



Brownfield Competitive Round 19

Walk-in Session #2

Assessment-Only Grant Program Highlights

# Brownfield Competitive Round 19

**Binu Chandy, Director and OBRD Team**  
**Office of Brownfield Remediation & Development**

*Connecticut Department of Economic & Community Development*

**January 24, 2024**

# Meeting Announcements

- Please remain on mute.
- Type into the chat: Name & Organization
- Meeting will be recorded
  - The presentation and recording will be posted on the OBRD website ([www.ctbrownfields.gov](http://www.ctbrownfields.gov))
- Enter questions and comments into the Chat and they will be answered at the end of the presentation during the Q&A
- FAQ document is available on the OBRD website
  - Will be updated with addendum on Friday, February 2, 2024.

## Agenda

### Announcements

Binu Chandy

### Program Introduction

Binu Chandy

### NOFA Overview

William Wallach

### Application Form

Shawntay Nelson

### Post-award Process

Binu Chandy

### Questions

Binu & OBRD Team

# Summary of Funding Availability

TOTAL AVAILABILITY – \$25 million

PROGRAM	MAX per application	MIN per application	Notes
Grant – Remediation/Limited Assessment	\$4 million	\$200,000	<b>Note:</b> Max is \$4 million
Grant – Assessment-only (Land Banks/COGs)	\$500,000	\$100,000	Can apply for multiple projects/sites. Maximum per project - \$200K
Grant – Assessment-only (Others)	\$200,000	\$100,000	
Loan – Remediation/Limited Assessment	\$4 million	\$500,000	Min. is \$500K
BAR Planning Grant	\$200,000	Min. not specified	

# Schedule

<b>Presentations and Walk-in Teams Meetings</b>	
<u>Wed, Jan 17, 2024 (9 - 10AM)</u>	Topic: What's new in Round 19 - Remediation/Limited Assessment Grant & Loan Program Highlights
<u>Wed, Jan 24, 2024 (9 - 10AM)</u>	Topic: What's new in Round 19 – Assessment-Only Grant Program Highlights
<u>Wed, Jan 31, 2024 (9 – 10 AM)</u>	Topic: BAR Planning Round 4 Program Highlights
<u>Wed, Feb 7, 2024 (9 – 10:30 AM)</u>	Topic: Building your Redevelopment Project Capital Stack (a presentation from other public funding programs)
<b>Questions on the NOFA</b>	
<u>Wed, Jan 31, 2024</u>	Deadline for questions to DECD on this NOFA
<u>Friday, Feb 2, 2024</u>	Posting of FAQ Addendum (if any) on OBRD's Website
<b>Application Deadline</b>	
Wed, Feb 28, 2024 @ noon	Request for SharePoint folder
Friday, March 1, 2024 @ noon	Deadline to submit or upload Application Package
<b>Round 19 Award Announcement</b>	
— <b>May/June 2024</b>	<b>Award Announcements (tentative)</b>

# Assessment-only Program

- Value-driven
- Sowing the seeds for brownfield redevelopment
- Helps stakeholders understand issues
- Potential/Cost-benefit for redevelopment
- Potential end uses (including highest and best end use)
- Attracts developers
- Public information



# Village Center, East Hampton

## Assessment Plan:

Assess two parcels at 1 Watrous St. and 13 Summit St. to advance these sites for potential redevelopment

- Brownfields inventory identified 23 brownfields in the Village Center and these two adjacent sites were identified as having potential for redevelopment



# Furniture Factory, Waterbury

## Assessment Plan:

Investigate two sites at 194 and 196 Mill St. to determine type and extent of contaminants.

- Previous competitive rounds – property owner had applied and it was clear that there were many unanswered questions regarding the issues.
- Partnered with CT Brownfield Land Bank and the City to conduct investigations



# Multiple sites (Southeast CT Region)

## Assessment Plan:

SCCOG undertaking environmental assessment work of 3 distinct properties in three different municipalities.

