

# COMMUNITY INVESTMENT FUND 2030

---

October 17, 2023

**Matt Pugliese**, Executive Director, Office of  
Community Development

**Melinda Wilson**, Assistant Director, CIF





# AGENDA

---

- Overview of Program
- Changes to Program
- Timeline and Process to Apply
- Lessons Learned
- Q&A

*DISCLAIMER: The information provided herein is a summary of publicly available documents regarding the Community Investment Fund (CIF) and should not be relied upon in lieu of the formal Notice of Funding Availability and Program and Policy Guidelines documents which can be found on the CIF website.*



# ROUND 3 APPLICATIONS

- 177 applications (162 eligible)
  - 70 Re-Applications from Round 1 & 2
  - 57 Municipal Applications
  - 120 Non-Profit Org Applications
  - 58 Applications for Renovation of Public Facility
  - 37 Applications for Planning Grants
- \$632,830,324 requested
- 42 of the 55 eligible municipalities represented
- 200+ 1:1 meetings with applicants by CIF staff

*DISCLAIMER: The information provided herein is a summary of publicly available documents regarding the Community Investment Fund (CIF) and should not be relied upon in lieu of the formal Notice of Funding Availability and Program and Policy Guidelines documents which can be found on the CIF website.*



## ROUND THREE FUNDING By The Numbers



### \$101 MILLION IN STATE FUNDING

provided to spark economic and community development in historically underserved communities, bringing total CIF funding to \$276 million to date.



### 21 PROJECTS FUNDED

including new affordable and mixed-income housing, arts and cultural facilities, and infrastructure expansion that will facilitate new development.



### 16 MUNICIPALITIES AWARDED

across the state, including six towns that received their first award through the program.

# CHANGE POLICY

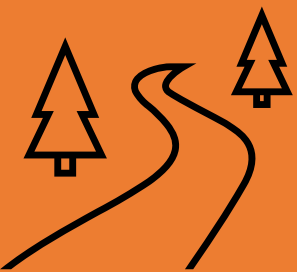
**Any CIF grant awardee requesting a change in their CIF Award will be asked to provide information in writing to the DECD to review the request.**

- Project Scope – i.e., location, elements, activities
- Outcomes – i.e., service capacity, units, job creation, size of facility
- Budget – i.e., cost of project
- Leveraged Funds - i.e., non-CIF funds committed to the project

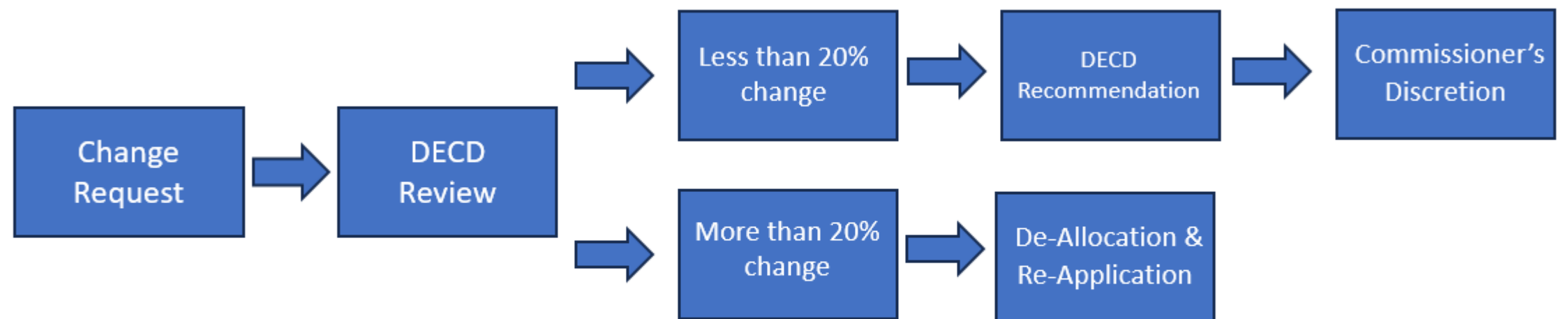
**Substantial changes can result in complete de-allocation of CIF funding.**

