**Request for Applications (RFA)**

**2017 Responsible Growth and Transit-Oriented Development Program**

**State of Connecticut, Office of Policy and Management**

**A. INTRODUCTION**

The Office of Policy and Management (OPM) is seeking applications from municipalities and regional councils of governments for projects to promote (1) responsible growth consistent with the [Conservation & Development Policies: The Plan for Connecticut 2013-2018](http://www.ct.gov/opm/lib/opm/igp/org/cdupdate/2013-2018_cd_plan.pdf) (C&D Plan) and/or (2) opportunities for transit-oriented development (TOD), as defined in [Section 13b-79o](https://www.cga.ct.gov/current/pub/chap_243.htm#sec_13b-79o) of the Connecticut General Statutes.

**B. ELIGIBLE APPLICANTS**

Only Connecticut municipalities and Regional Councils of Governments (COGs) may submit applications. Joint applications and collaborative partnerships with developers, non-profits, and other outside entities are encouraged. Eligible applicants may submit multiple applications.

**C. PROGRAM OBJECTIVE**

Develop an inventory of high-quality projects for consideration of funding through this grant program, or other state-agency programs, which advance State and local goals for responsible growth and/or TOD. Priority may be given to applications from municipalities awarded implementation grants under CTNext’s Innovation Places program, in accordance with [Public Act 16-3](https://www.cga.ct.gov/2016/ACT/pa/2016PA-00003-R00SB-00502SS1-PA.htm).

In general, proposals shall:

* Identify key problems or critical barriers preventing responsible growth and/or transit oriented development;
* Identify pragmatic strategies for problem-solving or eliminating these barriers, and develop implementable work plans;
* Demonstrate strong local support for the proposal;
* Improve or expand opportunities for future private investment in responsible growth and/or TOD; and
* Leverage other investment.

**D. ELIGIBILITY REQUIREMENTS**

A wide range of planning and construction projects will be considered, provided applicants meet the minimum requirements as follows:

* Proposals are consistent with the State C&D Plan and local plans of conservation and development (POCD) of the affected municipalities;
* Proposals will further State goals relating to responsible growth and/or TOD;
* Only Connecticut Municipalities or COGs are eligible to apply. Please note, to be eligible to receive funding under this program, municipalities shall have (1) adopted a plan of conservation and development (POCD) within the past ten years, pursuant to [C.G.S. § 8-23](https://www.cga.ct.gov/2016/sup/chap_126.htm), as amended by [P.A. 15-95](https://www.cga.ct.gov/2015/ACT/pa/pdf/2015PA-00095-R00SB-01045-PA.pdf), or (2) have applied for, and received, a waiver of the discretionary state funding prohibition from the OPM Secretary, in accordance with the process described in [CGS § 8-23](https://www.cga.ct.gov/2016/sup/chap_126.htm); and
* Proposed projects cannot supplant other grantee funding or operational costs, as detailed in Section 16 of the General Grant Conditions.

**E. SELECTION PROCESS**

This is a competitive grant program, in which proposals shall be selected on a rolling basis at the discretion of the OPM Secretary, and subject to availability of funding approved by the Bond Commission. Selected applicants will work collaboratively with OPM, and other State agencies, to develop detailed implementation strategies based on the applicant’s completed **APPLICATION FORMs**. Only complete applications will be evaluated. OPM reserves the right to contact applicants in order to seek clarification and additional detail, as needed.

**F. PROGRAM FUNDING LIMITS**

Grant awards under this program shall be not less than ten thousand dollars ($10,000) and not more than two million dollars ($2,000,000). OPM reserves the right to award funding outside of those limits at the discretion of the OPM Secretary.

**G. PROGRAM FUNDING SOURCES**

Bond funds have been authorized for these purposes under Section 2(a)(1) of Public Act 16-4 (May Special Session), and Sections 2(d)(3) and 32(a)(2) of Public Act 15-1 (June Special Session). Funding is contingent upon Bond Commission approval, and OPM reserves the right to select the funding source it deems most appropriate for each grant award.

