



State of Connecticut
Department of Economic and Community Development
Office of Brownfield Remediation and Development

2022 Municipal Brownfield Grant Program Application
Assessment and Remediation

Program Description

The purpose of the Municipal *Brownfield* Grant Program as per [C.G.S Section 32-763](#), is to provide grants to municipalities, Connecticut brownfield land banks and economic development agencies for the eligible costs of brownfield remediation and assessment projects.

Note

Please be sure to refer to the Notice of Funding Availability (available at www.ctbrownfields.gov) and include all relevant attachments that support any information and statements being provided in this application.

Applicants may be denied funding based on PART A – Threshold Eligibility Section without the review of PART B.

This application may be reviewed by the Connecticut Department of Energy and Environmental Protection (DEEP) and other state or quasi-state agencies. Projects funded under this program are subject to the Connecticut Environmental Policy Act (“CEPA”), other environmental regulations, and DECD regulations related to procurement and bidding procedures.

Please contact DECD at brownfields@ct.gov for further information on program requirements.

PLEASE READ CAREFULLY: The response fields included within this application have been assigned character limit restrictions. Please be sure that all text is visible in the provided spaces prior to signing the form. Once the document has been signed, any text extending beyond the space provided WILL NOT BE VISIBLE. Please adjust your response lengths accordingly.

PART A (THRESHOLD ELIGIBILITY SECTION)

SECTION I APPLICANT & PROJECT INFORMATION

1. Applicant:

Federal Employer Identification Number (FEIN):

Business Address:

City: **ZIP Code:**

Contact Name: **Title:**

Telephone: **Email:**

2. Project Name:

Project Address:

City: **ZIP Code:**

3. Type of Organization (please refer to [C.G.S. Sec. 32-760](#) for definitions)

Municipality **Municipal Economic Development Agency***

Non-Profit ED Corporation formed by municipality(ies)*

Non-Profit Corporation or LLC formed by a municipality or related entity*

Regional Council of Government **Land Bank***

Other*, describe

*Please provide Articles of Incorporation/Incorporation Certification to demonstrate eligibility.

SECTION II PUBLIC-PRIVATE PARTNERSHIP INFORMATION

1. Is the Applicant partnering with a private entity? Yes No Describe the nature of partnership (financial, access agreement etc.):

**If Applicant is partnering with a private entity,
Name of Private Partner:**

Enter the company's or organization's legal name above. IF a special-purpose entity (SPE), describe the SPE, the partners (list all 5% or more owners) and the parent company. Please attach the organization's articles of incorporation. SPE Description:

Federal Employer Identification Number (FEIN):

State of Connecticut Tax ID:

Business Address:

City: **ZIP Code:**

Contact Name: **Title:**

Telephone: **Email:**

2. Business Status (for private development partner)

A. Is the private partner registered with the Connecticut Office of the Secretary of the State? Yes No

Please attach a copy of the Certificate of Legal Existence.

Certificates can be obtained online by visiting <https://portal.ct.gov/SOTS/Business-Services/Legal-Existence>

B. List any lawsuits pending against the private partner/organization, its affiliates who will be involved with the project, or the parent organization (describe)?

SECTION III APPLICATION ELIGIBILITY THRESHOLD CRITERIA

1. Is the Applicant the property owner?: Yes No

If not, are you or your private partner a potential purchaser of the property?:
Yes No

Do you or your private partner hold any lease encumbering the subject property?:
Yes No

Please provide the current property owner name and describe how and when ownership and access to property (if needed), will be obtained:

Please attach the Letter of Intent, Purchase and Sale Agreement, Access Agreement or other documentation from owner indicating willingness to provide access.

Please attach the tax assessor property card(s).

2. Does the property and project meet the State's definition of a "Brownfield" (see definition below). Yes No

"Brownfield" Definition: As per C.G.S Section 32-760, "Brownfield" means any abandoned or underutilized site where redevelopment, reuse or expansion has not occurred due to the presence or potential presence of pollution in the buildings, soil or groundwater that requires investigation or remediation before or in conjunction with the redevelopment, reuse or expansion of the property.

