

COMMUNITY INVESTMENT FUND 2030

Application Instructions – Round 4

October 16, 2023

Please thoroughly review the Community Investment Fund 2030 Notice of Funding Availability and [CIF Policies and Change Guidelines](#) prior to application.

DECD will use the information you provide to vet your application for eligibility, assess whether the application is eligible for statutorily mandated priority, and provide an Executive Summary for the CIF Board to review. This application may be reviewed by the CT Office of Policy and Management and other state or quasi-state agencies. Certain projects funded under this program are subject to the Connecticut Environmental Policy Act ("CEPA"), other environmental regulations, and DECD regulations related to prevailing wage, CHRO requirements, and procurement and bidding procedures.

Frequently asked questions (FAQ) document will be posted and updated on the [CIF website](#).

Questions can be submitted to communityinvestmentfund@ct.gov. Please refer to the Round 4 Notice of Funding Availability (NOFA), the CIF website and the FAQs prior to submitting questions.

The CIF Administrators are available for 1:1 meetings with applicants via [Microsoft Teams](#).

GRANT APPLICATION INFORMATION

Application Available – Monday, October 16, 2023

Application Submission Deadline – Friday, December 15, 2023, **12:00 PM NOON**

SharePoint Requests Open – October 16, 2023

SharePoint Request Deadline – November 30, 2023

ONLINE WEBINAR INFORMATIONAL SESSIONS

Please attend or view a recording prior to submitting questions.

Tuesday, October 17, 2023, at 10 AM –[REGISTER](#)

APPLICATION SUBMISSION

The CIF application is submitted electronically online through the CIF website jot form. The application links are found on the [CIF website](#). No paper hard copy applications will be accepted. Please do not email applications or attachments. Emailed or uploaded applications will not be accepted. **The applicant chooses one of three options – Capital Projects, Small Business Program or Planning applications.**

There are word limits to narrative responses. Responses should thoroughly and succinctly answer each question. The Word versions of the applications indicate this word count.

Questions regarding the Applications should be addressed to communityinvestmentfund@ct.gov. Any clarification or supplemental information will be added to the dedicated [CIF website](#).

We recommend working on the application in Word in advance, and copy/pasting your responses into the submission form. The Capital Projects, Small Business Program and Planning applications are available as Word documents on the [CIF website](#).

SHAREPOINT FOLDER INSTRUCTIONS

Several attachments are required or allowed. All attachments will be uploaded to a unique, secure and private SharePoint folder. You must request your unique SharePoint folder by emailing CommunityInvestmentFund@ct.gov by November 30, 2023. Each project requires its own folder for attachments.

In the email request, please indicate:

- Applicant Entity Name (full legal name)
- Project Name
- Names and email addresses of up to 2 members

Note:

- Be specific and accurate with the Applicant name. Match this name to the FEIN of the organization.
- Up to two members of your team will have access to upload to this private folder. Select them carefully. Folder access is tied to the specific email addresses in the request for a SharePoint folder.
- Each project must have its own unique folder. Do not put two separate applications into one folder.

When the SharePoint folder is ready, those whose email addresses were supplied in the request will receive an email. This email is important. It contains the link to the folder. Use this link to access the folder – every time. A request for authentication will be sent to the same email address. This email contains a passcode. This authentication email may go to the spam folder. Please check the spam folder for the authentication/passcode email.

Use the Upload function to put files into the SharePoint folder. DO NOT create sub-folders. CIF staff also have access to the folder. There is no 'submit' button for uploading attachments; it is a shared folder. Access to all shared folders will be removed on December 15, 2023, at 12:00 PM, NOON.

RE-APPLICATION

Within each version of the CIF Application, the applicant is asked to state if the application is New or a Re-application from Round 1, 2 or 3. Please enter the Round of the initial project application. There is a specific question available to re-applicants to give updates on the project since the initial application. Re-applicants should request a SharePoint folder and resubmit ALL attachments including updated letters of support.

ATTACHMENTS

The following list of documents is provided to help applicants plan for their application. Please label all files clearly, briefly and succinctly (OrganizationAbbrev_DocumentName). Abbreviations are strongly encouraged. (i.e. DECD, Hartford versus City of Hartford, CIF S&U versus CIF Round 4 Sources and Uses Budget, etc) *Please only provide attachments in the following file formats .doc, .docx, .pdf, .xls, .xlsx, .csv,*

.jpg. **DO NOT CREATE SUBFOLDERS.**

The list below is not exhaustive. It is the applicant's responsibility to include any relevant attachments, documents, and/or plans for consideration.

- Documentation of Non-Profit 501c3 determination (NPO)
- 2 previous years' Audited Financials (if applicable)
- [Certificate of Legal Existence](#) (for private entities)
 - If your organization had a name change, submit a Standard Certificate (not Express)
- Articles of Incorporation (for corporations)
- Municipal Certification of Eligibility for Discretionary State Funding (municipal applicant only)
- Project Labor Agreement (if applicable)
- Letter of Support from General Assembly member(s) (if applicable)
- Letter of Support from Municipality (if applicable)
- CIF Round 4 Sources and Uses Document (use provided budget template and submit as excel not pdf)
- Detailed Budget (applicant's own format)
- Support for budget (i.e. estimates)
- Confirmation of Sources of Funding (award letters, commitment letters, term sheets, etc)
- 5 year Operational Pro-Forma Budget (required for new public facility or expansion applications)
- Project Completion Timeline
- Location Map
- Architectural Plans, Renderings, Site Plans, Surveys, etc
- Permits (if available)
- Feasibility Study, Market Study (if available)
- Project Team Bios and Work Examples (if available)
- Property Ownership documentation (if applicable)
 - Deed, Property Card, Letter of Intent, Purchase & Sale Agreement, Lease, etc
- [State Historic Preservation Office Project Notification Form](#)
- SHPO Determination Letter (if available)
- Municipal or Non-profit Board Resolution to Request Funding (optional template provided)
- Property Appraisals (for acquisition)
- Purchase Sale Agreement or Letter of Interest (for acquisition)

APPLICATION NOTES:

Applications are associated with the email address entered into the application form. A user can only have one application per email address in process at a time. Users intending to submit multiple applications must complete and submit one application before starting another. Also, users cannot have two separate forms open in a single browser.

Users can save their progress and return to the application. The user will get a shareable link sent to the email address in the application. To get this link, choose "Save Progress" at the end of the application form. When the option comes up to "Sign up with Email", do **not** choose this option. It does not work for all users. Select the link **below** that button to **"Skip Create an Account"**. At that point, enter the user's email address and a direct link to the in-process application will be sent to the email address. To return



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to the form, please use the link provided in the automated email. A user cannot access an in-process application from the portal.

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. DECD reserves the right to request additional information or documents from the applicant. DECD reserves the right to accept or reject any application, as may be amended and agreed to by the applicant. DECD reserves the right to select any number of applications submitted to DECD's sole discretion. DECD may exercise the following rights without obligation to the applicant or any other party. DECD may obligate DECD to procure any services described in the application until a final written agreement has been obtained. As such, any funds expended by the applicant are at the risk of the applicant.

Your form has been saved as a draft.

We've sent you an email with a link to continue your form.

[Resend Email](#) [Get Shareable Link](#)

[Logout](#)

Signature *

Date

MM-DD-YYYY

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.

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.

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