



## 2020 Small Town Economic Assistance Program (STEAP) Guidelines and Application

*Please read this information before completing the application*

The Small Town Economic Assistance Program (C.G.S. Section 4-66g) funds economic development, community conservation and quality of life projects for localities that are ineligible to receive Urban Action bonds (CGS Section 4-66c). This program is coordinated by the Office of Policy and Management and grants are administered by appropriate state agencies.

STEAP funds are issued by the [State Bond Commission](#) and **can only be used for capital projects**. A project is considered to be a capital project if it is new construction, expansion, renovation or replacement for an existing facility or facilities. Project costs can include the cost of land, design, engineering, architectural planning, and contract services needed to complete the project.

***It is important that you read all of the guidance provided in this document, as changes have been made to eligibility requirements, application requirements and STEAP grant term periods. OPM would like to emphasize the following:***

- *Grants awarded will have a two (2) year term and may be considered for a one (1) year extension to the grant end date. No grant shall have a term longer than three (3) years.*
- *STEAP grants are not intended to be “banked” or “grouped together” over the course of multiple years. Each award is to be used expressly for the purpose and scope of work as outlined in the application it was awarded for.*
- *No changes in scope will be approved.*
- *All additional funding for the project listed in the application must be secured at the time of application.*
- *A municipal match is required*
- *Municipalities should be prepared to enter into a grant assistance agreement/contract with the administering agency shortly after being notified of an award, therefore municipalities should only apply for a project which is near-term (“shovel ready” or “nearly shovel ready”). Once a grant assistance agreement/contract is in place, the municipality should be prepared to commence project work and incur all STEAP-funded project expenditures between the start and end dates of the agreement/contract. All grant payments will be made on a reimbursement basis only, after the municipality has incurred and paid for the STEAP related project expenditures. The administering agency will provide you with guidance on what information must be submitted to seek reimbursement. Expenditures incurred before the start date or after the end date of the agreement/contract will not be eligible for reimbursement (\*see COVID-19-related special provision to follow).*
- *Unspent grant funds will not be repurposed for other uses. Such unspent funds will be returned to the STEAP program account and will be used for awards made in future rounds.*

## Funding Level

The 2020 round of STEAP grants will be funded from an aggregate amount of \$15,000,000. Individual grant award amounts will depend on the number of participating towns, and the number of qualified applications selected to receive an award. The maximum grant amount that can be requested is \$128,205.

## Timeline

- July 13, 2020 Announcement of 2020 STEAP Grant Program
- August 14, 2020 STEAP Applications Due by noon
- September 14, 2020 (on or about) Projected Grant Award Notification

**Official Contact:** [Martin.Heft@ct.gov](mailto:Martin.Heft@ct.gov), 860-418-6355

## Grant Award Term

- Two-year initial contract term
- One-time extension not to exceed one (1) year
- Three-year total maximum period

## Eligibility Requirements & Provisions

- Eligible municipalities are determined by the FY20 Public Investment Community Index and CGS 4-66g(b) (see municipality listing on pages to follow).
- Municipalities which are eligible to opt into the STEAP program, but are not currently opted in, must submit their opt-in request **prior** to submitting their STEAP application.
- Municipalities with projects more than five years old or which have expired contracts, that have not been closed out with the administering agency are ineligible to apply for new funding.
- A municipal match or share is required:
  - Match funds must be municipal funds, not funds from other state or federal grants
  - There is not a set percentage or dollar amount for the municipal match requirement
  - Municipal salaries and/or expenses cannot be counted toward the municipal match
  - Funds spent on planning, design, engineering are acceptable matches
  - Municipality must spend 100% of its match prior to final reimbursement
  - Match expenditures can be those allowable project-related expenditures which were incurred before or during the grant contract period
- Funding for the entire project has been secured.
- An authorizing resolution by the local legislative body, or, in any town where the legislative body is a town meeting, by a vote of the board of selectmen, which authorizes the Chief Executive Officer to accept such grant if awarded, and enter into and execute any and all agreements, contracts and documents necessary to obtain said 2020 STEAP Grant with the State of Connecticut. This authorizing resolution needs to be submitted to the administering agency within thirty days of grant award notice if such resolution is not available at time of application. A sample resolution is at the end of this document.
- There will be no changes in scope from the approved application:
  - The grant is to be used for the purpose for which it was awarded
  - Project work must be germane to the original scope
- STEAP funds will only be paid on a reimbursement basis for allowable project-related expenditures incurred between the start and end dates established on the fully executed contract with the administering agency (\*see COVID-19-related special provision to follow).
- Consistent with past practices, these grants will be administered by project relevant agencies other than OPM.

