



State of Connecticut

Department of Economic and Community Development

Office of Brownfield Remediation and Development

Targeted Brownfield Development Loan Program Application Remediation and Limited-Assessment (RL)

Program Description

The purpose of the Targeted Brownfield Development Loan Program as per [C.G.S Section 32-765](#), is to provide low-interest loans for the eligible costs of brownfield remediation projects to potential brownfield purchasers and current brownfield owners, who (1) have no direct or related liability for the conditions of the brownfield, and (2) seek to develop brownfields for purposes of reducing blight or for industrial, commercial, residential or mixed use development.

Note

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. 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. Adjust your response lengths accordingly.

PART A (THRESHOLD ELIGIBILITY SECTION)

PART A: SECTION I APPLICANT & PROJECT INFORMATION

1. Applicant:

Federal Employer Identification Number (FEIN):

State of Connecticut Tax ID:

Enter your company's or organization's legal name above.

IF applicant is a special-purpose entity (SPE), describe the SPE, the partners (list all 5% or more owners) and the parent company. Please attach the organization bylaws. SPE Description:

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*
- For-Profit Developer*
- Non-Profit ED Corporation formed by municipality(ies)*
- Non-Profit Corporation or LLC formed by a municipality or related entity*
- Regional Council of Government Brownfield Land Bank*
- Other*, describe

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

PART A: SECTION II BUSINESS STATUS (FOR PRIVATE APPLICANTS)

1. Business Status

A. Is the Applicant 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)?

C. Please attach the Letter(s) of Good Standing (for applicant entity, all owners, and parent company).

DRS Letter of Good Standing may be obtained online by visiting:

<https://portal.ct.gov/DRS/TSC/Help-Text/Status-Letter>

PART A: SECTION III APPLICATION ELIGIBILITY THRESHOLD CRITERIA

1. Is the Applicant the property owner? Yes No

If no, is the Applicant a potential purchaser of the property? Yes No

Does the Applicant hold any lease encumbering the subject property? Yes No

Describe the current property owner: name, address, principal (if any) and describe how and when ownership and access to property (if needed), will be obtained and by who (applicant or private partner):

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

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.

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*):

Describe why the 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? List the entities and attach a 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 and date when enrolled:

5. Any proposed redevelopment projects that include housing development must comply with DECD's Affordable Housing Policy (see below description*) in order to be eligible for funding under this Notice of Funding Availability. Please confirm below that the proposed redevelopment project will comply with DECD's affordable housing policy?

Yes Use space below to provide comments.

** DECD Affordable Housing Policy: If the redevelopment project supported by the brownfield cleanup project involves a net addition of 10 or more residential dwelling units for rent, a portion of those units must be deed-restricted for 30 years to be offered at below-market rent. If the project involves a net addition of 10 or more residential dwelling units for sale, some of those units must be deed-restricted in perpetuity to be offered for sale at below-market price. Applicants may choose whether to provide 10% of units affordable to households making 50% of the area median income (AMI), or 20% of units affordable to households making 80% of AMI. Affordable unit rent may not exceed 30% of the criteria AMI, and affordable unit sale price may not exceed an amount that would lead to expected monthly housing costs exceeding 30% of the criteria AMI. Expected monthly housing costs are the expected sum of monthly property taxes, 30-year mortgage payment assuming 3% down payment and prevailing interest rates, and any common charges.*

Units must be on-site, the unit sizes and finishes must be comparable to market-rate units, the unit bedroom counts for affordable units must be in the same proportion as market-rate units, and the affordable units must be distributed evenly throughout the market-rate units. If construction is phased, affordable units must be constructed as proportionally as is feasible in each phase. Affordable units must use the same building access as market-rate units and have comparable access to building amenities.

The DECD Commissioner may approve projects not in compliance with the above policy following a written request with detailed justification from applicant.

PART A: 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.

3. Provide an overview of the proposed cleanup and redevelopment project.

General guidelines are provided below; however, use your best judgment 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: Additional information is encouraged.

