

STEAP Application Checklist

Upload the documents listed below when submitting application:

- Site location on a map that includes flood zone boundaries.
- Copy of lease, if STEAP-funded work to be undertaken on leased property which is not owned by the municipality.
- Two separate real estate appraisals, if land acquisition is proposed. ***Note: STEAP funds cannot exceed the appraised value established in the appraisals**
- Project plans / concept plans, including overarching plan if phased project.
- Proposed 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.
- Project cost estimates supporting the request for funding developed and signed off by a qualified professional.
- List of necessary local, state, and federal permits and approvals required for the project; list the status of each if applicable
- Environmental site assessments (if applicable)
- Any state approvals/compliance including but not limited to:
 - Connecticut Human Rights and Opportunities ([CHRO](#)) Contract Compliance
 - State Historic and Preservation Office ([SHPO](#)) review and determination
- Acceptance & Certification – Form provided
- Any 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.) Sample resolution is provided.
- Municipal Certification of Eligibility for OPM Discretionary State Funding – Form Provided

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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 the municipal match commitment is not altered shall a project come in under expected costs. Any reduction would be on the state grant side. Shall a municipality not be able to complete their project and meet their municipal match during the contract period, the STEAP award shall be pro-rated based on the municipal match.
6. 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 review 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;
7. 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;
8. 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;
9. I understand that I am responsible for meeting the requirements to remain eligible for discretionary state funding as outlined at [Municipal Plans of Conservation and Development](#).

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ACCEPTANCE & CERTIFICATION

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10. I will supply the State of Connecticut 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 within 30 days of an award, should a grant be awarded;
11. 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;
12. I certify that I will comply with State of Connecticut Commission on Human Rights and Opportunities regulations; and
13. I have read, in full, all pages of this application package and the 2025 Small Town Economic Assistance Program (STEAP) Guidelines.

Chief Executive Officer Signatory's Name _____

Title : _____

Signature

Date

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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 2025 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 2025

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):

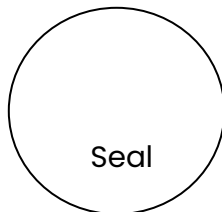
"RESOLVED, that First Selectman _____ (name) be, and hereby is, authorized to accept on behalf of the Town of _____, a 2025 Connecticut STEAP Grant in the amount of \$ _____ for _____ (project description); and

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 2025 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 _____, 2025.



Signature/Town Clerk

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**Municipal Certification of
Eligibility for Discretionary State Funding**
(This form to be completed by municipality)

Name of Discretionary Grant Funding Program: Small Town Economic Assistance Program (STEAP)

Name of Municipality & Town Code: _____ (hereinafter referred to as "Town/City")

In accordance with C.G.S. § 8-23 and Public Act 24-132, any municipality that has not adopted a plan of conservation and development (POCD) within the past ten years is ineligible for **discretionary state funding in excess of \$25,000** 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"](#) 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"](#) 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: _____ Date _____

Municipality _____