**H. MILESTONE DATES AND SUBMITTAL REQUIREMENTS**

(1) Wednesday, May 10, 2017 at 4:00 pm – Deadline to submit written questions on the RFA. All questions must be directed, in writing, to the Official State Contact: Matthew Pafford, at either Matthew.Pafford@ct.gov or Office of Policy and Management, 450 Capitol Avenue MS# 54ORG, Hartford, CT 06106-1379. Proposers are required to limit their contact regarding this RFA to the person(s) named herein.

(2) Wednesday, May 24, 2017 at 4:00 pm– Deadline for OPM to post responses to RFA questions on its website. Written responses to all questions received will be posted to the Office of Policy and Management website:

<http://www.ct.gov/opm/cwp/view.asp?a=3006&Q=383284&opmNav_GID=1386>

and the Department of Administrative Services (DAS) website:

<http://das.ct.gov/cr1.aspx?page=12>

(3) Friday, June 23, 2017 at 4:00 pm – **Deadline to submit completed APPLICATION FORM. In no event shall the content of any proposal be modified after this date; however, municipalities or COGs that need additional time to complete the Certified Resolution or COG letter requirements shall ensure that any such documents are received by no later than Friday, July 21, 2017 at 4:00 pm, in order for the application to be deemed complete.**

Completed applications and attachments are encouraged to be submitted electronically to OPM.Responsiblegrowth-tod@ct.gov If an applicant prefers to submit a hard copy of their application, it should be mailed to Matthew Pafford, Office of Policy and Management, 450 Capitol Avenue MS# 54ORG, Hartford, CT 06106-1379. All applications must be received by the deadline specified in Section H. All applicants will receive acknowledgement of receipt via email.

Any addendums to this program will be posted to the websites listed in subsection (2). It is the responsibility of the applicant to monitor these websites for any updates.

All communications with the State or any person representing the State concerning this RFA are strictly prohibited, except as permitted by this RFA. Any violation of this prohibition by proposers or their representatives may result in disqualification or other sanctions, or both.

In addition to the requirements in this RFA, applicants agree to comply with OPM’s Special, and General Grant Conditions, or any terms and conditions required by the administering agency, if other than OPM. For informational purposes, a copy of OPM’s Grant Condition are included in Section U of this RFA.

**I. MINIMUM SUBMISSION REQUIREMENTS.**

Proposals must be (1) submitted before the deadline, (2) follow the required format, (3) include all required forms, and (4) be duly executed. Proposals that fail to meet these minimum submission requirements may be disqualified and not reviewed further.

**RIGHTS RESERVED TO THE STATE**

**J**. The State reserves the right to award in part, to reject any and all bids in whole or in part for misrepresentation or if the proposer is in default of any prior State contract, or if the bid or proposal limits or modifies any of the terms and conditions and/or specifications of the RFA. The State also reserves the right to waive technical defect, irregularities and omissions if, in its judgment, the best interest of the State will be served.

The State reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the awarding of a grant already made to a proposer and subsequently awarding the grant to another proposer. Such action on the part of the State shall not constitute a breach of contract on the part of the State since the grant with the initial proposer is deemed to be void *ab initio* and of no effect as if no grant ever existed between the State and the proposer.

**K.** The State may amend or cancel this RFA, prior to the due date and time, if the State deems it to be necessary, appropriate or otherwise in the best interests of the State. Failure to acknowledge receipt of amendments, in accordance with the instructions contained in the amendments, may result in a firm's proposal not being considered.

**L.** Any costs and expenses incurred by proposers in preparing or submitting proposals are the sole responsibility of the proposer.

**M.** No additions or changes to the original proposal will be allowed after submission. While changes are not permitted, clarification of proposals may be required by the State at the proposer’s sole cost and expense.

