**Logo

Description automatically generated****State of Connecticut**

**Office of Policy and Management**

**Intergovernmental Policy and Planning Division**

**APPLICATION FOR 2023 STEAP GRANT FUNDING  
Pursuant to Connecticut General Statutes Section 4-66g**

**--- IMPORTANT ---**

**DO NOT ENTER “SEE ATTACHED” IN SECTIONS THAT ASK FOR DETAILS.**

**PLEASE PROVIDE THE REQUESTED INFORMATION ON THE ACTUAL APPLICATION UNLESS A**

**SECTION SUGGESTS USING A SEPARATE PAGE OR ATTACHMENT.**

Municipality:  Tax ID (FEIN) No.:

Chief Executive Officer:

Title:

Email:

Phone Number:  Extension:

Office Street Address / PO Box: Zip Code:

Project Name/Title:

Proposed Project Street Address:  Zip Code:

If no project address is available, please provide street intersection detail.

**Requested amount of STEAP Funding (cannot exceed $500,000.00):**$

Name, phone and email address of person preparing this application:

Identify municipal officials and professionals that may be contacted with questions regarding this application:

Names, phone numbers and email addresses:

**Send your completed application and all other required attachments to**

[**opm.steapapplications@ct.gov**](mailto:opm.steapapplications@ct.gov)

**IMPORTANT NOTE**

**Maximum file size: Files must be in a ZIP file not to exceed 10MB. If your ZIP file exceeds 10MB you will need to separate your submission into smaller ZIP files and send them in separate emails clearly identified, for example, 1 of 3, 2 of 3, 3 of 3.**

## Include the material listed below with your completed and signed application in the following order:

qApplication

qSite location indicated on a flood map

qProperty boundary map

qCopy of lease, if STEAP-funded work to be undertaken on leased property which is not owned by the municipality.

qTwo separate real estate appraisals, if land acquisition is proposed. ***\*Note: STEAP funds cannot exceed the appraised value established in the appraisals***

qProject plans / concept plans

qProposed project schedule prepared by a qualified professional based on scope of project, including the duration of the total project (or project phase) to be funded by these STEAP funds should they be awarded.

qProject cost estimates supporting the request for funding developed and signed off by a qualified professional.

qList of necessary local, state, and federal permits and approvals required for the project; list the status of each if applicable

qEnvironmental site assessments (if applicable)

qAny state approvals/compliance including but not limited to:

Connecticut Environmental Policy Act ([CEPA](https://portal.ct.gov/OPM/IGPP/ORG/CEPA/Overview-of-Connecticut-Environmental-Policy-Act)) evaluation

Connecticut Human Rights and Opportunities ([CHRO](https://portal.ct.gov/CHRO/Contract-Compliance/Contract-Compliance/Contract-Compliance-Forms-and-Reports)) Contract Compliance

Flood Management Certification ([FMC](https://www.ct.gov/deep/cwp/view.asp?a=2709&q=324172))

State Historic and Preservation Office ([SHPO](https://portal.ct.gov/DECD/Content/Historic-Preservation/06_About_SHPO/About-SHPO-new)) review and determination

qAcceptance & Certification (pages 6 and 7 of this document)

qAny town resolution(s) in support of application for this grant and/or resolutions in support of the project for which you are seeking this grant. (An authorizing resolution to apply for this grant is not required, however other resolutions will be required as part of your contracting process should you be selected to receive an award.) A sample resolution is provided on page 8 of this document.

q[Municipal Certification of Eligibility for OPM Discretionary State Funding (rev. 03/26/18)](https://portal.ct.gov/-/media/OPM/Admin/FORMS/municipalcertificationofeligibilityfordiscretionarystatefundingrevdocx.docx?la=en) (page 9)

q Statement of Work (page 10 & 11)

q Budget Worksheet (page 12)

1. Provide a description of the proposed project which includes the purpose of the project. **Please be as comprehensive as possible in the description of this project** (**\*Note: only capital projects will be considered:** new construction, expansion, renovation, or replacement project for an existing facility or facilities. Project costs can include the cost of land, construction and contract services needed to complete the project. For a description of expenditures that **cannot** be funded with 2023 STEAP funds, see Guideline document).

1. How will this project impact and benefit the community? Please include any projected economic impact and job creation or retention estimates.
2. What is the total project cost? Amount $

1. Please summarize work completed and types of funds, if any, that have been expended to date for this project.
2. Please provide a list of parcels on which STEAP funded work will be undertaken.
3. Does the town own the property on which the STEAP-funded work will be undertaken?