1. A **locational map** that provides relevant regional or locational site information
2. A **site plan**, that illustrates project boundaries and neighboring property information
3. Copies of **site photos** that illustrate current conditions, and
4. A **conceptual project clean-up and redevelopment plan**.

Project Description:

In a few paragraphs describe 1. the clean-up portion of the project and the scope and use of the requested brownfields funds; and 2. The proposed overall redevelopment project or the end use that is supported by brownfield funding. The summary should connect how the clean-up relates to the larger redevelopment/reuse project (overall reuse or redevelopment of the site). If housing is one of the redevelopment components, please specify how many units or percentage of units will be deed restricted for affordable housing to comply with DECD's Affordable Housing Policy (refer Part A. Section III. 5). Please include the AMI (Area Median Income) allocation and any information on naturally occurring (not deed restricted or included in count) affordable housing.

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, and any other relevant information.

C. Need, Market, Demand, and Merits: Discuss the need and market demand for the proposed end use or redevelopment. If available, attach the market demand study. If redevelopment team is assembled, provide a brief summary of their roles and plans. Provide brief highlights of the merits of the project.

D. Timeline of Remediation and Redevelopment.

Brief summary of the timeline, anticipated project start date (include both cleanup project and redevelopment project phases), and completion of pre-development activities to date.

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

A. 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. 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.

D. Describe the community engagement efforts and stakeholder involvement accomplished to date. Indicate how the community was or will be informed of the project and describe future plans for community engagement throughout the project.

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. If the project involves demolition of historic buildings, have structural analyses been completed to justify demolition. If yes, please attach relevant documents and provide a brief summary:

D. Please attach a copy of the State Historic Preservation Office (SHPO) [Project Notification Form](#). Indicate below 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):

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

Provide details:

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

Yes No Provide details:

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

Yes No Provide details:

D. Has the project site been enrolled in a regulatory program? (Voluntary Remediation Program, ABC, BRRP, Transfer Act etc.)

Yes No Provide details:

Assigned REM ID (if applicable):

Name of Certifying Party/entity enrolled in the relevant program:

E. 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.

F. *(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:

G. 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 Provide details:

H. Has the completed investigation been submitted to the DEEP? Yes No If yes, please attach the DEEP Transmittal and include notes below, if any. Notes:

I. 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:

J. 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:

K. 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:

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

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

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.

Note: Delete examples provide in table template prior to final submittal, to avoid confusion

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):				

Notes:

PART B: 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 the project located within a designated Opportunity Zone (OZ)?:** Yes No
Is this project related to an OZ project?: Yes No Provide details:
Visit map of [Designated Opportunity Zones and Locations](#)

3. **Explain how the proposed project is committed to achieving Environmental Justice* goals by 1. providing the same degree of protection from environmental and health hazards to all; and 2. To provide everyone equal access to the decision-making process to have a healthy environment in which to live, learn, and work. Provide examples.** *The U.S. EPA defines Environmental Justice as the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income, with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies.

4. **Please provide the number and type of permanent jobs expected to be created by the redevelopment project** (do not include construction job numbers):

5. **Is the redevelopment project or proposed end use directly related to the following industrial sectors identified in DECD’s economic development strategy**(please list all that apply - Advanced Manufacturing; Aerospace & Defense; Bioscience & Healthcare; Film, TV, Digital Media; Financial Services; Green Energy; Insurance; Technology & Innovation)? **Describe:** (example: The former mill will be repurposed to support advance manufacturing. The ACT company manufactures automated guided vehicles and is a major supplier worldwide.)