**N.** All responses to the RFA must conform to instruction. Failure to include any required signatures, provide the required number of copies, meet deadlines, answer all questions, follow the required format, or failure to comply with any other requirements of this RFA may be considered appropriate cause for rejection of the response.

**O.** This RFA is not an offer and neither this RFA nor any subsequent discussions shall give rise to any commitment on the part of the State or confer any rights on any proposer unless and until a contract is fully executed by the necessary parties. The contract document will represent the entire agreement between the proposer and the State and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The State shall assume no liability for payment of services under the terms of the grant until the successful proposer is notified that the grant has been accepted and approved by the State. The grant may be amended only by means of a written instrument signed by the State and the proposer.

**P.** All proposals in response to this RFA are to be the sole property of the State. Proposers are encouraged NOT to include in their proposals any information that is proprietary. All materials associated with this procurement process are subject to the terms of State laws defining freedom of information and privacy and all rules, regulations and interpretations resulting from those laws. The Connecticut Freedom of Information Act (FOIA) generally requires the disclosure of documents in the possession of the State upon request of any citizen, unless the content of the document falls within certain categories of exemption. An example of an exemption is a “trade secret,” as defined by Connecticut General Statutes Section 1-210(b)(5)(A). Confidential information must be separated and isolated from other material in the proposal and labeled CONFIDENTIAL and enclosed in a separate envelope.

If the proposer indicates that certain documentation, as required by this RFA, is submitted in confidence, by specifically and clearly marking said documentation as CONFIDENTIAL, OPM will endeavor to keep said information confidential to the extent permitted by law. OPM, however, has no obligation to initiate, prosecute or defend any legal proceeding or to seek a protective order or other similar relief to prevent disclosure of any information pursuant to a FOIA request. As set forth below, the proposer has the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. In no event shall OPM or any of its staff have any liability for disclosure of documents or information in the possession of OPM which OPM or such staff believes to be required pursuant to the FOIA or other requirements of law.

IMPORTANT NOTE: If the information is not readily available to the public from other sources and the proposer submitting the information requests confidentiality, then the information generally is considered to be “given in confidence.” A convincing explanation and rationale sufficient to justify each exemption from release consistent with Section 1-210(b) of the Connecticut General Statutes shall be prepared by the proposer and shall accompany the proposal. The rationales and explanation shall be simply stated in terms of the prospective harm to the competitive position of the proposer that would result if the identified information were to be released, and you shall state the reasons why you believe the materials are legally exempt from release pursuant to Section 1-210(b) of the Connecticut General Statutes.

**Q.** Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of the RFA is to be the sole property of the State.

**R.** Proposers may be asked to give demonstrations, interviews, presentations or further explanation to the RFA Selection Committee.

**S.** The proposer represents and warrants that the proposal is without collusion or fraud. The proposer further represents and warrants that they did not participate in any part of the RFA development process, had no knowledge of the specific contents of the RFA prior to its issuance, and that no agent, representative or employee of the State participated directly in the proposer’s proposal preparation.

**T.** All responses to the RFA must conform to instruction. Failure to include any required signatures, provide the required number of copies, meet deadlines, answer all questions, follow the required format, or failure to comply with any other requirements of this RFA may be considered appropriate cause for rejection of the response.

**U. OPM GRANT CONDITIONS**

* **GENERAL GRANT CONDITIONS, Updated November 4, 2015:**

[**http://www.ct.gov/opmathome/lib/opmathome/general\_grant\_conditions\_revised\_november\_4\_2015.docx#47984**](http://www.ct.gov/opmathome/lib/opmathome/general_grant_conditions_revised_november_4_2015.docx#47984)