# CHANGE POLICY

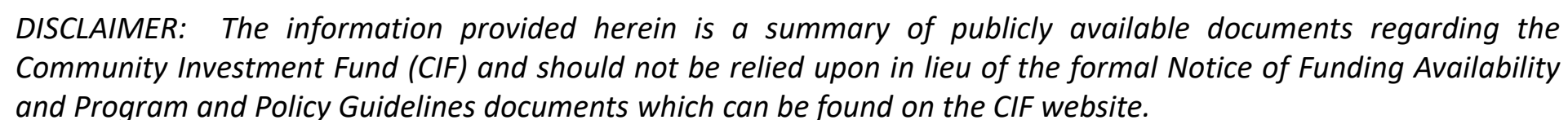
- Any request for additional CIF funds will be required to submit a new application to a future CIF competitive funding round.
- Any change that is inconsistent with the description of the project as approved by the State Bond Commission will need to go back to the CIF Board and State Bond Commission for approval



# BEFORE GRANT CONTRACT EXECUTED



- Three categories of eligible applicants:
  1. 55 municipalities which are designated as Alliance Districts and/or Public Investment Communities
  2. Community Development Corporations which operate within those municipalities
  3. Non-profits which operate within those municipalities
- Multiple applicants may submit a joint application, provided that each applicant is eligible.





# ELIGIBLE PROJECTS

---

Eligible projects must:

1. Promote economic or community development in the municipality where the project is located; and
2. Further consistent and systemic fair, just and impartial treatment of all individuals, including individuals who belong to underserved and marginalized communities

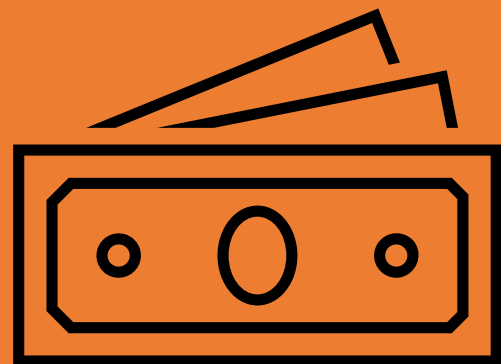




# PROJECT CATEGORIES

- **Capital improvements** – e.g., Brownfields remediation, affordable housing, infrastructure improvements
- **Small business support programs** – e.g., a revolving loan program or start-up funding to establish a new small business
- **Planning** – e.g., community engagement, studies, engineering, architectural plans, set award amount of \$250,000





# PROJECT BUDGET

- Minimum CIF Grant Request \$250,000
- Minimum Capital and Small Business Program Project Budget \$1,500,000
- No limit to the grant request
- Must be submitted on the CIF Round 4 Sources & Uses Budget template



# PRIORITY

**The CIF authorizing statute requires that the following *municipal* projects receive priority:**

- The municipality has implemented local hiring preferences pursuant to Section 7-112 of the General Statutes
- The applicant has or will leverage municipal, private, philanthropic, or federal funds for such project.
- The application includes a letter of support from one or more members of the General Assembly in whose district the Project will be located.

**AND NPOs & CDCs as well receive priority:**

- The application includes a project labor agreement or other employment proposal to employ ex-offenders or individuals with physical, intellectual, or developmental disabilities.



## FOR SMALL BUSINESS SUPPORT PROGRAMS:

- The CIF Board is required to consider certain factors: the risk of default on payment of proposed loans/financing; the impact on job creation or retention; the impact on blighted properties; and the overall impact on the community
- DECD will assess proposals to make sure they align with small business financing best practices. Per the statute, financing programs that vary from the prevailing market rate shall not be recommended for funding.
  - An example of prevailing market rate terms would be the CT Small Business Boost program



# DECD BEST PRACTICES

- Strong Project Readiness
- Leveraging Funding
- Realistic/Comprehensive Budget
- Limit Soft Costs
- Comprehensive Project Plan

# CT ECONOMIC ACTION PLAN

- Workforce
- Communities
- Innovation
- Business Environment





---

# SHPO

The State Historic Preservation Office (SHPO) administers a range of federal and state programs that identify, register and protect the buildings, sites, structures, districts and objects that comprise Connecticut's cultural heritage.



---

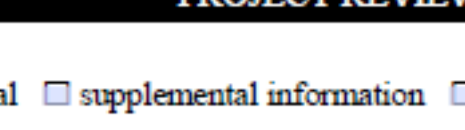
## Definition

"historic structures and landmarks" means any building, structure, object or site that is significant in American history, architecture, archaeology and culture or property used in connection therewith including sacred sites and archaeological sites;



If you have not received a letter from SHPO for the funded project, please contact the SHPO office to ensure that we have all of the information necessary to complete the review.

We may have questions or require additional information, but a response generally is received within 30 days. Please let us know if other federal or state funding will be used or if federal or state permitting will be required.



