

**Department of Energy and Environmental Protection (DEEP)
Urban Green & Community Garden Initiative (UGCG)
Grant Application
Deadline: June 1st, 2020**



Project Title: _____

Applicant: _____

Applicant Address: _____

Name and Title of Chief Executive Officer: _____

Name and Title of Preparer: _____ Phone: _____

Total Project Cost: \$ _____ Total Project Area (acres/sq.ft.): _____

Your response to the following questions will be used to evaluate and rank your proposed project. Responses should be brief, factual and accurate. Applicants submitting project proposals that include inaccurate information, facts, statements or disclosures will be penalized by having the application withdrawn from review or having the grant surrendered should one be awarded. Please use extra sheets as necessary when submitting answers.

This application is available in an alternative format upon request in fulfillment of the Department's Americans' with Disabilities Act (ADA) requirement.

Should you have any questions on completing this application, first review the Frequently Asked Questions (FAQ) guide located at the end of this application.

More detailed questions can be directed to Allyson Clarke (860) 424-3774 or Holly Lalime (860) 424-4078 at DEEP's Office of Constituent Affairs/Land Management.

How to Submit Your Application

Please return your complete application including this questionnaire along with responses and supporting documentation to the following address:

CT Department of Energy and Environmental Protection
Open Space and Watershed Land Acquisition Grant Program
Office of Constituent Affairs/Land Management
79 Elm Street, 6th Floor
Hartford, CT 06106-5127

Eligibility:

To be eligible for this grant program:

- The applicant must be a Municipality, or a Municipality partnering with a non-profit organization.
- The project must take place within the territorial limits of a “Distressed Municipality” or a “Targeted Investment Community” (Section 32-9p CGS),
 - **Distressed Municipalities:** Ansonia, Bridgeport, Bristol, Chaplin, Derby, East Hartford, East Haven, Griswold, Hartford, Killingly, Meriden, Montville, Naugatuck, New Britain, New Haven, New London, Norwich, Putnam, Sprague, Sterling, Torrington, Waterbury, West Haven, Winchester and Windham.
 - **Target Investment Communities:** Bridgeport, Bristol, East Hartford, Groton, Hamden, Hartford, Meriden, Middletown, New Britain, New Haven, New London, Norwalk, Norwich, Southington, Stamford, Waterbury and Windham.
- The project must take place on publicly-owned land. **If a non-profit organization is a co-applicant, it must have control of the project area for at least 10 years or another term as approved by the Commissioner in advance of the application deadline.**
- The applicant must have funds available or funding sources available for 50% of the total project cost.
- The project must create, enhance or restore a Community Garden or urban green space.
- The applicant must clearly show how the public will access and enjoy the project. If public access is not clearly shown, the project will not be evaluated or awarded a grant.
- The project cannot be for commercial activities (i.e., use of property for sale of goods or production of goods for sale that is intended to generate a profit) or intensive recreational use (i.e. turf fields, indoor recreational facilities, swimming pools).
- The project cannot take place on land that was acquired by eminent domain.
- The municipality must have a Plan of Conservation and Development that is less than 10 years old.

Application:

1) Project Description

Provide a description of your proposed project. The description should include the following:

- **Location:** Describe the project location. Where is the site and how will the community access it? What is the present condition of the site?
- **Plans:** Describe the work to be performed. What will the project accomplish? Who will complete the work? What is the timeline for completion?
- **Management:** Explain how the site will be managed and who will manage it. If there are two applicants, what role(s) will each play in the project?
- **Site Use:** When will the public have access to the site? What types of recreation will be offered? Will public events and community gatherings be permitted? If fees will be charged, describe the fee structure and how the funds will be managed.

Supporting Material

- Map showing project location (roads, streets, compatible uses)
- Property boundary map
- Design plan
- Map showing public access and proposed and existing recreational resources.

2) Budget Narrative

Describe the total project budget and costs (all costs should align with the project description). **Costs should be broken down to show source of funding (i.e. grant and match funds).**

3) Funding Mechanism

This is a matching grant program that covers 50% of the total project cost. Provide documentation showing the source of matching funds including cash on hand to complete the project. Will other grant funds be applied for? All funding sources should be disclosed. This grant program accepts in-kind contributions (e.g., staff/volunteer time and donated materials).

Supporting Material

- Budget showing total project cost, matching funds, and grant funds requested
- Resolution authorizing applicant and co-applicant to enter into an agreement and authorizing the expenditure of funds
- Budget line item where funds are held or committed, if applicable
- Proof of available stewardship funding or viability of non-profit co-applicant, if applicable

4) Existing Ownership

The ownership of this site is to be held in fee by a municipality. The property must be free from any liens, claims, encumbrances or easements that would prevent the land from being used for a community garden or passive recreation area.