- SCCOG: Waterford, Scotch Cap Terminal (municipal owned)
- SCCOG: Windham, ATC Mill #4 (economic development corporation)
- SCCOG: Windham, Giant Vac (municipal owned)

The logo for SCCOG (Southeast Connecticut Council of Governments) features the acronym "SCCOG" in a white, serif, all-caps font. The letters are centered within a dark blue square background.

# **NOFA Overview**

## Assessment-Only

**William Wallach**

# Threshold Requirements

As per C.G.S. Section 32-760

- Proof site is a brownfield
- No Liability (direct or related)
- Ownership or Access Agreement

# Brownfield Definition

As per C.G.S. Section 32-760

1. Abandoned or underutilized
2. No Development, Reuse, or Expansion due to pollutants
3. Requires investigation or remediation to enable redevelopment, reuse, or expansion

# Funding Request: Maximum & Minimum

Round 19 Assessment-Only Applications

## Municipalities and Eligible Economic Development Agencies/Corporations:

- Maximum request: \$200,000
- Minimum request: \$100,000

## Councils of Governments (COGs) and Brownfield Land Banks (BLBs)

- Total Grant requests up to \$500,000 using one single application form
  - Example:
    - XCOG is requesting for 3 different projects and asking up to a maximum of \$400,000
    - Project 1: \$200K
    - Project 2: \$100K
    - Project 3: \$100K

# Application Process & Due Date

Round 19 Assessment-Only Applications

Application Form Assessment-Only Grant 19(AO)

## Process

1. Request SharePoint link
  - **Name of Applicant, Project Name, and 19(AO)** in subject line  
*City of Troy\_ Troy Assessment Project\_ 19(AO)*
2. Upload application documents to SharePoint
  - Contact [brownfields@ct.gov](mailto:brownfields@ct.gov) with any issues

## Due Date

Applications will be accepted until **NOON** on **Friday, March 1, 2024.**

# Eligible Applicants

Per C.G.S. Section 32-760 (6), (12), (22)

Municipalities

Economic Development Agencies /  
Corporations

Councils of Governments

Connecticut Brownfield Land Banks



# Application Review & Award Criteria

## Assessment-Only Applications

- **Clarity on Assessment Needs**
  - Knowledge of contamination and site history
  - Primary investigation
  - Project Description
  - Budget Feasibility / Cost-efficiency
  - Project is in distressed municipality
- **Economic and Community Development Impact**
  - Project in Opportunity Zone
  - Locational benefits / merits
  - Developer interest and non-DECD support
- **Non-DECD Support**
  - Non-DECD funds committed
  - Market demand / Studies for the site
- **Applicant Experience**
  - Applicant experience with completing similar projects on time and within budget

# Eligible Uses of Funds

## Assessment-Only Projects

- **Costs Associated with:**

- Soil, groundwater assessment and investigation (Environmental Site assessment reports)
- Hazardous building materials survey/design and other infrastructure investigation
- Planning (Conceptual Drawings, Market Demand Studies, etc)
  - (Maximum of 25% of grant funds)
- Engineering and environmental consulting
- Limited clearing activities to conduct investigation activities
- Limited structural investigation
- Attorney fees related to non-DECD contract related legal work
  - Example: Property title and ownership search, environmental use restrictions, etc.
  - No DECD legal expenses involved

- **Maximum of 5% for admin soft costs**

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# Application Overview

Assessment-Only

**Shawntay Nelson**

# Before you Begin...

- Take Notice of the Application Type

- Make sure the application says **Assessment Only**

**NEW: Assessment-Only Grants - Round 19 Materials**

- Notice of Assessment-Only Grant Funding Availability 19(AO) 
- Application Form Assessment-Only Grant - 19(AO) 
  - For Councils of Governments and Land Banks
  - Multiple-Project Application Cover Sheet - 19(AO) 
- FAQ - Frequently Asked Questions, Round 19(AO) 

- COG/Land Bank Cover Sheets

- Applicable only for Landbanks or COGS who are allowed to apply for 500K for multiple parcels and/or municipalities
- Can also submit separately
- [Link](#)



State of Connecticut

Department of Economic and Community Development

Office of Brownfield Remediation and Development

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**Municipal Brownfield Grant Program Application**

**Assessment-Only**

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.