YES or NO

1. If NO, does the town hold a long-term lease on the property?
2. If YES, include copy of lease and enter lease end date here.
3. Is this project a phase of a larger plan? YES or NO If no skip to question 10.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| STEAP Phase # Applying | # |  |  |  |
|  | SCOPE OF PHASE | COST OF PHASE | SCHEDULED START DATE | COMPLETED DATE |
| Phase 1 |  |  |  |  |
| Phase 2 |  |  |  |  |
| Phase 3 |  |  |  |  |
|  |  |  |  |  |
|  | ADMINISTERING STATE AGENCY FOR PHASE | STATE AGENCY CONTACT NAME | | |
| Phase 1 |  |  | | |
| Phase 2 |  |  | | |
| Phase 3 |  |  | | |

1. Attach additional information regarding the overarching, long-term plan if applicable. Attachment heading should read “Long Term Plan.” Attached: YES or NO
2. Is the proposed project consistent with the [CT Conservation & Development Policies Plan](https://portal.ct.gov/OPM/IGPP/ORG/Conservation-and-Development-Policies-Plan/Conservation-and-Development-Policies-Plan) ? YES or NO
3. Is the proposed project consistent with your Municipal Plan of Conservation & Development (POCD) Plan? YES or NO

1. Last date Municipal Plan of Conservation and Development (POCD) Adopted:  (mm/dd/yyyy)
2. Will the project require the conversion of lands currently in agricultural use to non-agricultural use? YES or NO
3. Does the project area contain prime or important agricultural soils that are greater than 25 acres in area? YES or NO
4. Does this project impact state-owned property (i.e.: state facilities, state roads and/or bridges, state parks, forests or other state-owned land.) If yes, please provide the location and a brief explanation.
5. Will any project related activities be conducted within a floodplain?

YES or NO

(\*If you answer “yes” to question 16, please be advised that the provisions of the [Dept. of Energy and Environmental Protection’s Flood Management Certification are applicable](https://www.ct.gov/deep/cwp/view.asp?a=2709&q=324172).)

1. Describe the environmental and social impacts of the proposed project.  For example, impacts related to traffic, floodplains, natural resources/wetlands, endangered species, archeological resources, historical structures, neighborhoods, utilities, parks, cemeteries etc. *(If necessary, attach response in a separate document with the following heading: “Environmental & Social Impacts”.)*

1. Does this project require State Historic and Preservation Office ([SHPO](https://portal.ct.gov/DECD/Content/Historic-Preservation/06_About_SHPO/About-SHPO-new)) review and determination? If you answer “yes” please advise if the determination has been received and include a copy with the application.

YES or NO Unsure

If yes, determination date:

1. Should this project be awarded a STEAP grant, how soon after the contract is fully executed, would STEAP funded project work begin? (CHECK ONE BOX BELOW)

30 days  60 days  90 days  90+ days

1. Will this project move forward if the requested STEAP funds are not awarded?

Yes or No

1. Was this project not selected in a previous round of STEAP grants?

Yes or No If yes, provide year

1. Will this project require a referendum/legislative body vote? If “no”, check this box  and skip to question 25. If already approved by vote, enter vote date here . If to be voted on in future, enter projected date of vote here . If your application is selected for an award, the project must be approved by vote within 30 days of being notified of the award. A copy of the municipality’s approval of the project, whether in resolution format or memorialized in meeting minutes, must be submitted to the administering agency.
2. Has this project been rejected at a previous referendum/legislative body vote? YES or NO . If yes, what has changed that leads you to believe that it will pass at the next referendum/legislative body vote?
3. Has there been, or do you anticipate a measurable level of local opposition to the project which may interfere with the expedient use of grant funds should this project be selected for an award?