Department of Economic and Community Development  
State Historic Preservation Office

450 Columbus Boulevard, Suite 5 | Hartford, CT 06103 | 860.500.2300 | [ct.gov/historic-preservation](http://ct.gov/historic-preservation)

## PROJECT REVIEW COVER FORM

This is: ☐ a new submittal ☐ supplemental information ☐ other      Date Submitted: \_\_\_\_\_

### PROJECT INFORMATION

Project Name: \_\_\_\_\_

Project Proponent: \_\_\_\_\_  
The individual or group sponsoring, organizing, or proposing the project.

Project Street Address: \_\_\_\_\_  
Include street number, street name, and or Route Number. If no street address exists give closest intersection.

City or Town: \_\_\_\_\_ County: \_\_\_\_\_  
Please use the municipality name and **not** the village or hamlet.

### PROJECT DESCRIPTION (REQUIRED)

Please summarize the project below. In a separate attachment, describe the project in detail. As applicable, provide any information regarding past land use, project area size, renovation plans, demolitions, and/or new construction.

\_\_\_\_\_

\_\_\_\_\_

List all state and federal agencies involved in the project and indicate the funding, permit, license or approval program pertaining to the proposed project:

Agency Type	Agency Name	Program Name
<input type="checkbox"/> State <input type="checkbox"/> Federal		
<input type="checkbox"/> State <input type="checkbox"/> Federal		
<input type="checkbox"/> State <input type="checkbox"/> Federal		
<input type="checkbox"/> State <input type="checkbox"/> Federal		

If there is no state or federal agency involvement, please state the reason for your review request:

\_\_\_\_\_

## Project Review Cover Form

FOR SHPO USE ONLY

Based on the information submitted to our office for the above named property and project, it is the opinion of the Connecticut State Historic Preservation Office that \_\_\_\_\_

Jonathan Kinney

Director, State Historic Preservation Office

Date

Download from CT SHPO website at

[www.ct.gov/historic-preservation](http://www.ct.gov/historic-preservation)



# Connecticut Environmental Policy Act

- The core purpose of CEPA is to provide a public process for state agencies to identify and assess the extent to which their proposed actions may potentially affect the environment, and to evaluate alternatives to avoid or minimize such impacts.
- A key component of the assessment process is the public's opportunity to review the proposed state action and provide feedback.

<https://portal.ct.gov/OPM/IGPP/ORG/CEPA/Overview-of-Connecticut-Environmental-Policy-Act>

[Generic Environmental Classification Document](#)

*DISCLAIMER: The information provided herein is a summary of publicly available documents regarding the Community Investment Fund (CIF) and should not be relied upon in lieu of the formal Notice of Funding Availability and Program and Policy Guidelines documents which can be found on the CIF website.*



# Prevailing Wage

**Applicants are responsible for assessing the applicability of prevailing wage statutes to their project (C.G.S. Section 31-53 and 31-53c).**

The applicability of prevailing wage as per the statutes is dependent on various factors including, but not limited to, the amount of cumulative DECD funding received for the proposed project/project site over the years, the entity entering into the grant contract with DECD, the funding sources for the overall project, the entity that will be holding the construction contract (primary recipient versus a private entity), the nature of the improvements (public versus private), the type of project (new construction versus rehabilitation) and the nature of the end uses (public versus private).

For a formal DOL determination on the applicability of the prevailing wage rates for your project, please contact Mary Toner, Wage Enforcement Agent, Public Contract Compliance at the CT Dept. of Labor ([mary.toner@ct.gov](mailto:mary.toner@ct.gov)) 860-263-6454