# Application Overview

- Part A – Section I & II (Eligibility Criteria)
  - Basic Application Questions
  - Don't forget your FEIN#
- Section I Q.1 – Eligibility Statute – "Type of Organization"
- Please refer to C.G.S. Sec. 32-760 for definitions.
- If your applicant type is not clear, please let us know why you are an eligible entity – You can use the "other" box and explain

## 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. 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
3. Project Name:
4. Amount of Financial Assistance requested: \$
5. Project Address:   
City:  ZIP Code:   
Total Site Acreage:  # of Parcels:

# Application Overview

- Part B – Section I (Project Details)
  - This gives us the full explanation of the project
  - Please read all of the instructions
  - This is an important section that will be scored
  - Note: There will be multi-part questions from time to time – Please tell us as much as you can based on what you know

## A. Knowledge of Contamination History/Background.

(Brief site operational history - previous use of property and dates; "Potentially Responsible Party(ies)" for contamination present on site if available; high level understanding of potential areas of concern identified based on operational history; knowledge of/potential for additional constituents of concern (including emerging contaminants) based on operational history; description of potential hazardous building materials; other site specific details identified that would help understand the plan and estimated costs):

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## B. Preliminary Environmental Investigation.

(Has any preliminary environmental investigation taken place. Are there any Phase I Environmental Assessment Studies or other initial environmental studies available? Please attach all available studies.):

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## C. Project Need and Description.

(Explain why the Applicant is taking up the assessment activities on the site. Is there any interest for development of the property? Provide a comprehensive description of the assessment plan and activities. Is the assessment plan consistent with the Remediation Standard Regulations (RSRs), the Site Characterization Guidance Document (SCGD), the DPH/DEEP/EPA protocol etc.):

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## D. Other Supplemental Site Information, if any – this section will not be scored.

(Does the site include any historic or known archaeological resources? Please include any DEEP or EPA enforcement actions including consent orders and notice of violations related to the site. Does the property fall under a State or Federal cleanup program? Has the project site been enrolled in a regulatory program - Voluntary Remediation Program, ABC, BRRP, Transfer Act etc.):

# Application Overview

- Part B – Section I (Project Details)

## Budget

- List Other Sources (Not just DECD)
- Snapshot of what you are requesting funds for (lets us know what kind of issues the site has) used to start your budget attachment
- Not mandatory to have any preliminary assessments
- You may not know anything at this point – That is OK!!

**E. Estimated Costs and Budget.**

(Please provide a detailed budget in the table below. Explain how the estimates were arrived at. Highlight any non-DECD funding that have been or will be committed to the project. Details can be provided under Question III.2)



Project Activity (Use of Fund)	Source of Fund						Total
	DECD	Other State	Federal	Local	Private	Developer	
Land acquisition							\$ 0
Other Pre-dev							\$ 0
Assessment Details							
Phase I ESA							\$ 0
Phase II ESA							\$ 0
Phase III ESA							\$ 0
RAP							\$ 0
HBM Survey							\$ 0
Asbestos Survey							\$ 0
Lead Survey							\$ 0
Demo Survey							\$ 0
Remedial Design							\$ 0

# Application Overview

## Part B – Section II (Economic & Community Development Impact)

### Questions 1 & 2

#### (Distressed/Enterprise Zone OZ)

- Use the links provided for reference if needed

### Question 3

- Location Location Location!!
  - Here you get to boast about your project and its potential
  - This is very important – the value of a project has a lot to do with location – there are many BF properties – why did you choose this one? – is it location? – if so let us know