1. If there is any other relevant information you feel may be helpful, please include it below:

**ACCEPTANCE & CERTIFICATION**

**(Page 1 of 2)**

**This Acceptance and Certification must be read and signed by the Chief Executive Officer of the municipality in order for the municipality/project to be considered for STEAP funding.**

My signature below, as Chief Executive Officer of the municipality of , indicates acceptance of the following and further certifies that:

1. I understand that should this grant application be approved I will be required to sign an assistance agreement/contract with the assigned administering agency delineating the terms and conditions of this grant;
2. I will comply with any grant terms and conditions required by the administering agency;
3. I understand that various permits and permit-related documentation may be required by the administering agency as required by either the Connecticut General Statutes or Connecticut regulations, including but not limited to the Connecticut Environmental Policy Act Evaluation, Environmental Impact Evaluation, Flood Management Certification; State Historic and Preservation Office and/or Municipal Plan of Conservation and Development;
4. I understand that funding associated with this grant application is one-time in nature and that there is no obligation for additional funding from the Office of Policy and Management or the State of Connecticut;
5. I understand that if this project warrants a Connecticut Environmental Policy Act (CEPA) review pursuant to Sections 22a-1 through 22a-1h of the Connecticut General Statutes that I will comply with such an environmental assessment. Further, if a CEPA is required, I understand that there are costs associated with such a review and that the municipality is in a position to continue with the proposed project despite this cost;
6. I understand that this application will be examined by the Intergovernmental Policy and Planning Division of the Office of Policy and Management for consistency with the State Plan of Conservation and Development and that I may be contacted if additional information is required for that review;
7. I understand that projects which convert twenty-five or more acres of prime farmland to a nonagricultural use will be reviewed by the Commissioner of Agriculture, in accordance with Section 22-6 of the Connecticut General Statutes;
8. I understand that I am responsible for meeting the requirements to remain eligible for discretionary state funding as outlined at [**this link**](https://portal.ct.gov/OPM/IGPP/ORG/Conservation-and-Development-Policies-Plan/Municipal-Plans-of-Conservation-and-Development).

**ACCEPTANCE & CERTIFICATION**

**(Page 2 of 2)**

1. I will supply the Office of Policy and Management with all documentation supporting my authority to enter into an assistance agreement, including but not limited to applicable certified minutes and by-laws from the town denoting my authority to apply for the grant and the authority to enter into such an agreement should a grant be awarded;
2. I understand that if this application leads to the award of a STEAP grant for this project, that no payment will be made for project expenses incurred prior to the start date or after the end date as set forth in the fully executed contract; and
3. I have read, in full, all pages of this application package and the 2023 Small Town Economic Assistance Program (STEAP) Guidelines.

Chief Executive Officer Signatory’sName (Please Print)

Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

Date

**MUNICIPAL CERTIFICATION OF RESOLUTION**

**Below is the suggested format for the municipal certification of the municipality’s resolution which authorizes the Chief Executive Officer of the municipality to accept a 2023 STEAP grant and enter into any required contracts/agreements necessary to facilitate such grant. The title of the Chief Executive Officer can be changed to reflect the appropriate title with respect to your municipality’s form of government (i.e., Mayor, Town Manager, First Selectman, etc.).**

**A copy of the relevant resolution shall accompany the below certification. The below certification must be printed on the municipality’s letterhead and must bear the official seal of the city/town clerk. For embossed seals with no ink, please darken the impression with graphite so it will be visible on the scanned document.**

**Required language to be included in the municipality’s resolution appears in the indented portion of the certification below.**

**Sample Municipal Certification of Resolution - STEAP 2023**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Town Clerk of the \_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a municipality organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of the resolution adopted at a Town Meeting of said municipality at a meeting held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_(month, day, year):

“RESOLVED, that First Selectman \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name) be, and hereby is, authorized to accept on behalf of the Town of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, a 2023 Connecticut STEAP Grant in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(project description); and

FURTHER RESOLVED, that First Selectman \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name) is hereby authorized to enter into and execute any and all agreements, contracts and documents necessary to obtain said 2023 STEAP Grant with the State of Connecticut.”

AND I DO FURTHER CERTIFY that the above resolution has in no way been altered, amended or revoked, and is in full force and effect.

AND I DO FURTHER CERTIFY that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name) is the First Selectman of the town of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and has been since \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date of instatement).

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the \_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_, 2023.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Seal

Signature/Town Clerk

**Town of** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Municipal Certification of**

**Eligibility for Discretionary State Funding**

*(This form to be completed by municipality*)

Name of Discretionary Grant Funding Program: **Choose Grant Program Name From Drop Down List**

Name of Municipality & Town Code: **Select from Drop Down List** (hereinafter referred to as “Town/City”)

In accordance with C.G.S. § 8-23, as amended by [**Public Act 15-95**](https://www.cga.ct.gov/2015/ACT/PA/2015PA-00095-R00SB-01045-PA.htm), 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 submit a “Notice of Expired POCD” to the OPM Secretary and to the Commissioners of Transportation, Energy and Environmental Protection, and Community and Economic Development, **and** they request and receive a waiver from the prohibition on a grant-by-grant basis from the OPM Secretary

In accordance with C.G.S. § 8-23(a)(1), the Town/City has adopted a POCD within the last ten years; the adopted plan expires **Select Date**.