**\*COVID-19-Related Special Provision:**

\*Notwithstanding any grant, agreement and/or contract provisions of the administering agency, due to the March 10, 2020 Declaration of Public Health and Civil Preparedness Emergencies, certain COVID-19-related capital expenditures incurred on or after 3/10/20 and prior to a grant start date for a grant awarded as a result of this application, shall be eligible for reimbursement as outlined below. The town must certify that any grant application requests related to a COVID capital project has not and will not be requested for reimbursement under any other state or federal funding source.

For application purposes, those COVID-19-related expenditures related to new construction, expansion, renovation or replacement for an existing facility or facilities, including cost of land, design, engineering, architectural planning, and contract services needed to complete the project, will be deemed eligible.

For equipment-type items (such as, but not limited to portable generators, portable and programmable electronic signs, public safety/emergency equipment, connectivity/communication equipment/materials, etc.), only items with an individual value of at least \$1,000 and a useful life of at least 5 years will be considered. When multiple like-items each with an individual value of less than \$1,000 are purchased together (such as, but not limited to emergency radios for police or fire), these items will be considered if the total of the like-items exceeds the \$1,000 minimum threshold and such items will be used for 5 or more years. For such items, the town may be required to provide additional information to support that the item is in fact a capital expenditure. Expenditures for PPE and other disposable type items are not eligible expenditures as they are not capital in nature.

This COVID-19-Related Special Grant Provision is applicable to the 2020 round of STEAP grants. This provision may or may not be applicable in future rounds and is subject to the discretion of the Secretary of OPM.

**Projects eligible for STEAP funds include:**

- Economic development projects such as (a) constructing or rehabilitating commercial, industrial, or mixed-use structures and (b) constructing, reconstructing, or repairing roads, access ways, and other site improvements;
- Recreation and solid waste disposal projects;
- Social service-related projects, including day care centers, elderly centers, domestic violence and emergency homeless shelters, multi-purpose human resource centers, and food distribution facilities;
- Housing projects;
- Pilot historic preservation and redevelopment programs that leverage private funds; and
- Other kinds of development projects involving economic and community development, transportation, environmental protection, public safety, children and families and social service programs.

**Priority Project Areas:**

- **COVID-19 related capital projects (as outlined above)**
- Shovel ready projects which are at a stage where project work can begin
- Promoting economic growth
- Developing our workforce

**Priority Project Areas, continued:**

- Improving the quality of life and fiscal stability of municipality
- Improving the grand list
- Infrastructure
- Making government more effective, efficient and customer friendly
- Economic development projects within transit-oriented areas
- Solid waste disposal projects
- Pollution control (water, waste, energy) in order to reduce costs and environmental impacts
- Public Service Answering Point (PSAP) Consolidation

**Expenditures that cannot be funded by STEAP Grant funds:**

- Programmatic expenditures or recurring budget expenditures are **not** eligible for STEAP or any other state bond program. The Office of Policy and Management reserves the right to not fund or reimburse certain projects or certain project components with State bond funds due to public policy reasons.
- The following expenditures are not eligible for reimbursement : ceremonial or entertainment expenses; publicity; bonus payments; reserves; charges in excess of the lowest responsible bid where competitive bidding is required unless prior approval is obtained; deficits or overdrafts; interest charged; any judgment for damages arising from the project; fines and penalties; meals, municipal salaries or employee expenses.
- Project components **not** allowable for STEAP fund payment: Furniture, fixtures and equipment (FF&E). FF&E includes movable furniture, fixtures or other equipment that have no permanent connection to the structure of a building or utilities. FF&E includes, but is not limited to desks, chairs, computers, electronic equipment, appliances, tables, bookcases and partitions. (Exceptions: see **\*COVID-19-Related Special Provision** on previous page with regard to certain components listed in this section.)
- Goods and/or services purchased and/or provided before the contract start date, or after the contract end date will **not** be funded. (Exceptions: see **\*COVID-19-Related Special Provision** on previous page with regard to reimbursements related to certain capital expenditures incurred prior to contract start date.)
- STEAP funds **cannot** be used to represent the required municipal “match” or “share” portion for another state or federal grant.

