may amend or cancel this RFA prior to the due date and time if the Port Authority deems it to be necessary, appropriate or otherwise in the best interest of the Port Authority. Failure to acknowledge receipt of amendments, in accordance with instructions contained in the amendments, may result in an application not being considered.

All responses to this RFA must conform to all requirements of this RFA including the Minimum Submission Requirements and failure to do so may be considered appropriate cause for rejection of the application.