The Town/City has **not** adopted a POCD within the last ten years as required by C.G.S. § 8-23(a)(1) and:

In accordance with C.G.S. § 8-23(a)(2), the Town/City has submitted a “[[**Notice of Expired POCD**](http://www.ct.gov/opm/lib/opm/igp/org/townpocds/notice_of_expired_pocd_letter_template.docx)](http://www.ct.gov/opm/lib/opm/igp/org/townpocds/notice_of_expired_pocd_letter_template.docx)” to the OPM Secretary and the Commissioners of Transportation, Energy and Environmental Protection, and Economic and Community Development that explains why such plan was not adopted within the required ten year period (copy attached).

**AND**

In accordance with C.G.S. § 8-23(b), the Town/City has submitted a "[**Waiver Request Letter**](http://www.ct.gov/opm/lib/opm/igp/org/townpocds/waiver_request_letter_template.docx)" to the OPM Secretary requesting a waiver of the discretionary state funding prohibition for this grant application (copy attached).

I attest that the aforementioned information is accurate and complete and that I am the representative of the Town/City who is authorized to execute this certification.

**Type or Print Name and Title Here**

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Select Date**

**Select Municipality Name from Drop Down List**

*THE FOLLOWING IS PROPOSED SUBJECT TO AWARD AND MAY BE AMENDED AND FINALIZED, AS MUTUALLY AGREED UPON, BY THE ADMINISTERING AGENCY AND GRANTEE.*

**STATEMENT OF WORK AND GRANT AWARD BUDGET**

**NAME OF APPLICANT TOWN:**      

**GRANT PROGRAM NAME:** Small Town Economic Assistance Program (STEAP) 2023

**CONCISE GRANT PROGRAM SUMMARY (PROGRAM PURPOSE/INTENT/MISSION):** The Small Town Economic Assistance Program (C.G.S. Section 4-66g) funds economic development, community conservation and quality of life projects for localities that are ineligible to receive Urban Action bonds (CGS Section 4-66c). STEAP funds are issued by the State Bond Commission and can only be used for capital projects. Project costs can include contract services and expenditures related to capital projects for new construction, expansion, renovation or replacement for an existing facility or facilities. (see page 5 of guidelines for unallowable expenditures.)

**PROJECT TITLE/NAME (as appears on application):**     

**I. INTRODUCTION**

**CONCISE PROJECT DESCRIPTION (Limited to 300 characters):**     

*THE FOLLOWING IS PROPOSED SUBJECT TO AWARD AND MAY BE AMENDED AND FINALIZED, AS MUTUALLY AGREED UPON, BY THE ADMINISTERING AGENCY AND GRANTEE.*

**II. STATEMENT OF WORK**

The grantee proposes to complete the work and/or proposes to purchase goods and/or services as delineated in the following table and in accordance with the below proposed budget.

| **Category (Optional): Overarching type of work (for example: planning/design/construction/reports)** | **Tasks:**  **The individual tasks to be performed in order to accomplish the objective of the grant award.** | **Target Completion Date for Each Task** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*THE FOLLOWING IS PROPOSED SUBJECT TO AWARD AND MAY BE AMENDED AND FINALIZED, AS MUTUALLY AGREED UPON, BY THE ADMINISTERING AGENCY AND GRANTEE.*

**III. PROPOSED STEAP GRANT AWARD BUDGET :**

List proposed grant award budget items below.

| **Description** | **Amount of anticipated STEAP Funding** | **Amount Federal Funding** | **Amount Grantee Match Funding** | **Amount Other Funding** | **If “Other”, list source name and type (private, state, etc.)** | **TOTALS:** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **TOTALS:** |  |  |  |  |  |  |

See guidelines for allowable expenditures and match funding.

**PAYMENT TERMS**

* Grantee provides the above proposed budget understanding that should a grant be awarded no reimbursements will be made for expenditures incurred prior to the grant start date or after the grant end date.