For the purposes of this application and any subsequent award, “Authorized Signatory” refers to the municipality’s Chief Executive (Town Manager, Mayor, First Selectman, etc.) – the individual who is legally authorized to apply for the grant and who has the authority to enter into any subsequent agreements.

**THIS APPLICATION, ITS RECEIPT, AND/OR ANY SUBSEQUENT ANNOUNCEMENT OR NOTIFICATION OF AN AWARD ASSOCIATED WITH THIS APPLICATION, DOES NOT CONSTITUTE A CONTRACT. A CONTRACT EXISTS ONLY WHEN ALL REQUIRED CONTRACTUAL DOCUMENTS ARE SUBMITTED BY THE PROSPECTIVE GRANTEE AND ARE APPROVED BY THE STATE AGENCY ASSIGNED TO ADMINISTER THE GRANT. THE TOWN WILL BE NOTIFIED WHEN THE CONTRACT IS FULLY EXECUTED.**

[C.G.S. §4-66g SMALL TOWN ECONOMIC ASSISTANCE PROGRAM](#)

Opt-In provisions can be found after the following chart

Municipality	STEAP Eligible	PIC Community	Distressed Municipality	Municipality w/Urban Center Per Adopted Plan
Andover	YES	NO	NO	NO
Ansonia	NO	YES	YES	YES
Ashford	OPT-In Eligible	YES	NO	NO
Avon	YES	NO	NO	NO
Barkhamsted	YES	NO	NO	NO
Beacon Falls	OPT-In Eligible	YES	NO	NO
Berlin	YES	NO	NO	NO
Bethany	YES	NO	NO	NO
Bethel	YES	NO	NO	NO
Bethlehem	YES	NO	NO	NO
Bloomfield	OPT-In Eligible	YES	NO	NO
Bolton	YES	NO	NO	NO
Bozrah	YES	NO	NO	NO
Branford	YES	NO	NO	NO
Bridgeport	NO	YES	YES	YES
Bridgewater	YES	NO	NO	NO
Bristol	NO	YES	YES	YES
Brookfield	YES	NO	NO	NO
Brooklyn	OPT-In Eligible	YES	NO	NO
Burlington	YES	NO	NO	NO
Canaan	YES	NO	NO	NO
Canterbury	YES	NO	NO	NO
Canton	YES	NO	NO	NO
Chaplin	OPT-In Eligible	YES	YES	NO
Cheshire	YES	NO	NO	NO
Chester	YES	NO	NO	NO
Clinton	YES	NO	NO	NO
Colchester	YES	NO	NO	NO
Colebrook	OPT-In Eligible	YES	NO	NO
Columbia	YES	NO	NO	NO
Cornwall	YES	NO	NO	NO
Coventry	YES	NO	NO	NO
Cromwell	YES	NO	NO	NO
Danbury	NO	NO	NO	YES

Municipality	STEAP Eligible	PIC Community	Distressed Municipality	Municipality w/Urban Center Per Adopted Plan
Darien	YES	NO	NO	NO
Deep River	YES	NO	NO	NO
Derby	OPT-In Eligible	YES	YES	NO
Durham	YES	NO	NO	NO
East Granby	YES	NO	NO	NO
East Haddam	YES	NO	NO	NO
East Hampton	YES	NO	NO	NO
East Hartford	NO	YES	YES	YES
East Haven	OPT-In Eligible	YES	YES	NO
East Lyme	YES	NO	NO	NO
East Windsor	OPT-In Eligible	YES	NO	NO
Eastford	YES	NO	NO	NO
Easton	YES	NO	NO	NO
Ellington	YES	NO	NO	NO
Enfield	NO	YES	NO	YES
Essex	YES	NO	NO	NO
Fairfield	YES	NO	NO	NO
Farmington	YES	NO	NO	NO
Franklin	YES	NO	NO	NO
Glastonbury	YES	NO	NO	NO
Goshen	YES	NO	NO	NO
Granby	YES	NO	NO	NO
Greenwich	YES	NO	NO	NO
Griswold	OPT-In Eligible	YES	YES	NO
Groton	NO	YES	NO	YES
Guilford	YES	NO	NO	NO
Haddam	YES	NO	NO	NO
Hamden	OPT-In Eligible	YES	NO	NO
Hampton	YES	NO	NO	NO
Hartford	NO	YES	YES	YES
Hartland	YES	NO	NO	NO
Harwinton	YES	NO	NO	NO
Hebron	YES	NO	NO	NO
Kent	YES	NO	NO	NO
Killingly	NO	YES	YES	YES
Killingworth	YES	NO	NO	NO

