

Submitted 1:33pm
2/20/25



2025 GRANT ROUND

SMALL TOWN ECONOMIC ASSISTANCE PROGRAM GUIDELINES



PROGRAM:

The Small Town Economic Assistance Program (STEAP) pursuant to [C.G.S. §4-66g](#) funds economic development, community conservation and quality of life projects for localities that are ineligible to receive Urban Action bonds ([C.G.S. §4-66c](#)).

TIMELINE:

Application Release Date: Thursday, January 9, 2025
Application Due Date: On or before 4:00 PM Thursday, February 20, 2025
Award Date: On or about April 3, 2025

APPLICATION INSTRUCTIONS:

- The complete application, any associated updates, addendums or related documents are available at [Small Town Economic Assistance Program - STEAP](#).
- All submissions related to this application must be sent via email to opm.steapapplications@ct.gov. The subject-line of the email must include the municipality's name and "STEAP 2025 Application".
- The submission must be in PDF format.
- Applications are due on or before 4:00 PM on Thursday, February 20, 2025.
- The municipality must submit a completed copy of the "STEAP Application Checklist".
- The municipality must submit a "Statement of Work and Budget".

GRANT AWARD FUNDING:

STEAP funds are issued by the [State Bond Commission](#) and administered by the Office of Policy and Management (OPM). Funds 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.

The 2025 STEAP grants will be funded from an aggregate amount of \$30,000,000. The total STEAP grant amount a municipality can receive each fiscal year is \$1,000,000. This includes

individual and group applications. Individual grant award amounts will depend on the number of participating municipalities, and the number of qualified applications selected to receive an award.

In no event shall a municipality receive a grant unless and until the secretary determines, in the secretary's sole discretion, that the municipality has fully utilized or has plans to fully utilize any other funds previously granted to such municipality.

MUNICIPALITY ELIGIBILITY:

Eligible municipalities are listed on the attached STEAP Eligibility Listing. Municipalities which have an Urban Center Per Adopted State Plan of Conservation and Development are NOT eligible for either STEAP or the STEAP Opt-In Provision.

Municipalities which are designated as on the [Public Investment Community Index](#) (PIC), and/or a Distressed Municipality, are eligible to [Opt-in to STEAP](#) as long as the municipality does not have an urban center as per adopted plan. The Opt-in period shall be for four years. During that four-year period, municipalities which have opted in are NOT eligible to receive Urban Act funding.

Municipalities that are eligible to opt into the STEAP program must submit their opt-in request **prior** to submitting their STEAP application.

Municipalities with projects more than five (5) years old or that have expired contracts that have not been closed out with the administering agency are ineligible to apply for new funding. Municipalities should contact the administering agency for previous award information to ensure compliance.

MUNICIPAL MATCH:

All project funding (other than STEAP grant award) must be secured [as of the time of application](#).

A 20% municipal match of the total project is preferred, but not required, in accordance with the following:

- Match funds must be municipal funds, not funds from other state or federal grants;
- Municipal salaries and/or expenses cannot be counted toward the municipal match;
- Funds spent on studies, planning, design, engineering, cost of land and contract services needed to complete the project are acceptable matches;
- Match funds must be spent in their entirety prior to final reimbursement; and
- Match expenditures can be those allowable project-related expenditures which were incurred before or during the grant contract period

The municipal match commitment is not altered shall a project come in under expected costs. The reduction will be on the state grant side.

Shall a municipality not be able to complete their project and meet their municipal match during the contract period, the STEAP award shall be pro-rated based on the municipal match.

An authorizing referendum vote and/or 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 2025 STEAP Grant with the State of Connecticut. This authorizing vote and/or resolution needs to be submitted to the administering agency within thirty (30) days of grant award notice if not available at time of application.

COMPLIANCE REQUIREMENTS:

[C.G.S. Sec. 8-23](#) requires each municipality to prepare or amend and adopt a plan of conservation and development (POCD) at least once every ten years. In accordance with [Public Act 24-132](#), any municipality that fails to adopt a POCD every ten years shall be ineligible for discretionary state funding in excess of \$25,000 unless such prohibition is expressly waived by the OPM Secretary.

All STEAP-funded projects are subject to applicable federal, state, and local laws, ordinances, regulations.