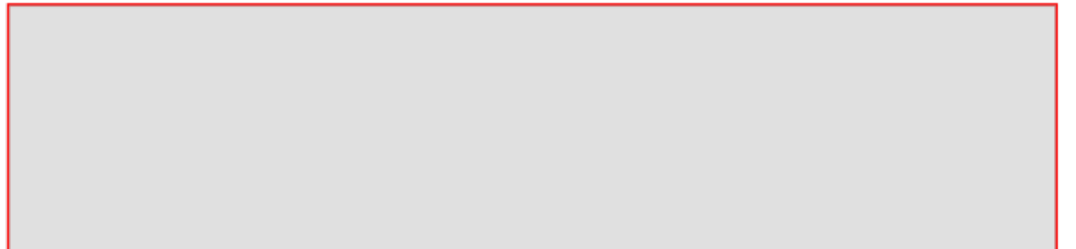
1. **Is the project currently located within a designated Distressed Municipality or Enterprise Zone? Describe.:** For more information on designations and definitions, please visit the following links - for [Distressed-Municipalities](#); [Enterprise Zones](#);



2. **Is any part of the project located within a designated Opportunity Zone (OZ) or adjacent to an OZ? Is this project related to an OZ project? Explain:**  
Visit map of [Designated Opportunity Zones and Locations](#)



3. **Describe the locational benefits of the project site in relation to the local community, municipality, region, and state. What is the potential of the site in terms of generating community benefits and economic value?:**





# Application Overview

## Part B – Section II Continued (Transportation Related)

- Location Location Location!!
- Accessibility
- Proximity to Bus & Rail, Highways, Waterfront, Downtown, Urban/Rural Centers and regional hubs

**A. Is the site located within half-mile radius of one of the existing or planned stations on AMTRAK, MetroNorth, Shore Line East, CTfastrak transit lines, or other bus stations with frequent daily service? Please describe:**

**B. Is the site easily accessible by road and highway? Describe:**

**C. Does the site have a waterfront and accessible to any waterways? Describe:**

**D. Is the project site within a downtown, urban/rural center or a regional hub? Describe.:**

# Application Overview

## Part B – Section II Continued (Planning Related)

### Questions EFG

- Is this an important site that people have been planning for?
- Use the provided Link for Reference
- Regional or State District Hubs
  - See Categories

**E. Is the project site identified in the state and local plans for development? Describe:**

**F. Is the project site identified in the regional [Comprehensive Economic Development Strategy](#) report as a priority site?**

**G. Is the site within or adjacent to any planned local, regional or state district/hub?**

**Provide proof or justification:**

(Advanced Manufacturing; Aerospace & Defense; BioScience & Healthcare; Film, TV, Digital Media; Financial Services; Green Energy; Insurance; Technology & Innovation; Tourism)

# Application Overview

## Part B – Section III

(Developer Interest/Non-DECD Support)

### Questions 1-3

- Important Questions that will be scored
- **Q1** is a multi-part Question – don't forget to answer each question (3 sections)  
Includes a question about zoning
- **Q2 & 3** – Non-DECD Funds Committed
  - We would like to give you credit for the use of Non-DECD funds for items such as Preliminary assessment, Predevelopment Expenses, Market Studies, Land Acquisition etc.

1. Is there interest in the property for future development purposes? Please provide details of any interested developers and future development plans. Has the Applicant done an RFP/RFQ for development of the site? Is the site zoned for the potential end use?:

2. **Please describe the non-DECD funds committed to the project:**  
(Could include costs for preliminary assessment, market studies, property acquisition and other predevelopment expenses)

3. Have there been any market demand studies been done for the site or the surroundings? Please describe. If there are other ways that the Applicant has gauged the value for developing the property, please describe?:

# Application Overview

## Part B – Section IV (Applicant Experience)

- You can List Multiple Projects (Up to 5) and talk about your team

## • Part B – Section V (Document Checklist)

- Only 1 Mandatory Document \*\*Tax Assessors Card
- All other documents are "If Applicable/Available"
- Any additional documents that will boost your application, please provide

### SECTION IV APPLICANT EXPERIENCE

1. Provide up to five examples of similar scale assessment/ remediation/brownfield redevelopment projects that the Applicant/Partners/Parent-entity 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.:

1.