Please describe the current use of the property:

Vacant Abandoned Underused Operating / In Use

Current/Prior Usage Details (including relevant time periods):

If property is abandoned/vacant, how long has the property been abandoned/vacant?

Tax Status (*current, delinquent, foreclosure*):

Please include a description of why site may be considered a brownfield (as per definition), or provide other justification:

3. Does the applicant, project partners and/or any related affiliates have any direct or related liability for the contamination on the property? Describe. Please attach the Phase I Environmental Site Assessment (ESA) for the property.

4. Is the project site enrolled in the Property Transfer Act Program ([C.G.S Section 22a-134a](#))?

Yes No If yes, please identify any Certifying Party:

SECTION IV ELIGIBILITY FOR DISCRETIONARY STATE FUNDING

Applicable only for municipal applicants

In accordance with [C.G.S. § 8-23](#), as amended by [Public Act 15-95](#), any municipality that has not adopted a plan of conservation and development (POCD) within the past ten years is ineligible for discretionary state funding unless they request and receive a waiver from the prohibition on a grant-by-grant basis from the OPM Secretary. In conjunction with this completed **Application Form**, municipalities are required to complete and submit a signed copy of the [Municipal Certification of Eligibility for Discretionary State Funding](#) to verify their eligibility to receive discretionary state funding under this grant program. Please visit the [OPM Website](#) for the [Municipal POCD Inventory](#) or information on the process to notify OPM of an outdated POCD and/or request a waiver.

PART B – PROJECT DETAILS

SECTION I PROJECT DETAILS/MERITS

1. Amount of Financial Assistance requested: \$

2. Project Address:

City:

ZIP Code:

Total Site Acreage:

of Parcels:

Please list parcel-level detail in table below.

Parcel Address	ZIP Code	Parcel ID / Tax-Assessor ID	Acreage

3. Please provide an overview of the proposed project.

General guidelines are provided below; however, use your best judgement to help us understand the project, and include any relevant project details. The following documentation is required to be submitted along with a completed application: 1. A locational map that provides relevant regional or locational site information; 2. A site plan that illustrates project boundaries and neighboring property information and 3. A conceptual project clean-up and redevelopment plan. Additional information is encouraged.

A. Project Description:

In one to two brief paragraphs describe 1. the clean-up project and the scope and use of the requested funds; and 2. the proposed overall redevelopment project. The summary should connect how the clean-up relates to the larger redevelopment/reuse project (overall reuse or redevelopment of the site).

B. Background/History of the Project Site:

Brief summary of general site and property characteristics; previous use of property, whether it is an adaptive reuse project, contamination history and timeline, name of the "Potentially Responsible Party" for contamination present on site, any other relevant information.

C. Redevelopment Plans and Proposed End Use Marketability:

Brief summary of proposed end use and redevelopment plans. Discuss market demand for the proposed use. If available, attach the market demand study. Provide summary of development team and role, details of proforma development status can be provided under Question 4.

D. Feasibility/Constructability of Project:

Brief summary of feasibility studies to confirm constructability of the project and the proposed reuse. Attach any available feasibility studies such as structural analysis etc.

E. Infrastructure Requirements:

Brief summary of existing infrastructure required for successful redevelopment or the extent to which the project will use/improve existing infrastructure, any additional needs. Details can be provided in Question 6.

F. Project Benefits:

Brief summary of the economic and community development opportunity, municipal support, contribution to the community's tax base, potential for job creation, housing creation, affordable/workforce housing, improvement in health and safety etc.

G. Environmental Investigation:

Brief summary of the environmental status, including investigation activities conducted to-date. Details can be provided in Questions 9 and 10.

H. Clean-up Plan:

Brief summary of the proposed remediation/abatement/clean-up plan and activities (by LEP). Details can be provided in Questions 9 and 10.

I. Prepared Workbook:

(Only being collected for informational purposes) Has the application used the EPA/DEEP PREPARED Workbook? Information can be found [here](#). If so, please attach the relevant outputs and provide a brief summary:

J. Timeline of Remediation and Redevelopment.

Brief summary of the timeline, anticipated project start date, completion of pre-development activities to date.