6. **If the redevelopment project or proposed end use is primarily related to the Green Energy sector, please provide more details. What specific type of Green Energy (wind, solar, hydro power, geothermal, biomass/biofuel etc.) will be produced? Is clean Hydrogen manufacturing, fuel cell installation or energy storage part of the technology or redevelopment plans?** *Please write N/A if one of the primary end uses is not related to the Green Energy sector.*

7. **Does the proposed redevelopment project design go above and beyond to incorporate environmental sustainability and resiliency features that addresses climate change and reduction of the carbon footprint? Explain and describe specific project features that further the following:**

a. *Resiliency measures including low impact development, storm resiliency measures, flood control infrastructure.*

b. *Green building design including net-zero building, geothermal, solar panels, green roofs, sustainable materials, energy star windows and equipment etc.*

Other comments:

8. **Is the project supportive of other DECD's initiatives? Provide proof or justification:** (please list all that apply – affordable/workforce, middle and/or mixed-income housing, transit-oriented development, proximity to transit, reuse of historic property/mill, tourism supportive, and/or urban food desert solutions.)

PART B: SECTION III FINANCING AND BUDGET DETAILS

1. Complete the [Budget and Return on Investment Form](#) located under Latest Funding Round Materials

2. **Please provide/attach a development Proforma:** For projects seeking DOH/CHFA funding, please submit the CHFA Proforma Worksheet. Include any comments or special notes in the space provided. The proforma should include the full capital stack, sources and uses, projected cash flow, loan repayment plan, debt service coverage ratio and loan to value ratio calculations, and leverage calculations:

a. **What is the expected Loan to Value Ratio?**

(The LTV ratio state should match what is submitted on the Proforma Worksheet)

b. **The program requires a minimum Debt Service Coverage Ratio** (Gross Rents minus certain expenses) of 1.15. Please confirm that this is satisfied. Yes No Details:

3. **Please attach a copy of 501(c)3 or Corporate Certificate, as applicable. Notes:**

4. **If applicant is a for-profit company, provide three years of audited financial statements and Tax Return (Form 1040). If the Applicant is a newly formed SPE, please provide the information for the parent company or the entity/individual that will be providing the collateral. Notes:**

PART B: 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. All documents should be numbered and titled as shown below.

- 0A. *Application Form (save format: Municipality_Brief Project Name)
- 0B. *Budget and Return on Investment (Project Name_Part B. III Budget, ROI Table) [excel attachment]
- 0C. *Certification of Applicant (Project Name_Part B. VIII) [PDF attachment]
 1. Organizational Bylaws
 2. 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)
 3. *Certificate of Legal Existence
 4. *Letter of Good Standing
 5. Letter of Intent to Purchase Property/Purchase and Sales Agreement
 6. Access Agreement
 7. *Tax Assessor Property Card(s)
 8. *Municipal Certification of Eligibility for Discretionary State Funding (municipalities) 9A. *Locational 9A.
 - 9A. *Locational Maps
 - 9B. *Site Plan
 - 9C. *Site Photos
 - 9D. *Conceptual Clean-up/Remediation and Redevelopment Plan
 10. Market Demand Study
 11. Timeline of Proposed Project
 - 12A. Municipal Support Letter
 - 12B. Town Council Approval
 - 12C. Site Plan and Other Municipal Approval
 - 12D. Copies of Available Permits
 13. Structural Analyses
 14. *SHPO Project Notification Form (and Determination Letter if available)
 15. *FEMA/FIRM Maps
 16. 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. ABCA Report (if available)
 17. Appraisal or Valuation Reports, if available
 18. *Project Proforma Worksheet
 19. *Copies of bid/estimates used to develop Project Budget
 20. *501(c)3 or Corporate Certificate (if applicable)
 21. *Financial Statement (3 years) – Three years of audited Financial Statements and/or Tax returns (Form 1040)
 22. Project Testimonials / Examples and References

PART B: 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 (labeled and numbered in accordance with **Section V** above).
- Please do not submit attachments as a single combined PDF.
- The following sections of the Application Form are standalone attachments
 - Part B. III Financing and Budget Details (Budget, ROI Table)
 - Part B. VII Certification by Applicant
- Ensure that the Certification By Applicant Form has been signed & dated.