Municipality	STEAP Eligible	PIC Community	Distressed Municipality	Municipality w/Urban Center Per Adopted Plan
Lebanon	YES	NO	NO	NO
Ledyard	YES	NO	NO	NO
Lisbon	YES	NO	NO	NO
Litchfield	YES	NO	NO	NO
Lyme	YES	NO	NO	NO
Madison	YES	NO	NO	NO
Manchester	NO	YES	NO	YES
Mansfield	OPT-In Eligible	YES	NO	NO
Marlborough	YES	NO	NO	NO
Meriden	NO	YES	YES	YES
Middlebury	YES	NO	NO	NO
Middlefield	YES	NO	NO	NO
Middletown	NO	YES	NO	YES
Milford	YES	NO	NO	NO
Monroe	YES	NO	NO	NO
Montville	OPT-In Eligible	YES	YES	NO
Morris	YES	NO	NO	NO
Naugatuck	OPT-In Eligible	YES	YES	NO
New Britain	NO	YES	YES	YES
New Canaan	YES	NO	NO	NO
New Fairfield	YES	NO	NO	NO
New Hartford	YES	NO	NO	NO
New Haven	NO	YES	YES	YES
New London	NO	YES	YES	YES
New Milford	YES	NO	NO	NO
Newington	YES	NO	NO	NO
Newtown	YES	NO	NO	NO
Norfolk	YES	NO	NO	NO
North Branford	YES	NO	NO	NO
North Canaan	YES	NO	NO	NO
North Haven	YES	NO	NO	NO
North Stonington	YES	NO	NO	NO
Norwalk	NO	NO	NO	YES
Norwich	NO	YES	YES	YES
Old Lyme	YES	NO	NO	NO
Old Saybrook	YES	NO	NO	NO
Orange	YES	NO	NO	NO
Oxford	YES	NO	NO	NO
Plainfield	OPT-In Eligible	YES	NO	NO

Municipality	STEAP Eligible	PIC Community	Distressed Municipality	Municipality w/Urban Center Per Adopted Plan
Plainville	OPT-In Eligible	YES	NO	NO
Plymouth	OPT-In Eligible	YES	NO	NO
Pomfret	YES	NO	NO	NO
Portland	YES	NO	NO	NO
Preston	YES	NO	NO	NO
Prospect	YES	NO	NO	NO
Putnam	OPT-In Eligible	YES	YES	NO
Redding	YES	NO	NO	NO
Ridgefield	YES	NO	NO	NO
Rocky Hill	YES	NO	NO	NO
Roxbury	YES	NO	NO	NO
Salem	YES	NO	NO	NO
Salisbury	YES	NO	NO	NO
Scotland	OPT-In Eligible	YES	NO	NO
Seymour	OPT-In Eligible	YES	NO	NO
Sharon	YES	NO	NO	NO
Shelton	YES	NO	NO	NO
Sherman	YES	NO	NO	NO
Simsbury	YES	NO	NO	NO
Somers	YES	NO	NO	NO
South Windsor	YES	NO	NO	NO
Southbury	YES	NO	NO	NO
Southington	YES	NO	NO	NO
Sprague	OPT-In Eligible	YES	YES	NO
Stafford	OPT-In Eligible	YES	NO	NO
Stamford	NO	NO	NO	YES
Sterling	OPT-In Eligible	YES	YES	NO
Stonington	YES	NO	NO	NO
Stratford	OPT-In Eligible	YES	NO	NO
Suffield	YES	NO	NO	NO
Thomaston	OPT-In Eligible	YES	NO	NO
Thompson	YES	NO	NO	NO
Tolland	YES	NO	NO	NO
Torrington	NO	YES	YES	YES
Trumbull	YES	NO	NO	NO
Union	YES	NO	NO	NO
Vernon	NO	YES	NO	YES



