

CT COMMUNITIES CHALLENGE GRANT PROGRAM ROUND 3

MAIN APPLICATION FORM

Please contact CTCommunitiesChallenge@ct.gov by 3:00 PM on Friday, April 28, 2023 to request access to a unique SharePoint folder, where you will be able to upload your application and supporting files.

Program Summary

The Department of Economic and Community Development (“DECD”) is undertaking a competitive grant application process to fund multiple projects under the CT Communities Challenge Grant Program in an effort to improve livability, vibrancy, convenience, and equity of communities throughout the state. The Program is intended to potentially create approximately 3,000 new jobs. It is DECD’s goal to allocate up to 50% of the funds to eligible and competitive projects in distressed municipalities.

Note

Please be sure to refer to the Notice of Funding Availability (available at the [CT Communities Challenge Grant Program Website](#)) and include all relevant attachments that support any information and statements being provided in this application.

This application may be reviewed by the CT Office of Policy and Management 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 CTCommunitiesChallenge@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.

A. GENERAL SECTION

SECTION I APPLICANT & PROJECT INFORMATION

1. Applicant Name:

Federal Employer Identification Number (FEIN):

Business Address:

City:

ZIP Code:

Contact Name:

Title:

Telephone:

Email:

- 2. If Applicant is applying as an Economic Development Agency (EDA), provide supporting documentation including the Articles of Incorporation and justification (narrative) as by which statutory authority it qualifies to be an EDA.**
(1500 character limit)

3. Project Name:

4. Total Project Cost: \$

5. Amount of DECD Financial Assistance requested: \$

6. Total Grantee/Local Match (Minimum of 25% for distressed municipalities and 50%for others):
\$

- a. Briefly describe the source of any proposed match funds** *(1500 character limit)*

7. 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

8. Is the project in a Distressed Municipality? Yes ☐ No ☐

SECTION II PUBLIC-PRIVATE PARTNERSHIP INFORMATION

1. Is the Applicant partnering with a private entity? Yes ☐ No ☐

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:

Describe the nature of partnership (financial, access agreement etc.):

2. Business Status (for private development partner or a private/non-profit applicant entity)

- A. Is the private entity 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. Are there any lawsuits pending against the private partner/organization, its affiliates who will be involved with the project, or the parent organization (describe)?

SECTION III OWNERSHIP AND ACCESS DETAILS

- 1. Please provide the current property owner name - Please attach the tax assessor's property card(s).**
- 2. If Applicant or any Project Partner is not the property owner, 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: *(1500 character limit)***

SECTION IV PROJECT SUMMARY

1. Please provide a summary of the overall project – project description, purpose, and need, goals, and objectives.

Please help us understand the project and include any relevant project details. Please make sure to specify the scope and use of the requested funds under the CT Community Challenge Grant. Please attach: 1) A locational map that provides relevant regional or locational site information; 2) A site map that illustrates project boundaries and neighboring property information; and 3) A conceptual project plan. *(1500 character limit)*

2. Background/History of the Project Site

Please provide a summary of general site and property characteristics, and the previous use of property, including whether it is an adaptive reuse project, and any other relevant information. *(1500 character limit)*

3. Development Team

Please list the development team and roles within it. *(1500 character limit)*

4. Feasibility of Project:

(A) Discuss **market demand for the proposed use**. If available, attach the market demand study. (B) Discuss any studies to confirm **constructibility of the project** and the proposed reuse. Attach any available feasibility studies such as structural analysis etc. (C) Discuss existing **infrastructure**. Also, discuss how the project will capitalize on existing infrastructure **OR** extent to which the project will improve existing infrastructure **OR** the need for additional or improved infrastructure. *(1500 character limit)*

5. **Project Benefits:** Please provide a brief summary of the economic and community development opportunity, contribution to the community's tax base, potential for job creation, housing creation, improvement in health and safety, and any other benefits that the project will bring to the community. *(1500 character limit)*

6. **Project Funding Sources & Uses Budget:** Please use the [CT Communities Challenge Sources & Uses Budget spreadsheet](#) to provide the total estimated cost for the 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.)

