

**COMMUNITY INVESTMENT FUND 2030**

**Grant Application**

May 23, 2022

**Deadline is 11:59PM on Monday, July 25, 2022. Please visit our website (<https://portal.ct.gov/communityinvestmentfund>) or contact CIF officials at [communityinvestmentfund@ct.gov](mailto:communityinvestmentfund@ct.gov) for further information on program requirements.**

*Complete the form below and attach separate materials as directed. There will be a checklist for attachments at the end of the application form. There is no word or character limit on responses. Narrative responses should answer each question thoroughly.*

*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. We encourage you to review the Notice of Funding Availability thoroughly before completing the application.*

*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 procurement and bidding procedures.*

**SECTION 1: APPLICANT INFORMATION**

*For either category of proposed project, complete the form below.*

1. Name of applicant(s):
2. Federal Employer Identification Number (FEIN):
3. Business Address:
4. City:
5. Zip Code:
6. Contact Name:
7. Title:
8. Telephone:
9. Email:

**SECTION 2: ELIGIBILITY**

10. The applicant is a (check one, or more than one if multiple applicants and applicable)
  - Municipality
  - Community Development Corporation (upload documentation)
  - Not-for-profit (upload documentation )
  
11. This municipality, or the municipality in which the applicant operates, is a (check one or both)
  - [Public Investment Community](#)
  - [Alliance District](#)

12. If you are not a municipality, please explain how you serve the municipality that is eligible, and provide documentation if available. If you have multiple co-applicants, all applicants need to demonstrate how they serve the eligible municipality.
13. 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. (Upload)
14. This is an application for (check one):

- Capital Improvement Project (if yes, check one or more below)
  - Brownfield remediation\*;
  - Affordable housing;
  - Establishment of or improvements to water and sewer infrastructure to support smaller scale economic development,
  - Pedestrian safety, and traffic calming improvements;
  - Establishment of or improvements to energy resiliency or clean energy projects and land acquisition and capital projects to construct;
  - Rehabilitation or renovation of buildings and structures to facilitate or improve home rehabilitation programs
  - Rehabilitation and facilities such as libraries and senior centers.
  - Other: \_\_\_\_\_

*\*Brownfield remediation definition 588-gg (2) “Brownfield” means any abandoned or underutilized site where redevelopment, reuse or expansion has not occurred due to the presence or potential presence of pollution in the buildings, soil or groundwater that requires investigation or remediation before or in conjunction with the redevelopment, reuse or expansion of the property*

- Small Business Capital Program (if yes, check one below):
  - A revolving loan program, micro loans, or gap financing, to small businesses located within such municipality; or
  - Start-up funds to establish a small business in any eligible municipality.

If any loans or financing are being provided, confirm that any associated interest rates will not vary from the prevailing market rate. Check Yes or No.

15. Explain how this project promotes economic or community development in the municipality where the project is located.
16. Explain how this project furthers consistent and systematic fair, just and impartial treatment of all individuals, including individuals who belong to underserved and marginalized communities that have been denied such treatment, such as Black, Latino and indigenous and Native American persons; Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender and queer persons and other persons comprising the LGBTQ+ community; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality:
  - (i) promotes new economic outcomes
  - (ii) benefits workforce or job access
  - (iii) provides other benefits or assets that promote equitable economic growth and capacity building.
17. Identify the social and economic issues or challenges facing the community, and the solution(s) that this project provides, including identifying the target population.
18. Explain the specific process for engagement and involvement with the target population to identify the problem, develop a solution and plan for this project. How has the target population been involved in the decision-making process?
19. Define what “success” means to your project and the goals of the Community Investment Fund. How do you propose to measure progress towards the identified challenges facing the community? Please use SMART indicators (Specific. Measurable. Achievable. Realistic. Time-Bound.)
20. How does the applicant project team represent the diversity of the community being served?  
These last few questions are good!

