**CIF - Capital Projects - Round 5**

**Section 1 - Applicant Information:**

1. Name of applicant entity:

This application is (New application, re-application, which Round)

2. FEIN:

3. Business Address:

Street Address Line 2:

City: State / Province: CT Postal / Zip Code:

4. Contact Name: Title:

Phone Number: Email:

5. Project Name:

5a. Please provide the street address(es) of the site of the capital improvement(s).

6. CIF Grant Amount Requested (For purposes of clarity, please enter your answers in whole numbers with appropriate comma separations, i.e. 250,000 instead of 250000):

6a. Have you requested a SharePoint folder (deadline to request 6/14/24):

If you have not requested a SharePoint folder by the June 14th deadline, please mark your calendar for the next round, opening Fall 2024. This application is ineligible without a SharePoint folder. Attachments are not accepted via email. Please email [communityinvestmentfund@\ct.gov](mailto:communityinvestmentfund@\ct.gov) by June 14, 2024, to request a folder.

**Section 2 - Eligibility:**

7. The applicant is a (Municipality, Non-profit Organization, Community Development Corporation).

7a. For Non-Profits only: Please provide your mission statement. 500 word limit

8. What municipality(ies) is the project located in?

9. Is this municipality a Public Investment Community, Alliance District, or both?

10. For Non-Profits and Community Development Corporations only: Please explain how you serve the municipality that is eligible, including what is the organization's mission and activities. Please provide annual service statistics. If there are multiple co-applicants, all applicants need to demonstrate how they serve the eligible municipality.

500-word limit

11. Please provide a brief summary of your proposed project. Please draft the language using third person only.

300-word limit

12. Identify the target population for your proposed project.

500-word limit

13. How does your project help underserved and marginalized communities? 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. Explain how your project:

a. promotes new economic outcomes

b. benefits workforce or job access

c. provides other benefits or assets that promote equitable economic growth and capacity building.

Provide details:

500-word limit

14. How does this project impact the social and economic issues or challenges facing this population?

500-word limit

15. Explain the specific process for engagement and involvement with the target population to identify the problem, develop a solution, and plan for this project.

500-word limit

16. How does the proposed project transform the community and target population?

500-word limit

17. How do you propose to measure the community impact of the proposed project? Provide SMART indicators (Specific, Measurable, Achievable, Realistic, Time-Bound) related directly to the proposed capital investment. Give current service statistics and expected expanded outcomes due to the proposed project.

500-word limit

18. How is the applicant leadership team representative of the community being served?

500-word limit

19. If this is a re-application, please respond to any Areas for Improvement identified in the DECD Executive Summary from your last application. Provide any updates to the project since the original application was submitted.

1,000-word limit

20. Priority of certain projects. (Applies to municipalities only. Yes, No, N/A. NPO and CDC please select N/A.)

a. Has the municipality implemented local hiring preferences pursuant to section 7-112 of the General Statutes?

b. Will this project leverage municipal, private, philanthropic, or federal funds?

c. 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?

21. Does this application include a project labor agreement or other employment proposal to employ ex-offenders or individuals with physical, intellectual, or developmental disabilities? (Yes, No, N/A)

**Capital Improvement Project:**

(Choose the one category that best applies to the overall project - checkboxes) **ADD WORKFORCE DEVELOPMENT (Municipal applicants, HPLO census tracts only)**

1. Describe the proposed capital improvement and any associated program in detail.

500-word limit

2. Please explain how the proposed plan is consistent with the municipality's Plan of Conservation and Development (PoCD).

300-word limit

3. Address how the elements of the state's Economic Action Plan align with your project.  Only address those that apply:

• Workforce: How does the project broaden the base of skilled workers to meet increasing industry demand?  
• Communities: How does the project attract and retain talent by investing in vibrant and affordable communities for all?  
• Innovation: How does the project support growth and generate inclusive economic opportunity within CT’s most innovative and specialized industries?  
• Business Environment: How does the project improve CT’s environment and reputation for starting and growing businesses?

Provide details:

500-word limit

**Project Budget and Sources of Funding:**

4. Please upload to your unique SharePoint folder a detailed budget for your proposed project. Please use the required CIF Sources & Uses Budget Template\* ([LINK](https://portal.ct.gov/communityinvestmentfund/-/media/communityinvestmentfund/cif-sources-and-uses-budget---round-5.xlsx)). For sources of funding, please clearly denote status of other funds (i.e., committed, pending, to be requested, etc). Please ensure these amounts match your CIF Round 4 Sources and Uses Budget Form.

Eligible Projects must require a total project budget of at least $1,500,000.

Please ensure these amounts match your CIF Round 5 Sources and Uses Budget Form. Fields 5 through 13 are numeric only. Enter whole numbers with commas (ie 250,000 not 250000.00).