Certain projects, if funded with a STEAP grant, may be subject to additional reviews, evaluations, permits, approvals, and/or certifications, including but not limited to: Commission on Human Rights and Opportunities ([CHRO](#)), Connecticut Environmental Policy Act ([CEPA](#)), Flood Management Certification ([FMC](#)); State Historic and Preservation Office ([SHPO](#)) review and determination; and/or Municipal Plan of Conservation and Development ([POCD](#)) provisions with regard to eligibility for discretionary state funding. Such reviews, evaluations, permits and/or certifications could significantly impact project costs and timelines.

The grantee should only submit applications for such projects when it is able to provide the detailed information that might be required for various state review processes and can continue with the proposed project and spend down the grant within the terms of the contract period despite these added costs and extended project timelines.

CONTRACT:

Grants awarded will have a four (4) 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 five (5) years.

Each STEAP grant shall have its own contract and shall not be combined with any other grant contract. 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 awarded grant application.

Any STEAP application, its receipt, and/or any subsequent announcement or notification of an award associated with an application, does not constitute a contract. A contract exists only when you have submitted all required contractual documents and such documents are approved by the administering state agency, and the municipality is notified that the contract is fully executed. Do not incur any anticipated STEAP grant funded project expenditures until a contract is fully executed, as only those allowable expenditures incurred between the start and end dates as established on the fully executed contract can be reimbursed. Expenditures incurred before the contract start date or after the contract end date will not be reimbursed.

When a municipality is selected to receive a STEAP grant, the municipality will receive a notification letter from OPM indicating which state agency has been assigned to administer their award.

Municipalities should be prepared to enter 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. This means that the STEAP funded portion of the project should be "shovel-ready" or "nearly shovel-ready" at time of application. This is necessary to ensure that the grantee will be able to spend down their grant funds within the defined term of the award, as funds not expended before the grant's end date will be forfeited.

CHANGES IN CONTRACT:

Only minor changes germane to the original scope from the approved application shall be approved by the administering agency. STEAP grant funds cannot be repurposed (used for a project other than the one for which it was awarded.)

- EXAMPLE: A STEAP grant is awarded for a sidewalk project. The original scope was to install 1000 feet of sidewalk. A scope change which would increase the sidewalk to 1200 feet would be germane, therefore would be allowable and could be approved. A scope change to instead use the funding for a veterans' memorial and NO sidewalks would not be germane, therefore cannot be allowed or approved.

GRANT REIMBURSEMENT:

All grant payments will be made on a reimbursement basis and only after the municipality has:

- Incurred and paid for the allowable STEAP-related allowable project expenditures incurred between the start and end dates of the contract
- Match funds must be spent in their entirety (100%) prior to final reimbursement

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.

The administering agency will provide 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.

ELIGIBLE AND PRIORITY PROJECTS AREAS:

Projects eligible pursuant to CGS [Section 4-66c](#):

- 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;
- Recreational facility improvements;
- 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;
- Homeownership initiatives in collaboration with local community development financial institutions;
- Redevelopment of historic preservation areas that leverage private funds;
- Development projects involving economic and community development, transportation, environmental protection, public safety, children and families and social service programs; and
- Land acquisition associated with the above types of projects.

Priority Project Areas:

- Shovel-ready projects which are at a stage where project work can begin at STEAP contract approval (see below)
- Improving the quality of life and fiscal stability of municipality
- Making government more effective, efficient and customer friendly
- Promoting economic growth particularly in transit-oriented areas
- Public Service Answering Point (PSAP) Consolidation
- Developing our workforce
- Infrastructure (i.e. roads, bridges, public buildings)
- Pollution control (water, waste, energy) in order to reduce costs and environmental impacts

Shovel-ready projects are defined as those which have:

- Legislative body approval (i.e.: referendum, town meeting)
- All funding (other than STEAP funding) for the STEAP project secured
 - Matching funds
 - Additional project funds
- Local permits in place (i.e.: Inland Wetlands, Zoning, Planning)
- State approvals and permits in place, such as:
 - State Historical Preservation Office (SHPO)
 - Flood Management Certification (FMC)
- Utility coordination plan established
- Municipal Plan of Conservation and Development (POCD) up to date
- Project PS&E (plans, specifications, and estimates) ready to be advertised

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. OPM reserves the right to not fund or reimburse certain projects or certain project components with State bond funds due to public policy reasons.
- 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.
- 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.
- Goods and/or services purchased and/or provided before the contract start date, or after the contract end date will **not** be funded.
- STEAP funds **cannot** reimburse design, studies, planning and/or engineering costs.
- STEAP funds **cannot** be used to represent the required municipal "match" or "share" portion for another state or federal grant.

STEAP CONTACT INFORMATION:

- Program information: Martin.Heft@ct.gov or 860.418.6355
- Application Submission: opm.steapapplications@ct.gov
- Questions related to an award (including questions about your grant contract/agreement, payment/reimbursement and a one-time extension), must be directed to the [assigned state agency](#).

C.G.S. §4-66g 2025 SMALL TOWN ECONOMIC ASSISTANCE PROGRAM

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	YES	NO	NO	NO
Avon	YES	NO	NO	NO
Barkhamsted	YES	NO	NO	NO
Beacon Falls	YES	NO	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	YES	NO	NO	NO
Columbia	YES	NO	NO	NO

C.G.S. §4-66g 2025 SMALL TOWN ECONOMIC ASSISTANCE PROGRAM

Municipality	STEAP Eligible	PIC Community	Distressed Municipality	Municipality w/Urban Center Per Adopted Plan
Cornwall	YES	NO	NO	NO
Coventry	YES	NO	NO	NO
Cromwell	YES	NO	NO	NO
Danbury	NO	NO	NO	YES
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	YES	YES
Guilford	YES	NO	NO	NO

C.G.S. §4-66g 2025 SMALL TOWN ECONOMIC ASSISTANCE PROGRAM

Municipality	STEAP Eligible	PIC Community	Distressed Municipality	Municipality w/Urban Center Per Adopted Plan
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
Lebanon	YES	NO	NO	NO
Ledyard	OPT-In Eligible	YES	NO	NO
Lisbon	OPT-In Eligible	NO	YES	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	YES	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	NO	NO
New Britain	NO	YES	YES	YES
New Canaan	YES	NO	NO	NO

C.G.S. §4-66g 2025 SMALL TOWN ECONOMIC ASSISTANCE PROGRAM

Municipality	STEAP Eligible	PIC Community	Distressed Municipality	Municipality w/Urban Center Per Adopted Plan
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	OPT-In Eligible	YES	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	OPT-In Eligible	NO	YES	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	YES	NO
Plainville	OPT-In Eligible	YES	NO	NO
Plymouth	OPT-In Eligible	YES	YES	NO
Pomfret	YES	NO	NO	NO
Portland	YES	NO	NO	NO
Preston	OPT-In Eligible	YES	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

C.G.S. §4-66g 2025 SMALL TOWN ECONOMIC ASSISTANCE PROGRAM

Municipality	STEAP Eligible	PIC Community	Distressed Municipality	Municipality w/Urban Center Per Adopted Plan
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	YES	NO
Suffield	YES	NO	NO	NO
Thomaston	OPT-In Eligible	YES	NO	NO
Thompson	OPT-In Eligible	YES	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
Voluntown	OPT-In Eligible	YES	YES	NO
Wallingford	YES	NO	NO	NO
Warren	YES	NO	NO	NO
Washington	YES	NO	NO	NO

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Municipality	STEAP Eligible	PIC Community	Distressed Municipality	Municipality w/Urban Center Per Adopted Plan
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

STEAP Application Checklist

Upload the documents listed below when submitting application:

- Site location on a map that includes flood zone boundaries.
- Copy of lease, if STEAP-funded work to be undertaken on leased property which is not owned by the municipality.
- Two separate real estate appraisals, if land acquisition is proposed. ***Note: STEAP funds cannot exceed the appraised value established in the appraisals**
- Project plans / concept plans, including overarching plan if phased project.
- Proposed project schedule prepared by a qualified professional based on scope of project, including the duration of the total project (or project phase) to be funded by these STEAP funds should they be awarded.
- Project cost estimates supporting the request for funding developed and signed off by a qualified professional.
- List of necessary local, state, and federal permits and approvals required for the project; list the status of each if applicable
- Environmental site assessments (if applicable)
- Any state approvals/compliance including but not limited to:
 - Connecticut Human Rights and Opportunities ([CHRO](#)) Contract Compliance
 - State Historic and Preservation Office ([SHPO](#)) review and determination
- Acceptance & Certification – Form provided
- 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.) Sample resolution is provided.
- Municipal Certification of Eligibility for OPM Discretionary State Funding – Form Provided