

# HOW TO REQUEST A "STATE LETTER" FROM CT DEEP FOR INCLUSION IN A BROWNFIELDS GRANT APPLICATION

June 2023

U.S. Environmental Protection Agency (EPA) publishes [guidelines](#) each year for applying for Brownfields Assessment, Revolving Loan Fund, and Cleanup Grants. EPA requires each applicant that is not a state or tribal environmental authority to provide a letter from the Department of Energy and Environmental Protection (DEEP) acknowledging that the applicant plans to conduct assessment and/or conduct or oversee cleanup activities. Please submit your request for a State Letter (and [Petroleum Eligibility Determination](#), if required) to DEEP well in advance of the deadline for submitting Brownfields Grant Applications to EPA. Please submit a signed letter from the applicant containing the following information:

1. Identification of the type of grant funding being requested (Assessment Grant, Revolving Loan Fund Grant, and/or Cleanup Grant),
2. Identification of whether funds are being requested for either: a) hazardous substances, pollutants, or contaminants (including substances co-mingled with petroleum) or b) petroleum only for each type of grant listed above,
3. A statement from the applicant indicating their intent to conduct assessment and/or conduct or oversee cleanup activities if grant funds are awarded by EPA,
4. Identification of the site or sites (if known) for which grant funding is being sought, and
5. The name, postal address, e- mail address and telephone number of the applicant, the contact person who should be contacted if there are questions about the request for a "State Letter", and where to send the "State Letter" if not to the applicant. If the applicant is a coalition, please include contact information for a representative from each coalition member.

DEEP strongly encourages the applicant to require that any remediation be done under one of the State's remediation programs, such as the [Voluntary Remediation Program](#) (CGS § 22a-133x), the [Property Transfer Program](#) (CGS § 22a-134a through 22a-134e), the [Municipal Brownfields Liability Relief Program](#) (CGS § 22a-133ii), the [Abandoned Brownfields Cleanup Program](#) (CGS § 32-768), or the [Brownfields Remediation and Revitalization Program](#) (CGS § 32-769).

## **Petroleum Site Eligibility Determinations**

[DEEP's Guidelines for Petroleum Site Eligibility](#) describe supporting information needed for Petroleum Site Eligibility Determination requests for sites in Connecticut.

Please submit requests for a "State Letter" and/or petroleum site eligibility determinations by email to [DEEP.Brownfields@ct.gov](mailto:DEEP.Brownfields@ct.gov).

[Revised September 23, 2024]