Supporting Material

- Copy of current deed and, if applicable, a municipal/non-profit land use agreement

5) Accessibility for people with disabilities is a civil right defined, for these purposes, as equal opportunity for the use and enjoyment of community garden and restoration projects. Such consideration is relevant to elements such as parking, gates, garden beds, and pathways. Define how accessibility is to be integrated into the design of the project.

6) Community Need

Explain why a community garden or passive recreation area would be a welcome addition to the community. What other recreational opportunities are available within close proximity? What major population center(s) and neighborhood(s), are within the service area for the project? What is the population density of the subject municipality and specific census tract?

7) Plan of Conservation and Development

Is this project consistent with the State and Municipal Plan of Conservation and Development?

Is the Municipal Plan of Conservation and Development less than 10 years old? Yes No

(See eligibility)

Supporting Material

- Municipal Plan of Conservation & Development and/or Recreation Plan (Do not attach the entire plan or whole chapters of the plan. Only provide relevant excerpts)
- Regional Conservation Plan (Do not attach the entire plan or whole chapters of the plan. Only provide relevant excerpts)
- Other Municipal or Community Plans

8) Local Support

Explain what support this project has received and how the public has been involved in the planning and design process. How and when was the decision to undertake this project made? What kind of interest have community members expressed about the project? Has the community been involved with the design?

Supporting Material

- Municipal Support Letters (planning, inland wetland, conservation, open space)
- Regional Planning Agency Support Letters (RPA or COG corporate/executive board)
- Community Organization Support Letters

9) Operation, Maintenance and Stewardship Capabilities

Provide evidence of the applicant's or co-applicant's capability to operate and maintain the project. Who will manage the project and what is their management level and experience? Will the maintenance of this facility be a cooperative effort between the municipality, land conservation organization(s) or local community groups?

Supporting Material

- A draft plan for the operation, maintenance, and/or stewardship of the project

10) Past Grant Compliance

Has the applicant received a UGCG grant in the past? If so, provide a brief update on the project(s). How has the site been maintained? How has the public reacted to the project(s)? If site(s) is no longer active, please explain.

Supporting Material

- Three photographs of each UGCG funded project in their current state (JPEG)
- A photograph of the permanent sign or plaque recognizing DEEP funding for each funded project (JPEG)

Urban Green and Community Garden Grant Program (UGCG) Answers to Frequently Asked Questions

1. ELIGIBILITY –

How do I know if my municipality is a “Distressed Municipality” or “Targeted Investment Community”?

Distressed Municipalities: Ansonia, Bridgeport, Bristol, Chaplin, Derby, East Hartford, East Haven, Griswold, Hartford, Killingly, Meriden, Montville, Naugatuck, New Britain, New Haven, New London, Norwich, Putnam, Sprague, Sterling, Torrington, Waterbury, West Haven, Winchester and Windham.

Targeted Investment Communities: Bridgeport, Bristol, East Hartford, Groton, Hamden, Hartford, Meriden, Middletown, New Britain, New Haven, New London, Norwalk, Norwich, Southington, Stamford, Waterbury and Windham.

2. NON-PROFIT CO-SPONSORS –

I’m a non-profit and want to apply for funding. What does that mean?

Non-profit groups may co-sponsor restoration and community garden projects on municipally-owned land. If awarded a State grant, the municipality **and** the non-profit group will together enter into a Personal Services Agreement with the State. The State will reimburse the municipality, who will then reimburse the non-profit group. It’s important that you have a good working relationship with the municipality or group (depending on your status as the applicant) in order to expedite the grant award process efficiently. DEEP can only reimburse for expenses incurred after all parties sign the Personal Services Agreement and it’s approved by the State Attorney General’s office.

3. FUNDING GUIDLINES –

What types of expenses are covered by this grant program?

Materials

Grant funds can be used for materials such as lumber, soil, mulch, fencing, crushed stone dust, signage, hand tools, reference books, etc. Funds can be used to purchase perennial plants such as shrubs, trees, and native flowering plants. Grant funds cannot be used to purchase plants that are on the State of Connecticut invasive plants list.

Professional Services

Funding may be used to hire professional architects and engineers. Please note that chosen contractor(s) must be listed as an approved contractor under the Department of Administrative

Services, Contractor Prequalification Program. Program requirements and other information can be found by visiting: <https://portal.ct.gov/DAS/Procurement/PreQual/DAS-Construction-Contractor-Prequalification-Program>

Structures

Grant funding may be used to purchase minimal outdoor structures. Acceptable structures include garden sheds, picnic tables, benches, and open air pavilions. Funds cannot be used to purchase enclosed structures such as offices, indoor classrooms, wash/pack facilities, or indoor recreation facilities. This grant program aims to promote passive recreation and community gardens. Funds cannot be used to purchase park amenities such as playscapes, splash pads, barbeques, or sports equipment.