K. Any other relevant information:

Use additional space if needed for above responses.

4. If partnering with a private developer, please provide the following information:

A. Status of Approval from Town Council/Board of Alderman/Board of Selectman/Applicant Board to partner with the Applicant (please attach Approval):

B. Status of redevelopment plans in conjunction with a remedial plan (Conceptual Site Plan, 10%, 30%, 60%, 100%):

C. Status of assembling funding sources to complete project (please attach Project Budget/Proforma and commitment letters from other funders):

5. Please describe status of discussions with municipal elected officials, boards and committees, community groups, and other key stakeholders. Attach municipal support letter (if applicable):

A. Please explain the status of each of the following municipal approvals: site plan, other planning and zoning approvals, variances, or any other approval required in order to move ahead with the project. If municipal approvals have not been obtained, provide an anticipated timelines for obtaining the required approvals.

B. Does the project require local inland wetland permits and if so, have they been obtained/applied for? What is the status?:

C. Please list any other local, state or federal approvals or permits which will be necessary for the project to proceed and the timetable and process to achieve them.:

6. Does the project site have all necessary public utilities, roads and other infrastructure required for the redevelopment project? Yes No If no, what additional public utilities would be required and what is the expected cost of construction?

7. Mills/Historic Structures: Does the project include or assist in reuse or rehabilitation of any mills or historic structures (appearing on the National Register of Historic Places, State Register, or a designated Local Historic Property)? Yes No Details:

A. Does Applicant plan to alter, partially demolish or fully demolish any structures on the property?: Yes No
Details:

B. If the project includes alteration or demolition of buildings more than 50 years in age, please indicate the dates of construction for the affected buildings. Details:

C. Please attach a copy of the State Historic Preservation Office (SHPO) [Project Notification Form](#). Also indicate if the form has already been submitted to the SHPO. If determination has already been obtained, provide a copy of the SHPO determination letter as well:

8. Flood Management: Is the site located in a 100-year or 500-year flood plain? Yes No

If yes, please indicate if any of the proposed buildings will be within the flood plain or regulatory floodway and if there have been any discussions with DEEP regarding the proposed plans?
Please attach FEMA/FIRM maps as applicable <https://msc.fema.gov/portal/search>:

9. Detailed Environmental Status (attach all supporting documentation):

Are there any DEEP or EPA enforcement actions including consent orders or unilateral orders and notice of violations related to the site? Provide details. Yes No

Details:

Has the property and/or project been a previous recipient of DECD or EPA assessment funding? Provide details.

Yes No Details:

Is the project enrolled in or subject to/potentially subject to a State or Federal cleanup program? Provide details.

Yes No Details:

Has the project site been enrolled in a regulatory program? Yes No Details:

Voluntary Remediation Program, ABC, BRRP, Transfer Act etc.

Is the applicant working with the DEEP and/or a Licensed Environmental Professional (LEP)? Provide name of the LEP of record and/or the DEEP Project Manager. Details:

Has sufficient investigation been completed at the site to evaluate each identified area of concern/recognized environmental condition, and has the extent and degree of each release area and groundwater plume been fully delineated? Yes No Details:

Has the completion of investigation been submitted to the DEEP? Yes No

If yes, please attach the DEEP Transmittal and include notes below, if any. Notes:

Has a Hazardous Building Material Survey and/or Demolition Survey, and/or Universal Waste Survey been completed? Was extensive destructive hazardous building material sampling completed as part of this survey? Provide details:

Does the overall investigation contain any significant data gaps? What are they? How quickly can the data gaps be filled, and incorporated into a (conceptual) RAP ? Provide details:

Have detailed abatement and/or demolition plans been submitted to the relevant local, state, and/or federal officials; please provide details and specifics? Please describe if plans are preliminary or final? Provide details:

Have the relevant abatement and/or demolition permits and approvals to start work been received (local, DEEP, DPH and/or EPA)? Provide details:

Is the Remedial Action Plan conceptual or final? Has the remediation design been done in conjunction with site redevelopment plans? Provide details:

Any other relevant information:
(use additional space if needed for above responses)

10. Please provide information on the following activities that have been completed for the site(s). Attach documents/reports as available and applicable.

Please attach a current Phase I ESA prepared for the Applicant in accordance with the ASTM Standard Practice and DEEP's Site Characterization Guidance Document.

Reports as Applicable	Consultant	Date	Submitted to DEEP (Y/N)	Summary of Results/Estimates
Phase I ESA				
Phase II ESA				
Phase III ESA				
Remedial Action Plan:				
Hazardous Bldg Material Survey:				
Universal Waste Survey:				
Asbestos Survey:				
Lead Survey:				
PCB Survey:				
Demolition Survey:				
Remedial Design :				
Structural Analyses:				
Other Reports (specify name):				
Other Reports (specify name):				

SECTION II ECONOMIC AND COMMUNITY DEVELOPMENT IMPACT

- 1. Is the project currently located within a designated Distressed Municipality (Enterprise Zone). Describe.**

For more information on designations and definitions, please visit the following link - [Distressed Municipalities](#)

- 2. Is any part of the project located within a designated Opportunity Zone (OZ) or adjacent to an OZ?. Explain. Is this project related to an OZ project?:**

Visit map of [Designated Opportunity Zones and Locations](#)

- 3. What is the current appraised value (or valuation) of the project site and the appraised value (or projected valuation) once remediated/cleaned and redeveloped. Provide justification:**

- 4. Summary of the subject property's tax contribution to the municipal tax base:**

Subject Property Tax Impact	
Most Recent Year	Projected Year 1 After Development

5. Please provide the number and type of permanent jobs expected to be created by the redevelopment project:

6. Is the project supportive of the industrial sectors identified in DECD's economic development strategy. Provide proof or justification:

(please list all that apply - Advanced Manufacturing; Aerospace & Defense; BioScience & Healthcare; Film, TV, Digital Media; Financial Services; Green Energy; Insurance; Technology & Innovation).

7. Is the project supportive of other DECD's initiatives? Provide proof or justification:

(please list all that apply – affordable/workforce and/or mixed-income housing, transit-oriented development, proximity to transit, use of renewable energy, reuse of historic property/mill, tourism supportive, and/or urban food desert solutions. If housing is proposed as the end use, specify as to what percentage of housing will be affordable housing (please see details of DECD's policy on affordable housing in the Notice of Funding Availability (NOFA).)

SECTION III FINANCING AND BUDGET DETAILS

1. Project Funding Sources:

Please use the table below to indicate the total estimated cost for the redevelopment project, the targeted or identified funding sources, type of funding (debt, equity/cash, or tax credit), status of fund assembly, gaps in funding, status and timeline of funding sources that are being sought (such as federal or state historic tax- credits, low-income housing tax credits, bank financing etc.)

SOURCE	Amount	Debt, Equity/Cash, Tax Credits	Status
TOTAL			

Additional Notes (if any):

2. Clean-up Estimates/Budget:

This response should provide the details of the requested funding. Please provide a detailed cleanup-budget with complete breakout of remedial activities by line item (example, soil excavation, transportation and disposal, engineered controls, capping, paving, building foundation, landscaping, parking cap, environmental use restrictions, demolition, abatement, etc.). If budget information is based on contractor bids or other formal estimates, please attach copies of the bid/estimate documents. If details are not from actual cost estimates, please provide justification on how the numbers were arrived at. DECD legal costs, other admin costs such as project management, and limited assessment work can be included separately in the last row with details included in the total Budget Table (#3 below).

CLEAN-UP ACTIVITY	DECD Funding	Other Sources	Justification
TOTAL FUNDING FOR CLEAN-UP			
DECD Legal, Other Administration Costs and Limited Assessment Work		N/A	
TOTAL REQUESTED DECD FUNDING		N/A	

Please use this space to describe whether cost comparisons were made between proposed remedial methodologies. If available, please also provide EPA's Analysis of Brownfield Cleanup Alternatives (ABC) report:

3. Redevelopment Project Budget:

Please fill out the redevelopment project budget table below (read the below notes carefully). Feel free to include any funds spent on investigation and predevelopment activities out of non-DECD sources.