**SECTION 3: PROGRAM DETAILS**

*(A) CAPITAL IMPROVEMENTS:*

*Complete this section only if this application is for a Capital Improvement.*

1. Describe the proposed capital improvement and any associated program in detail.
2. Priority for certain projects:
  1. Has the municipality implemented local hiring preferences pursuant to Section 7-112 of the General Statutes? If yes, provide explanation and documentation.
  2. Will this project leverage municipal, private, philanthropic, or federal funds? If yes, provide explanation
  3. Does this application include a project labor agreement or other employment proposal to employ ex-offenders or individuals with physical, intellectual, or developmental disabilities? If yes, provide explanation.
  4. Does this application include a letter of support from one or more members of the General Assembly in whose district the project will be located? If yes, attach.
3. Explain how, if it all, the proposed capital improvement is in alignment with the state's Economic Action Plan, which includes the following goals:
  - a. Create significant number of permanent, good-paying jobs;
  - b. Promote carbon neutrality and/or climate resilience;
  - c. Use innovative solutions to solve difficult economic issues;
  - d. Foster vibrant and livable neighborhoods; and
  - e. Result in equitable outcomes for historically disadvantaged groups.
4. Attach a detailed budget proposal for the project, including all significant costs and sources of capital. You may use the template provided below. In your budget proposal, also be sure to:
  - a. Amount Requested from CIF:
  - b. Specify what (if any) other sources of state funding for which you are applying.
  - c. Provide a budget narrative that provides greater detail on major line items.
  - d. If the Project will use funding from the American Rescue Plan Act (ARPA), specify which ARPA funds will be used (including whether such fund is a competitive grant or a non-competitive entitlement), and explain how these expenditures will be in keeping with ARPA-related regulations issued by the U.S. Treasury Department and/or the U.S. Commerce Department.

(you may use the chart below as a template):

Project Activity (Use of Fund)	Source of Fund						
	DECD	Other State	Federal	Local	Private	Developer	Total
Land purchase							
Pre-development							
Planning activities/ Construction							
Abatement							
Remediation							
Demolition							
Construction							
Administration soft costs							
Development fee							
Legal costs							
Other costs - specify							
Other costs - specify							
Other costs (specify)							
<b>Total</b>							

**\*Note:** Please make sure to differentiate debt and equity among the various financing sources

5. Attach a timeline for completion of the project. If the capital improvement will include private or not-for-profit tenants, include a timeline for tenanting. **Please provide attachment at the end of the application.**
  
6. Attach any schematics or plans for the projects, including but not limited to: architectural plans or renderings, site plans, surveys, and zoning analysis. Also indicate the status level of the project plans and construction design drawings (whether conceptual, 10%, 30% 60%, 100%)? **Please provide attachment at the end of the application.**
  
7. Detail who is on the project team and describe their capabilities to bring the project to completion. Please provide examples of similar successful projects they have completed. **You may attach bios or additional information at the end of the application.**

8. Attach this or an equivalent chart detailing the site of the capital improvement:

Parcel Address	ZIP Code	Parcel ID / Tax-Assessor ID	Acreage

TOTAL # of PARCELS:

TOTAL ACREAGE:

9. Is the applicant the owner of the property? Yes/No

- If No, if applicant or 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 at the end of the application.**

10. Describe any potential environmental using the chart below or an equivalent, and briefly describe any potential impacts.

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 *including the presence of endangered, threatened, and special concerns species and habitats (NDDB)	<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"/>

Does the applicant affirm that they understand and acknowledge that the proposed project may warrant further review under the [Connecticut Environmental Policy Act \(CEPA\)](#), and agree to comply with all requirements and costs associated with such review, and further acknowledge that the applicant is in a position to cover any and all additional costs associated with such review. CHECK BOX – I UNDERSTAND

11. 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 information. 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.
  - a. Describe what, if any, 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) the project will involve.
  - b. Describe any alteration, partial demolition, or full demolition that will occur of existing structures. 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.
  - c. Please attach a copy of the State Historic Preservation Office (SHPO) [Project Notification Form](#) at the end of the application. 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.