* **SPECIAL GRANT CONDITIONS**

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| --- | --- |
| 🞎 | 1. The Grantee agrees to complete and submit to OPM a revised project narrative not later than thirty (30) days after signing this grant award. The Grantee must contact OPM program staff at regarding the required revisions. |
| 🞎 | 2. Specific funding limitations have been applied to this grant. Please contact OPM program staff at for further detail on these funding restrictions. |
| 🞎 | 3. The Grantee is required to participate in training session(s) on . The Grantee must contact to schedule training and determine if there are other technical assistance opportunities. |
| 🞎🞎 | 4. The Grantee must submit to OPM for review and approval a revised budget itemization for any proposed change (1) which will alter a budget category by more than 10% of the budget category or by more than $500, whichever is greater, or (2) which places resources in a budget category not previously funded. Significant changes in the use of funds within a budget category, while not requiring a formal budget revision, should be reported to OPM by letter.5. The Grantee must submit to OPM for review and approval a revised budget itemization for any proposed change (1) which will alter a budget category or (2) which moves resources between budget categories or (3) which moves resources to a line-item not previously approved by OPM.   |
|  ⌧ | 6. The Grantee, including all other recipients of assistance under the grant, whether by contract, subcontract, or subgrant, upon request, agrees to cooperate with research and evaluation efforts of OPM or any party designated by OPM for such purpose. The Grantee further agrees that such cooperation includes but is not limited to: (1) collecting and maintaining project data, including client data, (2) supplying project data to OPM or its designee; and (3) permitting access by OPM or its designee to any and all project information whether stored by manual or electronic means. |
| 🞎 | 7. Grantee’s attendance at all training events, seminars and conferences must be approved by OPM prior to submitting registration for the event. Requests to attend training events must include names of staff, purpose of training, justification/need for training, location, dates and costs. Staff attending training events may be required to present a summary of the training to OPM and/or other Grantees. |
| 🞎 | 8. It will be the sole responsibility of the Grantee, and its staff, to insure that any report, article, computer program, database or other product or publication, whether oral or in writing, resulting from the performance of duties pursuant to this grant application and grant award, protects the privacy of confidential information and complies with confidentiality and privacy rights and obligations created by any federal and state law, court rules, or rules of professional conduct applicable to the work performed by the Grantee.  |
| 🞎 | 9. The Grantee certifies that the application on which this grant is based was presented to the superintendent of schools for its school district and his or her comments thereon were given consideration prior to the submission of the application to OPM. |
| 🞎 | 10. The Grantee shall comply with the following statutes, regulations, guidelines and requirements, to the extent applicable and mandated by the controlling underlying federal grant program:🞎 Section 3789d(c), Omnibus Crime Control and Safe Streets Act of 1968, as amended.🞎 28 C.F.R. Part 42, Subparts C, D, E.🞎 28 C.F.R. Part 23 (Criminal Intelligence Systems).🞎 28 C.F.R. Part 38 (Equal Treatment of Faith Based Organizations).🞎 U.S. Department of Justice, Office of Justice Program (OJP) Financial Guide.🞎 To avoid duplicating existing networks or IT systems in any initiatives funded by Bureau of Justice (BJA) for law enforcement information sharing systems, which involve interstate connectivity between jurisdiction, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the Grantee can demonstrate to the satisfaction of BJA that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system. |
| 🞎 | 11. The Grantee agrees to and shall comply with all other applicable attachments provided by the federal government, as may be amended. |
|  |  |
| ⌧ | 12. The Grantee agrees to and shall comply with the scope of work in the Grant, as may be amended. |
| 🞎 | 13. The Grantee shall comply with all requirements of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5, as amended, that are attached hereto. |