# REVIEW PROCESS

Eligible applicants submit applications via CIF website

**DECD** reviews applications for eligibility

- Eligible applications are summarized by DECD and forwarded to the CIF Board

**CIF Board** reviews eligible applications and votes on recommendations

**Governor** reviews recommended applications and issues final recommendations for review before State Bond Commission

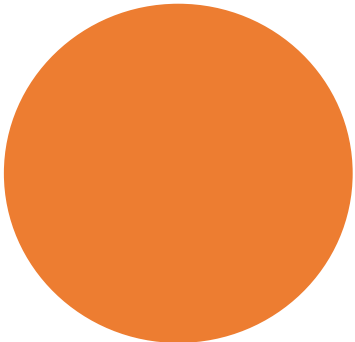
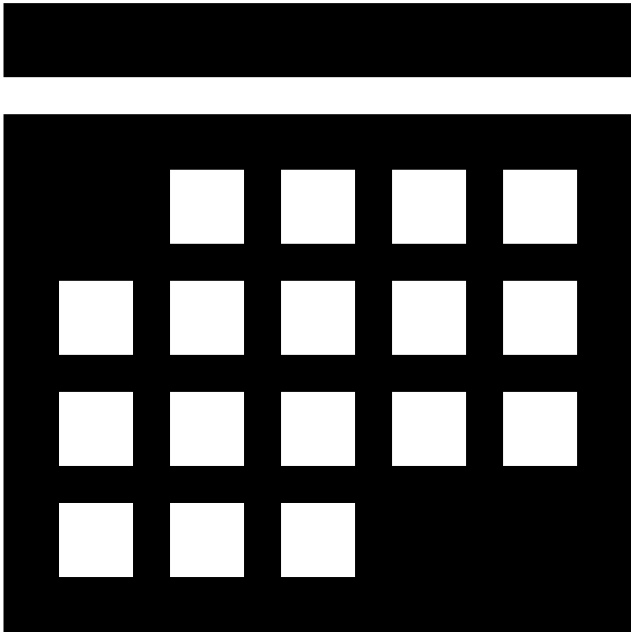
**State Bond Commission** issues approvals for projects

*DISCLAIMER: The information provided herein is a summary of publicly available documents regarding the Community Investment Fund (CIF) and should not be relied upon in lieu of the formal Notice of Funding Availability and Program and Policy Guidelines documents which can be found on the CIF website.*



# TIMELINE

<b>Deadline</b> to submit CIF Round 4 applications	Friday, December 15, 2023, NOON
<b>CIF Board</b> meeting to review and recommend applications to Governor	March 12, 2024, or later
<b>Governor</b> reviews and issues final recommendations for approved projects	
<b>State Bond Commission</b> meets to Issue Final Approvals	60 Days from CIF Co-Chairs submitting projects to Governor
<b>Round 5 Opens</b>	May 2024



# HOW TO APPLY

Applications <https://portal.ct.gov/communityinvestmentfund/>

## Suggested application process:

1. Review Round 4 Notice of Funding Availability & Application Instructions document in detail
2. Download copies of application forms and prepare responses, including Word version of application
3. Request a SharePoint folder by Nov. 30, 2023
4. Submit application via website & materials via SharePoint folder

## If you have questions about the application, there are several options:

- Review FAQ posted on the CIF website
- Sign up for one-on-one assistance via website
- Email [communityinvestmentfund@ct.gov](mailto:communityinvestmentfund@ct.gov)

*DISCLAIMER: The information provided herein is a summary of publicly available documents regarding the Community Investment Fund (CIF) and should not be relied upon in lieu of the formal Notice of Funding Availability and Program and Policy Guidelines documents which can be found on the CIF website.*