Municipality	STEAP Eligible	PIC Community	Distressed Municipality	Municipality w/Urban Center Per Adopted Plan
Voluntown	OPT-In Eligible	YES	NO	NO
Wallingford	YES	NO	NO	NO
Warren	YES	NO	NO	NO
Washington	YES	NO	NO	NO
Waterbury	NO	YES	YES	YES
Waterford	YES	NO	NO	NO
Watertown	YES	NO	NO	NO
West Hartford	NO	NO	NO	YES
West Haven	NO	YES	YES	YES
Westbrook	YES	NO	NO	NO
Weston	YES	NO	NO	NO
Westport	YES	NO	NO	NO
Wethersfield	OPT-In Eligible	YES	NO	NO
Willington	YES	NO	NO	NO
Wilton	YES	NO	NO	NO
Winchester	OPT-In Eligible	YES	YES	NO
Windham	NO	YES	YES	YES
Windsor	OPT-In Eligible	YES	NO	NO
Windsor Locks	YES	NO	NO	NO
Wolcott	YES	NO	NO	NO
Woodbridge	YES	NO	NO	NO
Woodbury	YES	NO	NO	NO
Woodstock	YES	NO	NO	NO

Municipalities which have an Urban Center Per Adopted Plan are NOT eligible for either the STEAP program or the STEAP Opt-In Provision.

Municipalities which are designated as a PIC Community, and or a Distressed Municipality, are eligible to Opt-In to the STEAP program as long as the municipality does not have an urban center as per adopted plan. The Opt-in period shall be for four years, and during that four-year period, municipalities which have opted in are NOT eligible to receive Urban Act funding. [Click this link](#) for the STEAP statutory authority which outlines the Opt-In requirements.

### STEAP OPT-IN PROVISIONS

Municipalities deemed eligible for the STEAP Opt-In provision may elect to be eligible for said program individually or as part of a group of municipalities in lieu of being eligible for financial assistance under section 4-66c (Urban Act Grants), by a vote of its legislative body or, in the case of a municipality in which the legislative body is a town meeting, its board of selectmen, and submitting a written notice of such vote to the Secretary of the Office of Policy and Management. Any such election shall be for the

four-year period following submission of such notice to the secretary and may be extended for additional four-year periods in accordance with the same procedure for the initial election.

It is important to note that once a municipality opts-in to the STEAP program, the opt in period lasts for four years from the submission date of the opt-in request. There is no provision to opt-out prior to the end of the four-year term.

Municipalities which have already opted in and the term of the opt-in has not expired as of the due date for this application, do not need to submit an opt-in request to apply for STEAP. However, if an opt-in municipality is awarded a STEAP grant from this current round, the town must renew their opt-in if their current opt-in expires during the term of the grant. **For complete statute, click this link: [C.G.S. §4-66g](#).**

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**SCROLL DOWN FOR APPLICATION FORM AND SUBMITTAL REQUIREMENTS**

State of Connecticut  
Office of Policy and Management [www.portal.ct.gov/opm](http://www.portal.ct.gov/opm)  
STEAP Project Application, Analysis & Eligibility  
*Pursuant to Connecticut General Statutes Section 4-66g*

**APPLICATION FOR FY 2020 STEAP GRANT FUNDING**

**Towns may submit one (1) STEAP application for one (1) project, with a maximum request of \$128,205. Complete instructions are outlined on pages 16 through 19 of this application.**

**You must save your completed application then attach your completed application along with all other required attachments to an email and send to:**

[opm.steapapplications@ct.gov](mailto:opm.steapapplications@ct.gov)

--- IMPORTANT ---

**DO NOT ENTER "SEE ATTACHED" IN SECTIONS THAT ASK FOR DETAILS.  
PLEASE PROVIDE THE REQUESTED INFORMATION ON THE ACTUAL APPLICATION UNLESS A  
SECTION SUGGESTS USING A SEPARATE PAGE OR ATTACHMENT.**

Applicant Town:      Tax ID (FEIN) No.:

Authorized Signatory Full Legal Name:

Authorized Signatory Title:

Authorized Signatory Email:

Authorized Signatory Phone Number:      Extension:

Town Office Street Address / PO Box:      Town Office Zip Code:

Project Name/Title:

Proposed Project Street Address:      Zip Code:

If no project address is available, please provide street intersection detail.

