

**Office of Brownfields and Capital Projects
Small Business and Community Development Program Unit**

**CT COMMUNITIES CHALLENGE GRANT PROGRAM
ROUND 1**

MAIN APPLICATION FORM

Submit Form to CTCommunitiesChallenge@ct.gov by 3:00 PM on Friday, January 14, 2021.

Larger attachments can be shared via a cloud-share link (such as Dropbox), provided it does not require DECD staff to create a new account to access the files. Alternatively, please contact CTCommunitiesChallenge@ct.gov and a secure sharefile-folder (cloud-based provision) will be sent to you, where you will be able to upload the 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 appeal 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 MAY 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.**

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**



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:**

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.

2. **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.

3. **Development Team** Brief summary of the development team and role

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- 6. Project Funding Sources:** Please use the table below to indicate 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.)

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

Additional Notes (if any):

- 7. Project Costs and Budget:** Please use the table below to provide the budget breakdown. Please read the notes at the bottom of the table and use space provided to include any comments or responses.

Project Activity (Use of Funds)	Source of Fund						
	DECD ¹	Other State	Federal	Local	Private	Developer	Total
Land purchase							
Pre-development							
Planning activities/ Studies							
Engineering							
Abatement							
Remediation							
Demolition							
Construction							
Administration soft costs							
Development fee							
DECD Legal costs ²							
Total							

Note 1: If the project funds include programs other than the CT Community Challenge Grant, please indicate as such. Also, DECD prefers that majority (more than 95%) of program funds are used for hard costs. It is preferable that soft costs are funded from non-DECD sources.

Note 2: DECD's legal expenses for the DECD contract work (Assistance Agreement) is usually in the range of \$5K to \$10K depending on how complicated the project is. DECD funds cannot be used for legal expenses of the client team for the Assistance Agreement work.

8. Project Schedule and Timeline: Brief summary of the timeline, anticipated project start date, completion of pre-development activities to date.

9. Any other relevant information:

Use additional space if needed for above responses or any other relevant information you would like to convey.

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surface or Groundwater resources <i>*including quality, quantity, or impacts to public drinking water supply</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floodplains (100-year) or Floodways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stream channel encroachment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fish and/or Wildlife Habitats <i>*including the presence of endangered, threatened, and special concerns species and habitats (NDDDB)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Air quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coastal resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agricultural lands and/or soils	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Historic sites and districts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Archeologically sensitive areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aesthetic / scenic resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Designated open space and recreational uses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surrounding land uses / neighborhood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utilities and Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Briefly explain any potential impacts identified above, and provide additional comments as needed.

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:

[Guidance for Maintaining Eligibility for Discretionary State Funding](#)

Notes:

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 will have to 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:

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 and vibrancy 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 appeal of communities

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

- 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:

2. 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

3. Explain how project features and characteristics will

- 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.

4. 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:**

5. Please indicate what Diversity Equity and Inclusion (DEI) practices are currently being adopted by the Applicant Team that demonstrate and reflect a culture and commitment to diversity, equity, and inclusion. Also, explain how the Applicant Team is seeking to further its DEI commitment through this project. What are the plans for community engagement and local hiring?
6. Explain how the proposed project is aligned with Environmental Justice goals of 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.

SECTION III ECONOMIC IMPACT

1. Return on Investment

- 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 Grand List of Town - \$
- B. The project will increase the Grand List by \$
- C. Current valuation on property - \$
- D. 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 a. to request this funding from DECD; 2. to undertake this project; and 3. partner with the private entity and other on the development team on the proposed project? If yes, please attach Approval/Certified Resolution.**

- 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 for the drawings as described prior to any award)

- 4. Please describe status of assembling funding sources to complete the project (please attach Project Budget/Proforma and commitment letters from other funders).**
- 5. 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?**
- 6. 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.



Department of Economic and
Community Development



Additional Notes (if any):

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.).



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. 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 EDAs and private entities)
- ☐ 5. Certificate of Legal Existence (for private entities)*
- ☐ 6. Locational Maps, Site Plan, Conceptual Project Plan*
- ☐ 7. Market Study, if available
- ☐ 8. Feasibility Study/Structural Analysis, if available
- ☐ 9. Town Council Approval/Certified Resolution
- ☐ 10. Site Plan/Zoning Approvals
- ☐ 11. Local Inland/Wetland Permits (if applicable)
- ☐ 12. Copies of Available Local, State and Federal Permits (if applicable)
- ☐ 13. SHPO Project Notification Form and Determination Letter (if available)*
- ☐ 14. Supporting Environmental Documentation (that support the application)
- ☐ 15. Project Pro Forma Worksheet
- ☐ 16. Municipal Certification of Eligibility for Discretionary State Funding
- ☐ 17. 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 MAY NOT BE VISIBLE. Please adjust your response lengths accordingly.

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