### SECTION V DOCUMENT CHECKLIST

Attach copies of the following required documentation:

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. Phase I ESA (if available)
- 5. Site Plans and other graphics/photos describing project
- 6. Any available preliminary assessment reports

# Application Overview

## Signature Page \*Important\*

- 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

<b>Signature:</b>	<b>Printed Name:</b>
<b>Date:</b>	<b>Title:</b>

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.

# Grant Funding Process Overview

Assessment-Only Projects

# Post-Funding Award Process

## Assessment-Only Projects

- Project Manager (Contracts) - handles majority of the PM tasks for AO projects
- No DECD Outside Counsel
- All reports/project deliverables property of DECD/State (accessible by the public)
  
- Financial Assistance Proposal (Layman terms of DECD contract)
- Kick-off Meeting
- Assistance Agreement/DECD Contract
- Internal set-up for grant drawdown process
- Consultant Procurement
- Project Implementation
- Project Closing

# Financial Assistance Proposal

## Assessment-Only Projects

- Simple Proposal templates
  - Scope of work
  - Clarity on property ownership (Access Agreement)
    - Applicant can be owner
    - Applicant needs access
    - Applicant does not own the property but the property owner cannot be located or is tax delinquent (Municipality can use the provisions of C.G.S. Sec. 22a-133dd to get access)
  - Budget (Sources and Uses)
  - Signatures of all involved – including entity providing access
  - Mostly template language
  - Applicant team gets a chance to review and comment before signing
- Once FAP is executed, PM will send out a draft AA package



# Kick-off Meeting

## Assessment-Only Projects

- Introductions - Project staff
- Scope of Project
- Property Ownership/Access
- Professional services procurement or waiver requests
  - Professional services guidelines
  - Waiver requests will be scrutinized
    - Justification important
- Timeline (not more than 3 years from start to finish)
- Project Sign (even for AO projects)
- Giving DECD due recognition

# Assistance Agreement Package

## Assessment-Only Projects

1. Application
  2. Financial Assistance Proposal
  3. Project Financing Plan & Budget
    - a. Start and end date important (AA expires once end date is reached)
    - b. The start date is typically the award letter date
    - c. DECD will decide project period ranging from 2 to 3 years
  4. Assistance Agreement
  5. Escrow Agreement
  6. Certificate of Applicant\*
  7. Certified Resolution\*
    - a. If Town Council does not meet often, may be a good idea to have the resolution in place in anticipation of receiving an award
  8. Incumbency Certificate\*
  9. Opinion of Counsel\*
  10. Access Agreement\* (if applicable)
- Documents that have an asterisk (\*) are the responsibility of the client to prepare. DECD provides suggested templates.

# Drawdown Process

## Assessment-Only Projects

- Assistance Agreement executed
- Grant drawdown process and framework set up to enable release and flow of grant funding
- Professional services contracts procured and finalized
- Project Administration and Monitoring Plan in place
- Work Initiated
- Project Sign Erected
- Payment requests submitted to DECD
  - Draft reports and milestones submitted to DECD
- Project complete – 5% of grant held back until final reports submitted to DECD
- Project closed
  - Balance funds retained at DECD

# Q&A

Assessment-Only



Thank you

Director

Binu Chandy

PM Contracts

Gregory Ambros

Shawntay Nelson

William Wallach

PM Technical

Mark Burno

Chaimae Sabir

Jennifer Schneider

Admin Support

Michael Wieliczka