Provide a list of all parcel numbers impacted by the project:

The 2020 round of STEAP grants will be funded from an aggregate amount of \$15,000,000. Individual grant award amounts will depend on the number of participating towns, and the number of qualified applications selected to receive an award. **Requested amount of STEAP Funding (\$128,205 max.): \$**

Will this project offer a benefit to your community related to the COVID-19 Public Health and Civil Preparedness emergencies? Check one:            YES /            NO

If you answered YES above, please provide a brief explanation of how this project will benefit the community as it relates to the COVID-19 Public Health and Civil Preparedness emergencies:

Name, phone and email address of person preparing this application:

Identify town officials and professionals that may be contacted with questions regarding this application:

Names, phone numbers and email addresses:

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1.) Provide a description of the proposed project which includes the purpose of the project. Please be clear as to whether the funds you are requesting are for design, planning, site acquisition and/or construction. **Please be as comprehensive as possible in the description of this project (\*Note: only capital projects will be considered:** new construction, expansion, renovation, or replacement project for an existing facility or facilities. Project costs can include the cost of land, design, engineering, architectural planning, and contract services needed to complete the project. For a description of expenditures that **cannot** be funded with STEAP funds, see page 4).

2.) How will this project impact and benefit the community? Please include any projected economic impact and job creation or retention estimates.

3.) What, if any, planning or design work has begun or been completed on this project?

4.) Is the proposed project consistent with the [State Plan of Conservation and Development](#)?  
YES or NO

5.) Is the proposed project consistent with your local Conservation & Development (C&D) Plan?  
YES or NO

6.) Last date local C&D Plan Adopted: (mm/dd/yyyy)

7.) Will the project require the conversion of lands currently in agricultural use to non-agricultural use?  
YES or NO

8.) Does the project area contain prime or important agricultural soils that are greater than 25 acres in area?  
YES or NO

9.) Does this project impact state-owned property (i.e.: state facilities, state roads and/or bridges, state parks, forests or other state-owned land.) If yes, please provide the location and a brief explanation.

10.) Will any project related activities be conducted within a floodplain\*?  
YES or NO

(\*If you answer “yes” to question 10, please be advised that the provisions of the [Dept. of Energy and Environmental Protection’s Flood Management Certification are applicable.](#))

11.) Describe the environmental and social impacts of the proposed project. For example, impacts related to traffic, floodplains, natural resources/wetlands, endangered species, archeological resources, historical structures, neighborhoods, utilities, parks, cemeteries etc. *(If necessary, attach response in a separate document with the following heading: “Environmental & Social Impacts”.)*

12.) Is this project a phase of a larger plan? YES or NO

If YES, please complete **a** through **e** below.

If NO, skip to #13.

a.) What phase are you applying for?

b.) How many phases are there in total?

c.) What state agency/agencies administers/administered the previous phase(s)?

Agency Name:            or n/a

d.) Who is/was the state agency contact person for this project?

Agency Contact Name:            or n/a

e.) Attach additional information regarding the overarching, long-term plan if applicable. Attachment heading should read "Long Term Plan".

Attached: YES or NO

13.) What is the amount of Town/Local matching funds for this project?

Amount \$

14.) Project Funding – And STEAP Fund Use/Budget

Please complete the attached Funding and Budget Worksheet. The purpose of the work sheet is to reflect how much money has already been spent on the project, how much money will be spent on the project moving forward, what types of expenditures you will use the STEAP funds for, and how much match funding the municipality is committing to the project. You are reminded that STEAP funds cannot be used as a municipal "share" or "match" for any other state or federal grant, and no other state or federal grants can be used to satisfy the "match" for this grant application.

15.) Please summarize amounts and types of funds, if any that have been expended to date for this project.

16.) If this is not part of a multi-phase project, has any work already begun? If yes, please summarize.

17.) If this is a multi-phase project, please provide a brief summary of the work completed to date.

18.) Should this project be awarded a STEAP grant, how soon after our contract is fully executed, would STEAP funded project work begin? (CHECK ONE BOX BELOW)

30 days

60 days

90 days

90+ days

19.) Will this project move forward if the requested STEAP funds are not awarded or are awarded only in part? Please explain.

