



Town of Middlefield  
Jim Irish  
Via email: June 3<sup>rd</sup>, 2024

Subject: Connecticut Recreational Trails Program FY 2024 Grant Round  
**Grant Award Notification**

Dear Jim:

I am pleased to inform you that, the Department of Energy & Environmental Protection (DEEP) Trails & Greenways Program and The CT Greenways Council (Per CGS Section 23-103 as amended by Public Act No. 15-190) has recommended your proposal entitled "*Middlefield/Durham Community Multi-use Trail*" for funding in the total amount of **\$172,000.00** after successful contract negotiations and execution. In the coming weeks we will begin the contracting process.

**New This Year: You are requested to attend a Microsoft Teams webinar on Thursday June 27, 2024 at 1 PM which will provide a detailed overview on grant award procedures.** You will receive the final contract for your signature using the DocuSign electronic signature system. DEEP is using the DocuSign platform for all contract execution to process contracts in the most expedient fashion. This platform provides the authorized party notification through email that their review and signature is requested on the enclosed document. The email will be issued from DocuSign but will include the name of the DEEP personnel managing the transmittal request. You will be directed to open the pdf and add your signature to the appropriate contract line. The e-mail contact information provided in your grant application will be the address that DEEP will send your contract for signature. **If this email isn't the correct one for the actual party authorized to enter into a contract with DEEP, please contact me with the signatory's contact information as soon as possible to avoid processing delays.**

**Please note that work done prior to your receipt of a fully executed and signed contract by DEEP will not be eligible for reimbursement.** However, you may begin to track and document your 20% matching contribution up to 18 months prior to your official contract date.

This contract is subject to State set-aside and contract compliance requirements which were enacted under Public Act 15-5 and became effective October 1, 2015. The Connecticut Commission on Human Rights and Opportunities (CHRO) administers these requirements. The grantee must comply with these requirements, as applicable, relative to the award of the contract. Further information can be found on the CHRO web page at [www.ct.gov/chro](http://www.ct.gov/chro). Questions regarding the requirements are to be directed to CHRO at (860) 541-4709.

Please call me with any questions,

*Kimberly Bradley*  
Kimberly Bradley,  
CT Trails & Greenways Program  
Phone: 203-915-5201  
Email: [kimberly.bradley@ct.gov](mailto:kimberly.bradley@ct.gov)