



**Urban Green & Community Garden Grant Program
2023 Answers to Frequently Asked Questions**

PROGRAM ELIGIBILITY

Q: How do I know if my municipality is a “Distressed Municipality” or “Targeted Investment Community”?

A:

Distressed Municipalities as of 2022:

Ansonia	Hartford	Sprague
Bridgeport	Meriden	Sterling
Bristol	Montville	Torrington
Chaplin	New Britain	Waterbury
Derby	New London	West Haven
East Hartford	North Stonington	Winchester
East Haven	Norwich	Windham
Griswold	Plainfield	
Groton	Putnam	

Targeted Investment Communities:

Bridgeport	Middletown	Stamford
Bristol	New Britain	Thomaston
East Hartford	New Haven	Waterbury
Groton	New London	West Haven
Hamden	Norwalk	Windham
Hartford	Norwich	
Meriden	Southington	

More Info Online:

- https://portal.ct.gov/DECD/Content/About_DECD/Research-and-Publications/02_Review_Publications/Distressed-Municipalities
- https://portal.ct.gov/DECD/Content/Business-Development/06_Tax_Incentives/Enterprise-Zones/Enterprise-Zone-targeted-investment-communities/Contact

CO-SPONSORSHIP BY NON-PROFIT ORGANIZATIONS

Q: I am a registered non-profit organization. Can I apply for a UGCG grant?

A: DEEP may only enter into UGCG grant contracts with Municipalities. If awarded a UGCG grant, the Municipality enters into grant contract agreement with DEEP. Municipalities

often coordinate with non-profit entities on the management of projects proposed on municipally-owned lands. Non-profits properly registered with the Secretary of the State may co-sponsor projects by entering into a project management agreement with the Municipality where the project is to take place and assisting with preparing an application package. To be included as part of the submitted application package, an agreement must be in place between the Municipality and registered non-profit entity for the management of the project proposal. To expedite the grant award process and make payment reimbursements more timely, it is important that the non-profit and municipality have good communication and an effective working relationship. The Department will reimburse the municipality, who then reimburses the non-profit entity.

REQUIRED MATCH & SAMPLE BUDGET TABLE

Q: What percentage of costs do grant funds cover?

A: This a reimbursement matching program and UGCG grant funds can cover up to 50% of the total project cost. For example, if the total cost of a project is \$50,000, then the State will fund \$25,000 and the applying Municipality must demonstrate match for \$25,000.

Q: What expenses can be accounted towards the 50% match?

A: Eligible expenses are listed below and generally cover materials, professional services, minor structures such as tool sheds, tools, and rental equipment. Additionally:

- Donated materials;
- Donated professional services;
- Volunteer labor (as of April 2022, the hourly rate according to Independent Sector is \$29.95).

Q: What types of expenses are eligible?

A:

- **Materials:**
Such as lumber, soil, mulch, fencing, crushed stone dust, signage, hand tools, and reference books. Funds can be used to purchase native perennial flowers, shrubs, and shade trees. Grant funds cannot be used to purchase plants that are on the [University of Connecticut's invasive plant species list](#).
- **Professional Services:**
Funding may be used to hire professional architects and engineers. Please note that chosen contractor(s) must be listed as an approved contractor under the Department of Administrative Services, Contractor Prequalification Program. DAS Program requirements and other information can be found by visiting online at:

<https://portal.ct.gov/DAS/Procurement/PreQual/DAS-Construction-Contractor-Prequalification-Program>

- **Structures:**
The UCGC grant program aims to promote urban gardens and passive recreation green spaces. Grant funding may be used to purchase minor outdoor structures. Acceptable structures may include small garden sheds, picnic tables, and benches. Funds cannot be used to purchase enclosed structures such as offices, indoor classrooms, wash/pack facilities, or indoor recreation facilities. Funds cannot be used to purchase park amenities such as playscapes, splash pads, barbecues, agility courses, or sports equipment.
- **Non-powered Hand Tools:**
Grant funding may be used to purchase hand tools only such as shovels, hoes, rakes, and irrigation materials. Funding cannot be used to purchase power tools or motorized equipment such as rototillers or motorized yard carts and wagons.
- **Construction / Maintenance Equipment Rental:**
Grant funds may be used to rent equipment for the construction or maintenance of a project.