12. To what extent is the site “shovel ready?” In answering this question, consider:
- a. If other sources of funding are required for project completion, describe status of assembling these funding sources to complete the project **(please attach Project Budget/Proforma and commitment letters from other funders, if appropriate)**. If funds are not yet fully committed, please describe any additional hurdles or requirements for commitment.
  - b. Has the municipality obtained approval to request this funding (i.e., from the Town Council / Board of Alderman, etc.)? **If so, attach the document giving such authority.**
  - c. Permitting and utilities:
    - i. 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.
    - ii. Whether the project requires local inland wetland permits and if so, have they been obtained/applied for? What is the status?
    - iii. 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.
    - iv. 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?
    - v. 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?
  - d. Any other information that describes the shovel readiness of the project.
  - e. If the project is “conceptual”, please provide a detailed development plan and timeline and describe the project team’s capability to move the project forward to become “shovel ready”. Please address (i) the plan, timing, and budget for a thorough community outreach process and feasibility assessment and (ii) the plan, timeline and budget for completing the project after the community outreach process and feasibility assessment are complete.
  - f. Is there value in asking applicant what they think success/progress will look like? More than the widgets – 10 units of affordable housing, other stuff about impact on community and social/economic outcomes?

*(B) SMALL BUSINESS SUPPORT PROGRAMS:*

Complete this section only if this application is for a Small Business Support program.

1. Describe the proposed small business support program in detail:
  - a. Amount Requested from CIF:
  - b. Description of proposed program and terms for loan, other financing, or start-up funding. Be sure to include, at a minimum: (i) applicable interest rate, maturity dates, amortization, required security, and any other loan/financing/funding terms; (ii) administrative fees which you plan to charge (e.g., origination fees and yearly servicing fees, if applicable); (iii) maximum and minimum loan amounts; (iv) eligible uses of loan/financing/funding proceeds; and (v) eligible businesses.
  - c. Description of the team managing administration of loans, and their relevant experience and record of success. If applicable, detail any partnerships between organizations associated with the proposed program (e.g., a community development financial institution, a municipality, other private lenders, or a chamber of commerce).
  - d. Explanation of any technical or business support or advising that you or a subcontractor may provide to businesses receiving loans.
  - e. Proposed plan for outreach to businesses which may be eligible.
  - f. Timeline of implementation of programming, including a schedule for issuance of loans and provision of any support services.
  - g. (Optional) Any other programmatic details not included in the answers above.
2. Is your organization currently receiving any state funding for this or any other small business support program?
  - a. If yes, is your organization delinquent, or has it defaulted, on any repayments or interest, and/or on required reporting?
3. If the Project will use funding from the American Rescue Plan Act (ARPA), specify which ARPA funds will be used (including whether such fund is a competitive grant or a non-competitive entitlement), and explain how these expenditures will be in keeping with ARPA-related regulations issued by the U.S. Treasury Department and/or the U.S. Commerce Department.
4. Please assess and explain:
  - a. The risk of default on payment of a proposed loan or financing.
  - b. The impact on job creation or retention in your municipality.
  - c. The impact on blighted properties in your municipality.
  - d. The overall impact on community development in your municipality.
5. Priority for certain projects – please answer:
  - a. Will this project leverage municipal, private, philanthropic, or federal funds? If yes, provide explanation and indicate status of assembly of funds. **Please attach any documentation such as commitment letters, award letters, etc**

- b. Does this application include a letter of support from one or more members of the General Assembly in whose district the project will be located? **If yes, attach.**
6. Attach a budget for your program, which includes for each fiscal year, at a minimum:
    - a. Outlays: expected capital commitments, other investment activities, business support expenses, and operating expenses
    - b. Revenues: grant required from CIF, expected interest receipts, and expected principal payments.

## **ATTACHMENTS**

The following list of documents is provided to help applicants plan for their application. All document attachments will be uploaded at the end of the application. Please use Word, Excel, PDF or JPG formats only.

- Documentation of Non-Profit 501c3 determination (NPO)
- Certificate of Legal Existence (for private entities)
- Articles of Incorporation
- Municipal Certification of Eligibility for Discretionary State Funding (municipal applicant only)
- Project Labor Agreement
- Letter of Support from General Assembly member(s)
- Letter of Support from Municipality
- Budget Document (use provided budget template)
- Project Completion Timeline
- Locational Maps, Site Plan
- Architectural Plans, Renderings, Site Plans, Surveys, etc
- Permits, if available
- Feasibility Study, Market Study (if available)
- Project Team Bios and Work Examples, if available
- Capital Improvement Location Chart (use provided template)
- Property Ownership documentation or Letter of Intent, Purchase Sale Agreement, etc
- [State Historic Preservation Office Project Notification Form](#) and Determination Letter
- Commitment Letters, Award Letters from Other Funders
- Assembly of Funding Sources – Status
- Municipal Resolution to Request Funding