Yes or No checkbox

5. CIF Grant Request Amount:

6. Other DECD Funds:

7. Other State of CT Bond Funds Previously Received:

8. Other State of CT Funds:

9. Federal Funds:

10. Applicant Funds:

11. Philanthropic Funds:

12. Developer Funds:

13. Total Project Budget:

14. Has prevailing wage been taken into account in your construction budget? Yes/No

**Project Details:**

15. For housing projects, please provide the total number of units, number of new units vs. renovated units, and the breakdown of affordability levels by AMI percentage.

250-word limit

16. For housing projects, please explain how this is consistent with the municipality's affordable housing plan. Please upload to your unique SharePoint folder a copy of the plan.

300-word limit

17. Please describe how the feasibility of the project was determined. Applicant is welcome to upload to their unique SharePoint folder third party feasibility or market study/report.

500-word limit

18. Please upload to your unique SharePoint folder a timeline for completion of the project. If the capital improvement will include private or not-for-profit tenants, include a timeline for tenanting.

Yes or No checkbox

19. Please upload to your unique SharePoint folder any construction drawings, schematics or plans for the projects, including but not limited to: architectural plans or renderings, site plans, surveys, and zoning analysis.

Yes or No checkbox

1. Indicate the status level of the project plans and construction drawings (whether conceptual, 10%, 30% 60%, 100%)?

500-word limit

20. 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. Please upload to your unique SharePoint folder bios or additional information.

Yes or No checkbox

21. Total number of Parcels

22. Total Acreage

23. Is the applicant the owner of the property?

Yes or No checkbox

24. 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 upload to your unique SharePoint folder the Letter of Intent, Purchase and Sale Agreement, Access Agreement or other documentation from owner indicating willingness to provide access.

500-word limit

25. Please provide your knowledge of any potential Environmental Impacts of this project. Please indicate if this project has undergone any prior public scoping for CEPA compliance. Then use questions 26-41 to indicate your level of knowledge of potential impact by area.

500-word limit

Questions 26-40 have checkboxes:

Potentially significant with mitigation

Not significant with mitigation

No anticipated significant effects

Unknown at this time

26. Wetlands

27. Surface or Groundwater resources

28. Floodplains (100-year) or Floodways

29. Stream channel encroachment

30. Fish and/or wildlife habitats, including the presence of endangered and special concerns species and habitats (NDDB)

31. Air quality

32. Coastal resources

33. Agricultural lands and/or soils

34. Historic sites and districts

35. Archeologically sensitive areas

36. Aesthetic / scenic resources

37. Designated open space and recreational use

38. Surrounding land uses / neighborhood

39. Transportation

40. Utilities and services

41. Other (please explain)

42. 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?

I understand checkbox

43. 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)](https://www.achp.gov/protecting-historic-properties) and the [National Environmental Policy Act](https://ceq.doe.gov/) (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](https://portal.ct.gov/OPM/IGPP/ORG/CEPA/Overview-of-Connecticut-Environmental-Policy-Act) (CEPA). Please visit the [State Historic Preservation Office's](https://portal.ct.gov/DECD/Services/Historic-Preservation/Programs-and-Services/Environmental-Review) (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.

43A. 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.

300-word limit

43B. 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.

300-word limit

43C. Please upload to your unique SharePoint folder a completed copy of the State Historic Preservation Office (SHPO) Project Notification Form. [CLICK HERE TO DOWNLOAD](https://portal.ct.gov/-/media/DECD/Historic-Preservation/01_Programs_Services/Environmental-Review/ProjectNotificationForm_2021.pdf) the form and upload it to your unique SharePoint folder.

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.

44. To what extent is the site "shovel ready?" In answering this question, consider:

44A. If other sources of funding are required for project completion, describe status of assembling these funding sources to complete the project (please upload to your unique SharePoint folder 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.

300-word limit

44B. Has the applicant obtained approval to request this funding (i.e., from the Town Council / Board of Alderman, Board of Directors, etc.)? If so, please upload to your unique SharePoint folder the document giving such authority.

Yes or No checkbox

44C. 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.

300-word limit

ii. Whether the project requires local inland wetland permits and if so, have they been obtained/applied for? What is the status? 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.

300-word limit

iii. 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?

300-word limit

iv. 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?

300-word limit

44D. Any other information that describes the shovel readiness of the project.

300-word limit

45. Select “Yes” and disclose in writing as an attachment to this application the following, or select “No” if not applicable: to the best of the applicant's knowledge, all actions, suits, claims, demands, investigations, and proceedings of any kind, open, pending, or threatened, whether mature, unmatured, contingent, at law or in equity in any forum, involving the applicant that might reasonably be expected to materially adversely affect its businesses, operations, assets, properties, financial stability, business prospects, or ability to perform the project as described in this application.

Yes or No checkbox

Signature (By entering your name you attest to the above)

Title:

Date: