

**Department of Economic and Community Development, Connecticut
Office of Brownfield Remediation and Development
BROWNFIELD AREA-WIDE REVITALIZATION (BAR) PLANNING GRANT
Frequently-Asked Questions (FAQs)**

The following summarizes the frequently-asked questions on the BAR Planning Grant:

1. Are municipalities the only eligible entities to apply for the BAR Planning Grant?

No, apart from municipalities, regional councils of governments and economic development agencies are eligible to apply for the grant.

2. Can the BAR Planning Grant Program be applied to a region/corridor?

Yes, the BAR Planning Grant Program can be applied to a region/corridor. DECD will consider a submission where the BAR Project Area spans multiple municipalities as long as the application is:

- a. well thought out;
- b. reflective of a clear governance model; and
- c. the BAR Project Area is contiguous (while spanning multiple jurisdictions) and manageable.

It is possible that a COG would be the lead entity on such an application but two or more municipalities can jointly submit such an application. The application should include a partnership agreement that clearly defines how the administration and governance will be handled among the multiple entities.

3. Can a COG apply on behalf of a single municipality?

Yes, a COG can apply for the BAR Planning Grant program on behalf of a single municipality as long as the application reflects strong partnership and commitment from both entities to implement the BAR Plan.

4. Can a municipality submit the application on behalf of a state-entity that owns land in the Municipality?

Yes, a municipality can submit the application on behalf of a state-entity that owns land within the municipality as long as the application reflects strong partnership and commitment from both entities to implement the BAR Plan.

5. Can a municipality submit the application on behalf of a private-entity that owns land in the Municipality?

Yes, a municipality can submit the application on behalf of a private-entity that owns land within the municipality as long as the application reflects strong partnership and commitment from both entities to implement the BAR Plan.

6. Can an economic development agency apply for the BAR Planning Grant?

Yes, economic development agencies are one of the eligible entities who can apply for the BAR Planning Grant.

7. For joint applications (applications from multiple entities), does one entity need to be designated as the lead?

Yes, in the case where multiple entities are applying for the BAR Planning Grant, the entity that formally submits the application will be considered as the lead entity for administrative purposes. The lead entity must submit the authorizing resolution on behalf of the other entity(ies). In

addition, the submitted application must include resolutions from each participating entity, authorizing the lead entity to act on its behalf for the purposes of applying for and administering the grant.

- 8. Is it okay to include funds used to prepare the BAR Planning Grant Application either as a grant expense or a match?**
DECD will not consider any funds used to prepare the BAR Planning Grant application as a grant expense or a local match.
- 9. Can local grants be considered to satisfy the mandatory 10% match?**
Yes, local grants will be considered to satisfy the mandatory 10% match. However, these funds should specifically enable the scope of work defined in the BAR Planning Grant application or be connected to the project activities and tasks listed in the Work Plan. For example, if a municipality is planning to use a local grant to conduct limited Phase I & II ESA that will help with developing a better BAR Plan, then the funds can be considered as a match. However, if the municipality is using a local grant to conduct a Phase I & II ESA that is in no way related to BAR Plan or the BAR Project Area, then it cannot be considered as a match.
- 10. Can federal or other state grants/funds be considered to satisfy the mandatory 10% match?**
Federal grants will be considered to satisfy the mandatory 10% match. However, these federal funds should specifically enable the scope of work defined in the BAR Planning Grant application or be connected to the project activities and tasks listed in the Work Plan. State grants will not be considered as a match.
- 11. Can non-public funds be considered to satisfy the mandatory 10% match?**
Yes, all fund contributions from any private for-profit or non-profit partner in the BAR Planning Grant Program will be considered to satisfy the mandatory 10% match. However, these funds should specifically enable the scope of work defined in the BAR Planning Grant application or be connected to the project activities and tasks listed in the Work Plan.
- 12. Do all the studies conducted for the BAR Plan have to be restricted to the BAR Project Area?**
Most of the studies will automatically be restricted to the boundaries of the BAR Project Area. However, there may be some studies, for example a Market Analysis, which may make more sense if conducted for the entire municipality or region.
- 13. Can the BAR Grant be used to conduct Environmental Site Assessments?**
The BAR Planning Grant is specifically for preparing a BAR Plan and not for environmental site assessments. There are other DECD/OBRD assessment grants that can be used for assessment activities. However, a portion of the BAR grant (not more than 25%) may be used for limited Phase I and II if it will help achieve the goals of the Plan and help develop practical implementation strategies.
- 14. Can any of the grant funds be used for project management?**
Yes, up to 5% of the grant funds may be used for project management. Additional funds from applicant may be used for project management but it will have to come from other non-grant sources.