Example Budget Table with Required Match

Project Expenses	Cost	Match Funds (Sponsor)	Grant Funds (DEEP)
Hand tools	\$500	\$100	\$400
Compost	\$1,200		\$1,200
Mulch	\$500		\$500
Lumber and hardware for raised beds	\$2,000	\$1,000	\$1,000
Perennial plants for pollinator garden	\$300		\$300
Fencing	\$5,000		\$5,000
Crushed stone for ADA accessible path	\$1,000	\$1,000	
Water hook up	\$1,000	\$1,000	
Irrigation equipment	\$700	\$700	
3 picnic tables	\$1,300		\$1,300
4 benches	\$800	\$800	
Signage	\$500	\$200	\$300
Stone path construction (by Department of Public Works)	\$2,000	\$2,000	
2 Volunteers (7 hours @ \$28.54/hr)	\$400	\$400	
Grounds Manager (100 hours @ \$30.00/hr)	\$3,000	\$3,000	
Total Costs	\$20,200	\$10,200	\$10,000

EXISTING PROPERTY OWNERSHIP

Q: Where can I get a copy of the current deed for the parcel or lot which is the subject of my proposed project?

A: Town or City Clerk's Offices have public computers you can use to search electronic databases for copies of property cards and property deeds. You can also visit your municipal Assessor's Office in person and ask for the property tax field card(s). Look on the tax field card for the parcel or lot's most current deed book volume(s) and page number(s). Then, go to the Town or City Clerk's Office to retrieve a copy the deed(s).

COMMUNITY NEED & CONSISTENCY WITH OTHER PLANS

Q: Where can I find materials which support my project purpose statement?

A: For finding excerpts of local and State plans of conservation and development related to your project and community need:

- **The 2018-2023 (2019 Revision) Connecticut State Plan of Conservation and Development** is available at:
<https://portal.ct.gov/OPM/IGPP/ORG/Conservation-and-Development-Policies-Plan/2018-2023-POCD-Update>, or at any public library, or by contacting your Regional Planning Organization (RPO) or Council of Government (COG).
- **Municipal Plans of Conservation and Development/Conservation and Recreation** are typically available online or at your Town or City Hall. Please note that these plans now need to be less than ten years old to be "current" – if a municipality submits a proposal and their C&D plan is not current, that project will not be evaluated.
- **Regional Conservation Plans** can be found by visiting your region's Council of Governments (COG) website, or by contacting your Regional Planning Organization (RPO). More info at:
<https://portal.ct.gov/OPM/IGPP/ORG/Planning-Regions/Planning-Regions---Overview>
- **Connecticut's 2016-2020 Comprehensive Open Space Acquisition Plan (The Green Plan)** is available online in its entirety and in sections at www.ct.gov/deep/greenplan.
- **Connecticut's Comprehensive Wildlife Strategy (The Wildlife Action Plan)** is available online at:
<https://portal.ct.gov/DEEP/Wildlife/CT-Wildlife-Action-Plan/Connecticut-Wildlife-Action-Plan>

- **Connecticut Statewide Comprehensive Outdoor Recreation Plan (SCORP)** is available online at:

<https://portal.ct.gov/DEEP/Outdoor-Recreation/SCORP>

LETTERS OF SUPPORT

Where can I request Municipal and Regional letters of support?

- For municipal letters of support, contact your local Departments, boards and/or commissions, such as Board of Education, Planning & Zoning, Building and Engineering, and Agricultural, Open Space and Conservation.
- For regional (RPO/COG) letters of support, contact your Regional Planning Organization. The agencies and contact names are available online at:

<https://portal.ct.gov/OPM/IGPP/ORG/Planning-Regions/Planning-Regions---Overview>

MORE QUESTIONS?

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Urban Green & Community Garden Grant Program

CT Department of Energy & Environmental Protection

Land Acquisition & Management Unit

Office of the Commissioner