Project Activity (Use of Fund)	Source of Fund						
	DECD ¹	Other State	Federal	Local	Private	Developer	Total
Land purchase ²							
Pre-development ²							
Planning ³							
Environmental							
Assessment ³							
Remediation							
Abatement							
Monitoring							
Demolition							
Engineering ³							
Construction							
Administration soft costs ⁴							
DECD Legal ⁵							
Development fee ²							
Legal costs ⁶							
Contingency (from previous table)							
Other costs (specify)							
Other costs (specify)							
Total							

Note 1: If the DECD funds include sources other than this round of the Brownfield Grant, please indicate as such. Also, DECD prefers that majority (more than 95%) of program funds are used for hard costs (abatement, remediation, demolition etc.) as presented in the Clean-up estimates Table. It is preferable that assessment, any engineering, project management and other soft costs are funded from non-DECD sources.

Note 2: DECD Brownfield Funding is not eligible for this line item.

Note 3: DECD prefers that these line items are supported by other sources of funding (non-DECD Brownfield sources) under this offering.

Note 4: It should be noted that total administration expenses (including costs for DECD Legal) cannot exceed 5% of the total DECD funding request. DECD will usually only pay for project management expenses.

Note 5: DECD's legal expenses for the DECD contract work (Assistance Agreement) is usually in the range of \$5K to \$10K depending on the complexity of the project. DECD funds cannot be used for reimbursement of the legal expenses of the client team for the Assistance Agreement work.

Note 6: Legal costs (non-DECD) could include legal work with regards to the actual clean-up (example, environmental use restriction, transfer act obligations etc.) but not for any legal work associated with the DECD contract/Assistance Agreement.

4. Return on Investment Metrics:

- a. **Applicant (Local) funding commitment:** What percentage of the total project cost is being funded with applicant funds?
- b. **DECD share:** What percentage of the total project cost is being requested in this application request for Brownfield Grant funds?
- c. **Total non-state leverage:** What percentage of the total project cost is being funded by non-state dollars (equity and debt)? Note: this will include applicant funding included in 4a.
- d. **Private partner funding (equity/cash):** What percentage of the total project cost is being funded by the Private Partner (equity/cash))?
- e. **Total private funding:** What percentage of the total project cost is being funded by the private sector (private partner equity, bank loans, equity investment from investors etc.)?

Comments:

SECTION IV APPLICANT EXPERIENCE

1. Provide up to five examples of similar scale remediation and redevelopment projects that the Applicant/Partners has undertaken:

For each project: Provide project name; address; project scope; total project costs; details of funding sources; if DECD/other state agency funding was involved; project period; indication if project was completed on time and on budget; project issues and how they were resolved, and project testimonials and contact information.

2. Please list the project team members. Please summarize their experience and skillset to undertake such projects.

(Developer, environmental professionals, environmental attorneys, financial partners, development consultants, municipal officials, development companies, etc.).

SECTION V CHECKLIST OF DOCUMENTS

Please attach copies of the following documentation, as applicable.

All documents with an asterisk* are required documents.

Please note: All documents should be numbered and named in accordance with the checklist items below PRIOR to submittal to DECD