Tools

Grant funding may be used to purchase hand tools such as shovels, hoes, rakes, irrigation materials, etc. Funding cannot be used to purchase any power tools or motorized equipment such as rototillers.

Equipment Rental

Grant funds may be used to rent equipment for the construction of your garden or restoration project.

What percentage of costs do grant funds cover?

This is a matching grant program. Grant funds cover 50% of the total project cost. For example, if the total cost of a project is \$50,000, then the state will pay \$25,000 and the sponsor will pay \$25,000.

What costs can be used as a project match?

The expenses listed above can be used as a project match. Match funds can also be used for:

- Staff time;
- Donated materials;
- Donated professional services;
- Volunteer time (according to Independent Sector, the federal hourly rate is \$25.43).

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Example Budget Table

Expenses	Cost	Match Funds	Grant Funds
Garden shed	\$4,600		\$4,600
Hand tools	\$500	\$500	
Compost	\$1,200		\$1,200
Mulch	\$500	\$500	
Lumber and hardware for raised beds	\$2,000	\$2,000	
Fencing	\$5,000		\$5,000
Crushed stone for ADA accessible path	\$1,000	\$1,000	
Water hook up	\$1,000	\$1,000	
Irrigation equipment	\$700	\$300	
3 picnic tables	\$1,300		\$1,300
4 benches	\$800	\$800	
Signage	\$500	\$450	\$50
¼ mile stone path construction (Public Works)	\$2,000	\$2,000	
2 volunteers (6 hours @ \$24.69/hour)	\$300	\$300	
Grounds Manager (100 hours at \$30.00/hour)	\$3,000	\$3,000	
Perennial plants for pollinator garden	\$300	\$300	
Total Costs	\$24,300	\$12,150	\$12,150

4. EXISTING PROPERTY OWNERSHIP –

Where can I get a copy of the property’s current deed?

Visit your Municipal Assessor’s Office and ask for the property street card(s). On the street card(s) you will find the book volume(s) and page number(s) for the current deed(s). Go to the Clerk’s Office to locate and make a copy the deed(s).

5. STATEMENT OF COMMUNITY NEED –

Where can I find the supporting documents and materials?

- **Connecticut’s State Plan of Conservation and Development** is available at <https://portal.ct.gov/OPM/IGPP-MAIN/Responsible-Growth/Conservation-and-Development-Policies-Plan/Conservation-and-Development-Policies-Plan>, at any public library, or by contacting your Regional Planning Organization (RPO) or Council of Government (COG).
- **Municipal Plans of Conservation and Development/Conservation and Recreation** are typically available online or at your Town or City Hall. Please note that these plans must

be less than ten years old to be “current”. If a municipality wishes to submit a proposal and their C&D plan is not current, it must gain written approval from the DEEP Commissioner before submitting an application.

- **Regional Conservation Plans** can be found by visiting your region’s Council of Governments (COG) website, or by contacting your Regional Planning Organization (RPO). RPO’s are available online at: <https://portal.ct.gov/OPM/IGPP-MAIN/Responsible-Growth/Regional-Planning-Organizations-RPO>
- **Connecticut’s 2016-2020 Comprehensive Open Space Acquisition Plan (The Green Plan)** is available online in its entirety and in sections at www.ct.gov/deep/greenplan.
- **Connecticut’s Comprehensive Wildlife Strategy (The Wildlife Action Plan)** is available online at:
https://www.ct.gov/deep/cwp/view.asp?a=2723&q=325886&deepNav_GID=1719
- **Connecticut Statewide Comprehensive Outdoor Recreation Plan (SCORP)** is available online at:
https://www.ct.gov/deep/cwp/view.asp?a=2707&q=323864&deepNav_GID=1642

6. LOCAL SUPPORT –

Where can I request Municipal and Regional letters of support?

- For municipal letters of support, contact your local boards and/or commissions (e.g., Inland Wetlands, Conservation, Open Space, and/or Planning Commissions).
- For regional (RPO/COG) letters of support, contact your Regional Planning Organization. The agencies and contact names are available online at:
<https://portal.ct.gov/OPM/IGPP-MAIN/Responsible-Growth/Regional-Planning-Organizations-RPO>

HAVE OTHER QUESTIONS?

Additional or more detailed questions can be directed to Allyson Clarke at (860) 424-3774 or Holly Lalime at (860) 424-4078, at DEEP’s Office of Constituent Affairs and Land Management.