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State of Connecticut
Office of Policy and Management
STEAP Project Application, Analysis & Eligibility
Pursuant to Connecticut General Statutes Section 4-66g

Applicant Town _____

Applicant Address _____

Project Location _____

Requested STEAP Funding _____

Total Project Cost _____

Identify Town Officials and Professionals involved in developing and managing the project.

_____
Print Name, Title and Phone Number

_____
Print Name, Title and Phone Number

_____
Print Name, Title and Phone Number

Provide a description of the 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 or construction. Please be as comprehensive as possible in this description of this project. *(If necessary, attach response in a separate document.)*

(Example= Economic Development: Extend utilities to industrial park; Water/Sewer: 500 Ft water extension along Hop Spring Road; Road Improvement: Pave Smith Road; Parks and Recreation: New Playscape at Hill Park)

_____

_____

_____

How will the completion of your proposed project impact and benefit the community? *(If necessary, attach response in a separate document.)*

What, if any, planning or design work has begun on this project?

Is the proposed project consistent with the State Conservation and Development Policies Plan? (Plan detail is available at: www.ct.gov/opm/cdplan.)

Will the project require the conversion of lands currently in agricultural use to non-agricultural use? Does the project area contain prime or important agricultural soils that are greater than 25 acres in area?

Project Funding

What is the total cost of the project?

What is the total amount of funding secured for the project to date?

What are the sources of the other funds in place for the project?

If all project funds have not been raised or secured, what is the anticipated source and timeline for remaining funds?

What is the municipality financially contributing towards the project?

Please complete the following table detailing the project sources and use of funds.

Sources	Non-STEAP Funds	STEAP Funds	Total
STEAP Grant			
Local Funds			
Federal Funds			
Other			
Total			
Uses			
Professional Services			
Acquisition			
Construction/Renovation			
Other			
Contingency			
Total			

Attach the following material:

1. Site Location Map (if applicable)
2. Real Estate appraisals (if land acquisition is proposed)
3. Proposed project schedule
4. Project cost estimates supporting the request for funding (if available)
5. List of necessary local/state/federal permits and approvals required for the project

Please forward the items requested above with your application for STEAP assistance to:

Brenda L. Sisco, Acting Secretary
Attention: Barbara Rua
Office of Policy and Management
Budget and Financial Management Division
450 Capitol Avenue
Hartford, Connecticut 06106

This page must be read and signed by the chief executive official of the municipality in order for the municipality/ project to be considered for STEAP funding.

My signature below, as First Selectman, Mayor or Town Manager of the Town of _____, indicates acceptance of the following and further certifies that:

1. I will comply with any grant terms and conditions required by the administering agency;
2. I understand that should this grant application be approved I will be required to sign an assistance agreement with the assigned administering agency delineating the terms and conditions of this grant;
3. I understand that various permits may be required by the administering agency as required by either the Connecticut General Statutes or Connecticut regulations;
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 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; and
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 General Statutes.

_____	_____	_____
Applicant's Signature	Title	Date