- 1. Tax Assessor Property Card(s)*
- 2. Letter of Intent to Purchase Property/Purchase and Sales Agreement
- 3. Access Agreement or documentation from owner indicating willingness to provide access
- 4. Articles of Incorporation (if applicable, for municipal economic development agencies, non-profit economic development corporations formed by a municipality, non-profit corporation or LLC formed by a municipality or related entity, regional council of government, and land banks)
- 5. Organization Bylaws (for private entities)
- 6. Certificate of Legal Existence (for private entities)*
- 7. Municipal Certification of Eligibility for Discretionary State Funding (municipalities)
- 8. Locational Maps, Site Plan, Conceptual Clean-up/Remediation and Redevelopment Plan*
- 9. Market Study, if available
- 10. Municipal Support Letter (if applicable)
- 11. Town Council Approval
- 12. Copies of Available Permits
- 13. SHPO Project Notification Form and Determination Letter (if available)*
- 14. Supporting Environmental Documentation
 - A. Current Phase I ESA*
 - B. Phase II ESA
 - C. Phase III ESA
 - D. Completion of Investigation Transmittal form
 - E. Remedial Action Plan
 - F. Hazardous Building Material Survey
 - G. Universal Waste Survey
 - H. Other Environmental Reports
 - I. Timeline of Proposed Project
 - J. Feasibility Studies/Structural Analysis
 - K. FEMA FIRM Maps*
 - L. ABCA Report (if available)
- 15. Project Pro Forma Worksheet
- 16. Project Budget including copies of bid/estimates used to develop the Project Budget*
- 17. Municipal Certification of Eligibility for Discretionary State Funding
- 18. Appraisal or Valuation Reports, if available
- 19. Project Testimonials/Examples and References

SECTION VI REMINDERS (BEFORE SUBMITTAL)

Before submitting a completed application package, please check the following:

- The response to question Part B, Section I, Question 3A should be a stand-alone description of the project (remediation and redevelopment scope), and should include an explanation of how DECD funds are proposed to be used. Please confirm that the response provided meets this criteria.
- Ensure that all response fields have been completed/filled in. If fields are left blank, DECD may deem the application incomplete. If a particular field is not applicable, please state as such and state the reasons.
- Responses should be included in the allotted space provided in this application.
- Ensure that all required attachments (documents marked with an asterisk* in **Section V**) are submitted along with the completed application form. Ensure that items included with the application submittal are checked off in the boxes provided in Section V.
- The attachments should be submitted as individual documents (named and numbered in accordance with **Section V** above). Please do not submit attachments as a single combined PDF.
- Ensure that the Application form has been signed & dated.

SECTION VII CERTIFICATION BY APPLICANT

It is hereby represented by the undersigned, that to the best of my knowledge and belief no information or data contained in the application and attachments are in any way false or incorrect and that no material information has been omitted. The undersigned agrees that the Connecticut Department of Energy and Environmental Protection (DEEP), the U.S. Environmental Protection Agency (EPA) are hereby authorized now, or anytime in the future, to give the Department of Economic and Community Development (DECD) any and all information in connection with matters referred to in this application. Your application and the contents of your application and our discussions with you are subject to public disclosure. We may communicate with the municipality, state agencies (including DEEP, the CT Department of Housing, the CT Office of Policy and Management, the CT Department of Public Health), the EPA, and the general public. You or the owner may be requested to enroll in the DEEP Voluntary Remediation Program or other regulatory programs, and to cooperate with DEEP and the EPA. Projects funded under this program may be subject to the Connecticut Environmental Policy Act ("CEPA"), as well as other environmental regulations, and DECD regulations related to procurement and bidding procedures. State funding may require placement of a lien on project property. In addition, if the applicant is a private corporation, a personal guaranty may be also required from each owner of 10% or more. In addition, the undersigned agrees that any funds provided pursuant to this application will be utilized exclusively for the purposes represented in this application, as may be amended and agreed to by the DECD. DECD reserves the right to modify or waive any requirement, condition or other term set forth in this Application, to request additional information at any time from one or more applicants, to select any number of applications submitted to this program, or to reject any or all such applications, in each case at DECD's sole discretion. DECD may exercise the foregoing rights at any time without notice and without liability to any applicant or any other party. Applications to this program shall be prepared at the sole expense of the applicant and shall not obligate DECD to procure any of the services described therein or herein from any applicant. DECD shall not be obligated to any applicant until a final written agreement has been executed by all necessary parties thereto and all applicable approvals have been obtained. As such, any funds expended by the applicant prior to these approvals will be done so entirely at the risk of the applicant.

Signature:	Printed Name:
Date:	Title:

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In addition, The document cannot be edited once a signature is applied using the sign option on Adobe Acrobat. Please make sure the application is complete and all responses are visible (start and end of response) prior to applying your signature.