7. **Project Schedule and Timeline:** Please provide a brief summary of the timeline, anticipated project start date, completion of pre-development activities to date. *(2500 character limit)*



8. Any other relevant information:

Use additional space if needed for above responses or any other relevant information you would like to convey. (2500 character limit)

SECTION V POTENTIAL ENVIRONMENTAL IMPACTS

1. Indicate the potential level of direct and/or indirect impacts to the environmental resources listed in the table below. Briefly describe any potential impacts in the comment box at the end.

Resources	Potentially significant with mitigation	Not significant with mitigation	No anticipated significant effects	Unknown at this time
Wetlands	☐	☐	☐	☐
Surface or Groundwater resources <i>*including quality, quantity, or impacts to public drinking water supply</i>	☐	☐	☐	☐
Floodplains (100-year) or Floodways	☐	☐	☐	☐
Stream channel encroachment	☐	☐	☐	☐
Fish and/or Wildlife Habitats <i>*including the presence of endangered, threatened, and special concerns species and habitats (NDDDB)</i>	☐	☐	☐	☐
Air quality	☐	☐	☐	☐
Coastal resources	☐	☐	☐	☐
Agricultural lands and/or soils	☐	☐	☐	☐
Historic sites and districts	☐	☐	☐	☐
Archeologically sensitive areas	☐	☐	☐	☐
Aesthetic / scenic resources	☐	☐	☐	☐
Designated open space and recreational uses	☐	☐	☐	☐
Surrounding land uses / neighborhood	☐	☐	☐	☐
Transportation	☐	☐	☐	☐
Utilities and Services	☐	☐	☐	☐
Other (Please explain) (200 character limit)	☐	☐	☐	☐

2. Briefly explain any potential impacts identified above, and provide additional comments as needed. (1500 character limit)

3. By signing this form, the applicant understands and acknowledges that the proposed project may warrant further review under the Connecticut Environmental Policy Act (CEPA) and agrees to comply with all requirements and costs associated with such review, and further acknowledges that the applicant is in a position to cover any and all additional costs associated with such review.

SECTION VI 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 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 following website for more information

Notes: (1500 character limit)

SECTION VII SHPO and NHPA OBLIGATIONS

Please note that if the project involves federal funding, the project will need to be in compliance with Section 106 of the National Historic Preservation Act (NHPA) and the National Environmental Policy Act (NEPA). Separately, if this project is successful in receiving this grant and involves other state funding, it must be in compliance with several state laws including the CT Environmental Policy Act (CEPA). Please visit the State Historic Preservation Office's (SHPO) [webpage](#) for more info. Please answer the below questions and submit the Project Notification Form to assess the impacts to historic, cultural, and archaeological resources and understand the federal and state obligations.

1. 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:

2. Are you planning to alter, partially demolish or fully demolish any structures on the property? Yes ☐ No ☐ Details:

3. 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:

4. 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: (1500 character limit)

B. PROJECT MERITS SECTION

SECTION I SUPPORT OF LIVABILITY AND VIBRANCY; ADAPTIVE REUSE

1. The goal of the CT Communities Challenge Grant funding is to improve the livability, vibrancy, convenience, and equity of communities in Connecticut. Using the space provided below – describe how the proposed features and characteristics of the project will support the livability and vibrancy in the local community and region. Examples of features and characteristics are suggested below:

- Downtown and major hub development
- Transit-oriented Development
- Optimal mix of uses to generate vibrancy of neighborhoods
- Connectivity options for pedestrians and non-pedestrians
- Optimal increase in residential density, supported by necessary infrastructure, that will enhance the vibrancy of community
- Improvement of infill, vacant, dilapidated, and underutilized sites in the community
- Public space improvements including open spaces, active gathering spaces, public art etc.
- Other features and characteristics that will enhance livability, vibrancy, convenience, and equity of the community (2500 character limit)

2. The State Conservation & Development Policies: The Plan for Connecticut (2018-2023) requires state funded projects to focus on infill development and redevelopment opportunities in areas with existing infrastructure, such as in cities or town centers, which are at an appropriate scale and density for the particular area; and promote the continued use or adaptive reuse of existing facilities, particularly those with historical and/or cultural significance, and support the redevelopment of former brownfields and other underutilized or abandoned facilities at a scale and density appropriate for the surrounding area.