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| --- | --- |
| 🞎 | 1. If applicable, the Grantee shall grant to other Connecticut municipalities or towns and/or the State limited, non-exclusive and royalty free license to use any Proprietary Computer Software or related electronic applications and all updates, upgrades and modifications developed pursuant to this Grant, but excluding Third-Party Software.  For the purpose of this grant “Computer Software” means (i) computer programs that comprise a series of instructions, rules, routines, or statements, regardless of the media in which recorded, that allow or cause a computer to perform a specific operation or series of operations; and (ii) recorded information comprised of source code listings, design details, algorithms, processes, flow charts, formulas, and related material that would enable the computer program to be produced, created, or compiled.
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| 🞎 | 1. If applicable, during the term of this Grant, including any extension thereof, Grantee and, if applicable, Grantee’s subcontractor, shall install, run and maintain all upgrades, enhancements, and new releases of Grantee’s proprietary Computer Software and Grantee’s subcontractor’s Computer Software and provide copies of such to all third parties granted a license to use such Computer Software.
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Revised November, 2012

**APPLICATION FORM**

**2017 Responsible Growth and Transit-Oriented Development Program**

**State of Connecticut, Office of Policy and Management**

**Please complete one APPLICATION FORM for each proposal. Only complete applications will be evaluated.**

**A. INTRODUCTION**

1. Name of Municipality(s) and/or COG(s). If joint application, indicate lead applicant:

Click here to enter text

2. Name and title of Authorized Signatory(s):

Click here to enter text.

3. Primary contact person for project-related details, if different than above (include name, title, phone and email): Click here to enter text.

4. Project Title: Click here to enter text.

5. Project Address/Location:

Click here to enter text.

6. Anticipated project duration: Number of months

7. Total grant amount requested: $ Specify total dollar amount

8. Total grantee match: $ Specify total dollar amount

 8a. Briefly describe the source of any proposed match funds: Click here to enter text.

9. Project classification: Select one

10. Project type: Select one

10a. If Other, please specify: Click here to enter text.

11. In as few words as possible, state the problem or obstacle this proposal intends to resolve. You will be asked to provide additional detail in Section C.

Click here to enter text

12. In as few words as possible, provide a summary of the proposed project. You will be asked to provide a more detailed description of the proposed project in Section C.

Click here to enter text

**B. REQUIRED ATTACHMENTS & FORMAT**

File size restrictions may necessitate more than one email submittal. If this occurs, please send additional submittals to OPM.Responsiblegrowth-tod@ct.gov and label the subject line of each email with the applicant name and a reference to the specific nature of the attachment.

**ATTACHMENT 01: REGIONAL AND MUNICIPAL SCALE MAP(s) (if applicable):** Include maps showing the project location, and any meaningful contextual information, at both the regional and municipal scale. Highlight relevant regional or local features, as appropriate.

**ATTACHMENT 02: SITE MAP(s) (if applicable):** Include project boundary/site maps. Highlight relevant site features and contextual information, as appropriate.

**ATTACHMENT 03: PROJECT PLANS AND/OR CONCEPTUAL PLANS (if applicable):** Indicate any phased portions of the plan, as applicable.

**ATTACHMENT 04 (for municipal applicants only):** Submit a signed copy of the [Municipal Certification of Eligibility for Discretionary State Funding.](http://www.ct.gov/opmathome/lib/opmathome/policies/municipal_certification_of_eligibility_for_discretionary_state_funding.docx) See Question # 32 for additional details.

**ATTACHMENT 05:** Certified Resolution and COG Letter (municipal applicants only) as specified in Section H.

**ATTACHMENT 06:** Other attachments, as appropriate.

**C. DETAILED PROJECT DESCRIPTION.**

 **Please keep your responses as clear and concise as possible.**

13. Explain the purpose and need of the proposed project:

Click here to enter text

14. Identify the project goals and objectives:

Click here to enter text

15. Provide a detailed description of the proposed project, including how this proposal will resolve the problem or obstacle identified in question # 11. If this is a multi-phase project, briefly outline the entire project, and provide detailed information for only those phases specifically seeking funding under this grant program:

Click here to enter text

16. Briefly describe any alternatives considered:

Click here to enter text

17. Briefly summarize any current or anticipated barriers to implementation:

Click here to enter text

18. Briefly describe any local support, or pre-development activities that support this project. Include any action taken by the applicant to encourage, or allow for, the proposed development (eg. changes to zoning, local/developer interest, etc):

Click here to enter text

19. Is the proposed project listed in any other State, regional, or local plan? Provide the name of the plan, a weblink to the plan, and a reference to the location of this project in the plan:

Click here to enter text

20. List any required permits, environmental assessments, or other regulatory requirements and provide the status of each:

Click here to enter text

21. Provide any other relevant information (optional):

Click here to enter text

**D. PROJECT SCHEDULE**

22. How soon after a contract is fully executed can the project commence: Number of months

23. Are there any portions of this project that are especially time sensitive?

Click here to enter text

24. Provide a detailed project schedule in the text box below, or as an attachment:

Click here to enter text

25. Provide any additional details in the text box below (optional):

Click here to enter text

**E. BUDGET**

26. Briefly describe any recent State investments (grants, loans, programs, projects, bond funding, etc.) that relate to this project, or previous phases of this project:

Click here to enter text

27. Have you previously applied for State funding for this proposal, or any portion of, and been denied? Briefly explain, and include reason for denial (if known):

Click here to enter text

28. Provide a detailed project budget, including (at minimum) itemized project activities, all project phases, and any other State and non-State funding to be used for this project:

Click here to enter text

**F. CONSISTENCY WITH STATE AND LOCAL PLANS OF CONSERVATION AND DEVELOPMENT**

29. Is the proposed project consistent with the municipal plan(s) of conservation and development (POCD) of the affected municipality(s)?

Select one.

30. Provide references to sections in the local and/or regional POCD that support this application:

Click here to enter text

31. Describe how this proposal is consistent with the Growth Management Principles of the State C&D Plan. Include all that apply:

Click here to enter text

32. For municipal applicants only: In accordance with [C.G.S. §  8-23](https://www.cga.ct.gov/2016/sup/chap_126.htm), as amended by [Public Act 15-95](https://www.cga.ct.gov/2015/ACT/PA/2015PA-00095-R00SB-01045-PA.htm), any municipality that has not adopted a plan of conservation and development (POCD) within the past ten years is ineligible for discretionary state funding unless they request and receive a waiver from the prohibition on a grant-by-grant basis from the OPM Secretary. In conjunction with this completed **Application Form**, municipalities are required to submit a signed copy of the **Municipal Certification of Eligibility for Discretionary State Funding** to verify their eligibility to receive discretionary state funding under this grant program. Follow the link below to access the document:

<http://www.ct.gov/opmathome/lib/opmathome/policies/municipal_certification_of_eligibility_for_discretionary_state_funding.docx>

**G. POTENTIAL ENVIRONMENTAL IMPACTS**

33. Indicate the potential level of direct and/or indirect impacts to the environmental resources listed in the table below. Briefly describe any potential impacts in the comment box at the end.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Resources** | **Potentially significant with mitigation** | **Not significant with mitigation** | **No anticipated significant effects** | **Unknown at this time** |
| Wetlands |[ ] [ ] [ ] [ ]
| Surface or Groundwater resources *\*including quality, quantity, or impacts to public drinking water supply* |[ ] [ ] [ ] [ ]
| Floodplains (100-year) or Floodways |[ ] [ ] [ ] [ ]
| Stream channel encroachment  |[ ] [ ] [ ] [ ]
| Fish and/or Wildlife Habitats\*including the presence of endangered, threatened, and special concerns species and habitats (NDDB) |[ ] [ ] [ ] [ ]
| Air quality |[ ] [ ] [ ] [ ]
| Coastal resources |[ ] [ ] [ ] [ ]
| Agricultural lands and/or soils |[ ] [ ] [ ] [ ]
| Historic sites and districts |[ ] [ ] [ ] [ ]
| Archeologically sensitive areas |[ ] [ ] [ ] [ ]
| Aesthetic / scenic resources |[ ] [ ] [ ] [ ]
| Designated open space and recreational uses |[ ] [ ] [ ] [ ]
| Surrounding land uses / neighborhood |[ ] [ ] [ ] [ ]
| Transportation |[ ] [ ] [ ] [ ]
| Utilities and Services |[ ] [ ] [ ] [ ]
| Other (Please explain) |[ ] [ ] [ ] [ ]