20.) Was this project not selected in a previous round of STEAP grants?

21.) Will this project require a referendum/legislative body vote? If “no”, check this box and skip to question 23. If already approved by vote, enter vote date here and skip to question 23. If to be voted on in future, enter projected date of vote here . If your application is selected for an award, the project must be approved by vote within 30 days of being notified of the award. A copy of the municipality’s approval of the project, whether in resolution format or memorialized in meeting minutes, must be submitted to the administering agency.

22.) Has this project been rejected at a previous referendum/legislative body vote? YES or NO . If yes, what has changed that leads you to believe that it will pass at the next referendum/legislative body vote?

23.) Has there been, or do you anticipate a measurable level local opposition to the project which may interfere with the expedient use of grant funds should this project be selected for an award?

24.) Is there any other relevant information you feel may be helpful, please include it below:

**Include the following material with your completed and signed application:**

1. Site location indicated on a flood map
2. Property boundary map
3. Two separate real estate appraisals, if land acquisition is proposed. ***\*Note: STEAP funds cannot exceed the appraised value established in the appraisals***
4. Project plans / concept plans
5. Proposed project schedule and duration of project (or project phase) to be funded by these STEAP funds should they be awarded
6. Project cost estimates supporting the request for funding
7. List of necessary local, state, and federal permits and approvals required for the project; list the status of each if applicable
8. Environmental site assessments (if applicable)
9. 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.) A sample resolution is provided on page 19 of this document.
10. [Municipal Certification of Eligibility for OPM Discretionary State Funding \(rev. 03/26/18\) \(Please see the COVID-19-Related Information related to this certification by clicking THIS LINK\)](#)
11. Budget Worksheet that has been provided with this application
12. Acceptance & Certification (pages 17 and 18 of this document)



## ACCEPTANCE & CERTIFICATION

(Page 1 of 2)

**This Acceptance and Certification must be read and signed by the Authorized Signatory of the municipality in order for the municipality/project to be considered for STEAP funding.**

My signature below, as Authorized Signatory of the Town 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 a Flood Management Certification;
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 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 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;
6. 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;
7. 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;
8. I understand that I am responsible for meeting the requirements to remain eligible for discretionary state funding as outlined at [this link](#).

**ACCEPTANCE & CERTIFICATION**  
**(Page 2 of 2)**

9. I will supply the Office of Policy and Management 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 should a grant be awarded;
10. 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, unless such expenditures are satisfactorily determined by the administering agency to be allowed pursuant to the **\*COVID-19-Related Provision** (page 3) or after the end date as set forth in the fully executed contract; and
11. I have read, in full, all pages of this application package, entitled Small Town Economic Assistance Program (STEAP) Guidelines and Application.

Authorized Signatory's Name (Please Print)

Title

\_\_\_\_\_  
Signature

Date

**You must save this completed application, then attach your completed application, the separate completed budget workbook, and all other required attachments to an email and send to:**

[opm.steapapplications@ct.gov](mailto:opm.steapapplications@ct.gov)

**MUNICIPAL CERTIFICATION OF RESOLUTION**

Below is the suggested format for the municipal certification of the town's resolution which authorizes the Chief Executive Officer of the municipality to accept a 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 town/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 town's resolution appears in the indented portion of the certification below.

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**Municipal Certification of Resolution - STEAP 2020**

I, \_\_\_\_\_, Town Clerk of the Town 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 the Representative Town Meeting of said municipality at the Regular Monthly Meeting held on \_\_\_\_\_ (month, day, year):

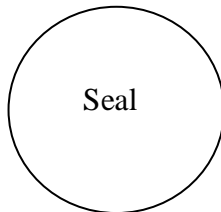
"RESOLVED, that First Selectman \_\_\_\_\_ (name) be, and hereby is, authorized to accept on behalf of the Town of \_\_\_\_\_, a 2020 Connecticut STEAP Grant in the amount \_\_\_\_\_ of \_\_\_\_\_ \$ \_\_\_\_\_ for \_\_\_\_\_ (project description); and

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 2020 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 Town of \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_, 2020.



\_\_\_\_\_  
Signature/Town Clerk  
Town of \_\_\_\_\_