Please describe in the space provided how the proposed project will enable (2500 character limit)

- Adaptive reuse;
- Brownfield redevelopment;
- Historic and/or cultural preservation; and/or
- Redevelopment of areas with available infrastructure

SECTION II COMMUNITY BENEFIT/ENGAGEMENT, INCLUSIVE GROWTH AND RESILIENCE

- 1. Provide a brief summary of how the community will benefit from this project. Why is this project a good fit and how do you know? What are the proactive efforts for proposed development to serve and benefit existing communities, their peoples, and their cultures? Indicate how the community was, or will be, informed of the project and plans for community engagement throughout the project. How does the proposed project mitigate previous negative effects on historically disenfranchised communities, including people with disabilities and elder residents:** *(500 character limit)*
- 2. If the project includes a net addition of 10 or more new housing units, please describe the affordable housing plan for the units and confirm that it is in keeping with DECD's affordable housing requirements described in the Notice of Funding Availability.**
- 3. Describe below how the proposed project impacts the community and provide a characteristic or feature that was otherwise absent from the community/region. Examples include:**

• affordable/workforce housing, • food access, • open/recreational space,	• gathering space, • public/regional facilities, and/or • ADA Improvements
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4. Explain how project features and characteristics will: *(2500 character limit)*

- enhance resiliency in the community,
- support green energy,
- adopt climate change measures such as low impact development,
- minimize impacts to the flood plain, and/or
- adopt sustainability and green building design.

5. Is the project site within these categories:

- Opportunity Zone – Yes ☐ No ☐ **Details:** (include confirmation – parcel ID etc.):
- Distressed Municipality – Yes ☐ No ☐ **Details:**
- Enterprise Zone – Yes ☐ No ☐ **Details:**

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SECTION III ECONOMIC IMPACT

1. Return on Investment – For each of the below questions, please be as detailed as possible in outlining the figures used to calculate percentages.

- 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 Communities Challenge funds?
- C. Total non-state leverage:** What percentage of the total project cost is being funded by non-state dollars (equity and debt)?
- D. Private partner funding:** What percentage of the total project cost is being funded by the Private Partner (equity)?
- E. 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.)?

2. Job creation: Please provide the number and type of permanent full-time equivalent (only direct) jobs expected to be created by the proposed project.

3. Increase in grand list

- A. Current valuation of property - \$
- B. Projected valuation post-project - \$

Additional Notes (if any):

SECTION IV SHOVEL READINESS

The CT Community Challenge Grant funds are intended to be gap financing to enable a transformative project idea to be implemented. The DECD funding should be the last funding in. Therefore, this Program would like to target shovel-ready projects that can be initiated immediately and completed within the next two to three years.

1. **Has the approval from Town Council/Board of Alderman/Board of Selectman/Applicant Board/COG Board etc. been obtained to: (A) request this funding from DECD; (B) undertake this project; and (C) partner with the private entity and other on the development team on the proposed project? If yes, please attach Approval/Certified Resolution.**

Yes

No

2. **Please describe status of discussions of local approvals and participation of community groups and other key stakeholders.**

A. Briefly describe any local support/approvals, or pre-development activities that support this project. Does the project have site plan, other planning and zoning approvals, variances etc. from the host municipality to move ahead with the project? If no, describe the plan or path that is charted out to obtain the same. What is the status and timeline of obtaining the same?