# APPLICATION PROCESS

Applications are accessed at <https://portal.ct.gov/communityinvestmentfund/>

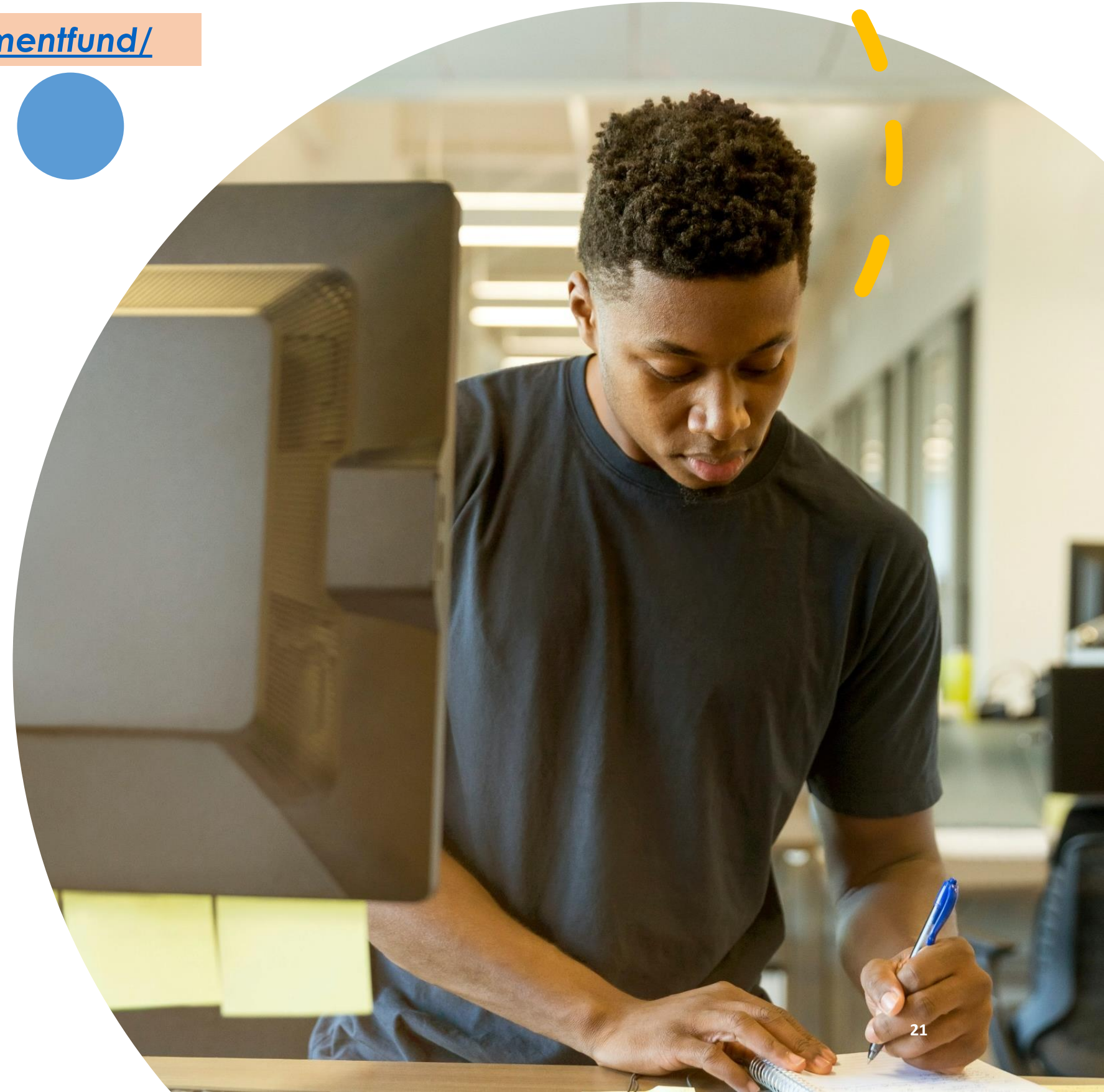
## ALL NEW AND RE-APPLICATIONS MUST USE THE APPLICATION PORTAL

- Emailed, Word documents or PDF applications will not be accepted

### Re-applications must include:

- Updated Attachments
- Updated Letters of Support
- Updated Budgets
- Updated Project Timeline
- Updates since prior CIF application

*DISCLAIMER: The information provided herein is a summary of publicly available documents regarding the Community Investment Fund (CIF) and should not be relied upon in lieu of the formal Notice of Funding Availability and Program and Policy Guidelines documents which can be found on the CIF website.*



# REQUIRED ATTACHMENTS

## Municipalities Only:

- Municipal Certification of Eligibility for Discretionary State Funding (or Waiver Request)

## All applicants:

- State Historic Preservation Office (SHPO) Project Notification
- Resolution to Request Funding
- CIF Budget Template (**Round 4** CIF Sources & Uses)
- Detailed Project Budget (Applicant's Format)
- A 5-year pro-forma budget (new or renovation capital projects)
- Board Resolution to Request Funding (NPOs)

Naming Convention: Applicant\_Document Name

*Note: Be concise in naming documents. Use acronyms. Do **not** create subfolders within your SharePoint folder.*





# Lessons Learned

---

- Underserved Audience Identification
- Intentionality of Process
- Transformative Projects
- Programmatic expenses are not covered
- Feasibility and Sustainability
- Operating expenses not covered



## LESSONS LEARNED - DO

- ✓ Combine all files of the same type into one pdf
- ✓ Write in clear, succinct, plain language
- ✓ Use short file names
- ✓ Name files consistently
- ✓ Use the new budget excel template
- ✓ Clearly answer the question that is asked
- ✓ Make your project summary an elevator pitch





# LESSONS LEARNED – DON'T

---

- ☒ Combine all attachments into one single pdf
- ☒ Use grandiose language
- ☒ Use long file names
- ☒ Use whatever file name
- ☒ Use the original budget template
- ☒ Save your sources and uses as a pdf
- ☒ Provide evasive, unclear answers





# QUESTIONS

---

- **Type** your questions in the chat or Q&A module.
- **Email** Questions to [CommunityInvestmentFund@ct.gov](mailto:CommunityInvestmentFund@ct.gov)
- **Schedule** 1:1 30-Minute Meeting <http://portal.ct.gov/communityinvestmentfund>