34. Briefly explain any potential impacts identified above, and provide additional comments as needed:

Click here to enter text

35. [ ]  (Required) By checking this box, the applicant understands and acknowledges that the proposed project may warrant further review under the Connecticut Environmental Policy Act (CEPA), and agrees to comply with all requirements and costs associated with such review, and further acknowledges that the applicant is in a position to cover any and all additional costs associated with such review.

**H. ADDITIONAL REQUIREMENTS**

*For municipal applications:*

(1) A Certified Resolution of the municipality’s legislative body authorizing, by name and by title, the chief executive officer of the municipality to submit a grant application and to administer the grant, if awarded. See attached **SAMPLE RESOLUTION**. For joint applications, each participating municipality must pass a similar resolution of its legislative body authorizing the appropriate official of the lead municipality to submit a grant application on its behalf and to administer any grant award; and

(2) A letter from the applicant’s respective COG evaluating the proposal’s regional significance, and recommendations for improvement (if any).

*For COG applications:*

(1) A Certified Resolution of the COG’s board of directors authorizing, by name and by title, the executive director of the COG to submit a grant application and to administer the grant, if awarded. See attached **SAMPLE RESOLUTION**. For joint applications, any partnering COG shall also pass a similar resolution authorizing the executive director of the lead COG to submit a grant application on its behalf and to administer any grant award.

**Please submit completed APPLICATION FORMS and required attachments electronically to:**

OPM.Responsiblegrowth-tod@ct.gov

**Applicants who elect to submit hard copies should mail them to:**

**Office of Policy and Management,**

**Attn: Matthew Pafford**

**450 Capitol Avenue MS# 54ORG,**

**Hartford, CT 06106-1379.**

**All applications must be received by the deadline specified in Section H of the RFA to be considered.**

**ATTACHMENT: SAMPLE RESOLUTION**

*Sample Resolution Authorizing the designated officer of a Municipality or Regional Council of Government (COG) to apply for and to administer any Responsible Growth and Transit-Oriented Development (TOD) Grants.*

**Certified Resolution of the Municipal Legislative Body or COG Board of Directors**

(To be completed by the City or Town Clerk, or COG equivalent)

**2017 Responsible Growth and Transit-Oriented Development (TOD) Grant Program**

The Legislative Body of the Town/City of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ met on \_\_\_\_\_\_\_\_\_\_\_\_\_ and adopted a resolution by the vote of \_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_ which:

*Or*

The Board of Directors of the Regional Council of Government of \_\_\_\_\_\_\_\_\_\_\_\_ met on \_\_\_\_\_\_\_\_\_\_\_\_\_ and adopted a resolution by the vote of \_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_ which:

1. authorizes submission of the **\_\_\_(title of the grant proposal(s))\_\_\_**, in accordance with the 2017 Responsible Growth and Transit-Oriented Development (TOD) Grant Request for Applications;
2. authorizes **(name and title of the designated Officer of a municipality or COG), or their successor(s)**, to sign the grant application, attached hereto, and to sign any other documents associated with administering the grant, if awarded, including but not limited to the final grant agreement and any amendments thereto.
3. In administering the grant, if awarded, the **[applicant name]** hereby agrees to comply with the terms and conditions in the final grant agreement, as executed, including the local match requirement contained in such agreement. The local match presented in the initial Application Form shall form the basis for the match requirements of the grant agreement.

Attested to by:

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (City/Town Clerk or COG equivalent)

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_