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.
- D. Will the project be a major traffic generator (MTG) as defined by Section 14-312-1 of the [Office of the State Traffic Administration \(OSTA\) regulations](#)? *An MTG is defined as any development of 100,000 square feet or more of gross floor area or 200 or more parking spaces. What steps have been taken to initiate the process and what is the expected timeline?*
3. Please provide the status level of the project plans and construction design drawings (whether conceptual, 10%, 30% 60%, 100%). DECD may request the drawings as described prior to any award.

4. **Capital Stack:** please describe status of assembling funding sources to complete the project. For each component of your match, detail what is needed for the cash to be in hand. In addition, any equity supplied by private developers or financing supplied by lenders must be evidenced by commitment letters or preliminary approvals that are attached with your application.

5. Please confirm that you have read and understand the information provided in the Notice of Funding Availability regarding state prevailing wage law, and that you have accounted for the likely applicability of the prevailing wage to this project.

☐ YES (insert check box)

6. Please confirm that you have read and understand the information provided in the Notice of Funding Availability regarding DECD's policy of requiring, in many instances, the property owner to provide a non-recourse mortgage against the property as security for the applicant's obligations of completing the project. If the property in question is privately held, please confirm that you have discussed this policy with the property owner and that they are willing to enter into such an agreement.

 - YES (insert check box)

7. Does the project site have all necessary public utilities, roads and other infrastructure required for the redevelopment project? If no, what additional (or upgrade of) public infrastructure would be required and what is the expected cost? Is there a plan in place to address the need and is there a funding source identified?

8. Any other information that describes the shovel readiness of the project.

Additional Notes (if any):

SECTION V APPLICANT TEAM CAPABILITY

- 1. Provide at least five examples of similar scale projects that the Applicant Team has undertaken including references:** 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/references and contact information. *(3500 character limit)*

Additional Notes (if any):

- 2. Please list the Project Team members. Please summarize their experience and skillset to undertake such projects. Please include the percentage of team members' expected available time to work on this project if the project is selected. Development team members including municipalities must demonstrate sufficient time allocated to manage this funding if awarded.**

(Developer, environmental professionals, environmental attorneys, financial partners, development consultants, municipal officials, development companies, etc.). *(3500 character limit)*

- 3. Please describe new partnerships that offer creative and dynamic solutions to the project described in the application.**

SECTION VI 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. Sources & Uses Budget Spreadsheet *
- ☐ 2. Tax Assessor Property Card(s) *
- ☐ 3. Letter of Intent to Purchase Property/Purchase and Sales Agreement
- ☐ 4. Access Agreement or documentation from owner indicating willingness to provide access
- 5. Articles of Incorporation (if applicable, for EDAs and private entities)
- ☐ 6. Certificate of Legal Existence (for private entities) *
- ☐ 7. Locational Maps, Site Plan, Conceptual Project Plan *
- ☐ 8. Market Study, if available
- ☐ 9. Feasibility Study/Structural Analysis, if available
- ☐ 10. Town Council Approval/Certified Resolution
- ☐ 11. Site Plan/Zoning Approvals
- ☐ 12. Local Inland/Wetland Permits (if applicable)
- ☐ 13. Copies of Available Local, State and Federal Permits (if applicable)
- ☐ 14. SHPO Project Notification Form and Determination Letter (if applicable) *
- ☐ 15. Supporting Environmental Documentation (that support the application)
- ☐ 16. Project Pro Forma Worksheet
- ☐ 17. Municipal Certification of Eligibility for Discretionary State Funding
- 18. Project Testimonials/Examples and References

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. 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 the CT Office of Policy and Management, DEEP, the CT Department of Transportation, the CT Department of Housing, the CT Department of Public Health), the EPA, and the general public. 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:

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

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.

SECTION VIII REMINDERS (BEFORE SUBMITTAL)

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

- 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 VI**) 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 VI.
- The attachments should be submitted as individual documents (named and numbered in accordance with **Section VI** above). Please do not submit attachments as a single combined PDF.
- Ensure that the Application form has been signed & dated.