- 15. Can grant funds be used for preparation of EPA/DEEP's PREPARED Workbook?**
Yes, the grant funds may be used for preparation of EPA/DEEP's PREPARED Workbook as long as it is used as a tool to help prepare the BAR Plan.
- 16. Does the application have to be 12 pages long?**
No, the application does not have to be 12 pages long but must not exceed 12 pages excluding maps, tables, photos, figures, other attachments, Board Resolutions, etc. Applications shall be on letter-sized paper, with one-inch margins, typed, single-spaced, and using a font size no smaller than 12 point. Please see Section V. of the Request for Applications for a description of what needs to be included in the Application.
- 17. Will DECD not read applications that are longer than 12 pages?**
DECD will not reject applications that are not in conformance with the size-specifications. However, a good application will be able to follow the format and specifications presented in the Request for Applications.
- 18. Is it mandatory to submit the project budget on a DECD Budget Form?**
All applications should include the DECD Budget Form which basically summarizes sources and uses of all funds by major line items (e.g.; design, planning, remediation, project management etc.). However, applicants are encouraged to include a separate budget that details the projected costs for specific project tasks or activities.
- 19. It may so happen that the applicant may not know the exact grant amount that it intends to apply for when the Board/Council Resolution is sent for approvals. Is it okay to state that the funds that we are seeking are up to \$200,000?**
DECD understands that the timing of obtaining the resolution from the Board/Council may not coincide with finalization of the budget of the BAR Grant Application. Therefore, DECD is fine if the actual amount that the applicant is applying for is not stated in the Board/Council Resolution. Also, the amount that the applicant applies for may not be the same that is finally approved by DECD.
- 20. Are we restricted to the "Eligible Activities" listed in the RFA?**
Applicants are mostly restricted to use the funds for eligible activities listed in the RFA. However, the applicant can use the funds for similar activities not listed in the RFA that will further the goals of the BAR Plan. Please contact DECD to confirm eligibility of a particular activity or task not listed in the RFA.
- 21. Can we create the advisory/steering committee after being awarded the BAR Planning Grant?**
DECD recognizes the importance of having established partnerships in the success of the BAR Planning program. Therefore, DECD expects all applicants to have formed the advisory/steering committee prior to submitting the application. Five (5) points will be automatically awarded to all applicants that can demonstrate the presence of an advisory/steering committee.
- 22. Can the applicant's Board/Council or an existing Committee be considered to be the Advisory/Steering Committee for the BAR Planning Program?**
No, the applicant's Board/Council or an existing Committee cannot be considered to be the Advisory/Steering Committee for the BAR Planning Program.

23. Can the BAR Planning Grant be used to further similar planning activities already in place in the BAR Project Area?

We understand that some applicants may have some sort of Plan (for example, MDP Plan, TOD Plan, Downtown Plan etc.) already in place in the Project Area. We understand that it will not make sense to create another Plan for the same Project Area unless a. the current plan does not focus on the brownfields in the Project Area; b. the goals and outcomes of the BAR Planning Grant Program are very different from those of the existing Plan; c. there are additional planning activities that can improve the plan's recommendations and implementation strategies or d. the plan is outdated. Applicants may use the BAR Planning Grant to address the above planning gaps. Applicants will have to demonstrate that the new planning activities will complement and be consistent with the current plans in place. One requirement at the end of the exercise is to have a report with specific implementation strategies to remediate and redevelop the BAR Project Area.

24. If awarded the grant, when can the project begin?

If awarded the BAR Planning Grant, the applicant can begin the project on the date of the award. All eligible expenses from the date of the award will be reimbursable once the DECD Assistance Agreement (contract) is in place.