

BOA Nomination – Work Plan

The Nomination will provide an in-depth and thorough description and analysis of existing conditions, opportunities, and reuse potential for properties located in the proposed Brownfield Opportunity Area (BOA) with an emphasis on the identification and reuse potential of strategic sites that are catalysts for revitalization and culminate in designation of the area by the Secretary of State.

Key project objectives include:

- Identifying and providing a clear description and justification of a manageable study area and associated boundaries.
- Establishing a community and stakeholder participation process.
- Developing a clear community vision and associated goals and objectives for the study area.
- Completing a comprehensive land use assessment and analysis of existing conditions in the study area, including an economic and market trends analysis, to determine the range of realistic future uses and types of redevelopment projects to revitalize the study area.
- Identifying strategic sites that represent key redevelopment opportunities and fully examining their redevelopment potential.
- Based on the analysis, a description of key findings and recommendations for future uses and other actions for redevelopment and community revitalization.
- Providing a series of key recommendations to serve as the basis for project implementation.
- Submission of a BOA designation package for approval and official designation by the Secretary of State.

Component 1: Project Start-up

Task 1.1: Project Planning Meeting

The contractor and Department of State (DOS) shall conduct an initial meeting with key project participants to discuss and finalize project scope, objectives, approach, and regulatory requirements. The meeting agenda should include:

- Project scope
- SEQRA requirements
- Potential services required
- Approach to developing project steering committee
- Public engagement strategy
- MWBE requirements and approach

Meeting Materials:

- Agenda
- Project workplan & budget
- Supporting materials (e.g. maps, visuals, list of proposed advisory members, etc.)

Attendees:

- Contractors
- Agency representatives from DOS and other agencies as applicable

Products:

- Meeting summary and notes

Task 1.2: Establish Project Steering Committee

The contractor shall establish a steering committee to oversee the Nomination process. The committee shall include members that represent diverse interests within the community, including, but not limited to:

- local municipal officials from the community in which the project is located
- community-based organizations or not-for-profit organizations
- regional planning entities or other regional groups
- appropriate state and/or federal agencies
- private or business interests
- property owners
- non-governmental entities and civic groups
- environmental groups or organizations
- area residents and the public at large

The contractor shall complete and distribute a list of the steering committee members.

Product:

- List of steering committee members

Task 1.3: Solicitation of Consulting Services

Should the contractor require the services of a consultant, a Request for Proposals (RFP) process shall be used to select a consultant based on the submission of a full project proposal. The process is as follows:

- The contractor shall draft an RFP, including a complete project description, a detailed project scope, expected outcomes, and criteria for selecting a preferred proposal.
- The RFP shall be submitted to the DOS for review and approval prior to release for solicitation of proposals.
- After the DOS has reviewed and approved the request for proposals, the contractor may directly notify, through e-mail or regular mail, potentially qualified consultants of the request for proposals.
- The contractor shall also advertise the RFP in the NY State Contract Reporter, a regional newspaper, or an appropriate trade publication.
- The contractor shall conduct and document outreach to NYS-certified MWBE consultants to ensure State goals can be met.

Product:

- An approved RFP sent to qualified subcontractors
- Copy of advertisement
- Documentation of outreach to qualified NYS-certified MWBE firms

Task 1.4: Consultant Selection and Compliance with Local Procurement Requirements

In consultation with DOS, the contractor shall review all proposals received as a result of the RFP. Based on the reviews of the consultant proposals, the contractor shall organize and conduct interviews of the top-ranked candidate consultants.

At a minimum, the following criteria are suggested for use in evaluating consultant responses:

- Quality and completeness of the response
- Understanding of the proposed scope of work
- Applicability of proposed alternatives or enhancements to information requested
- Cost-effectiveness of the proposal
- Qualifications and relevant experience with respect to the tasks to be performed
- Reputation among previous clients

- Ability to complete all project tasks within the allotted time and budget
- Ability to meet MWBE requirements

Incomplete proposals that do not address all the requested components should not be accepted for review and consideration.

The consultant selected is subject to approval by the DOS.

Certification Process (*select clause that applies*):

If the contractor is a municipality - The municipal attorney, chief legal officer, or financial administrator for the municipality (contractor) shall certify to the Department of State that the procedures of the municipality, established pursuant to General Municipal Law, Section 104-b, were fully complied with for all contracts for professional services.

OR

If the contractor is a community-based organization

The chief legal officer or financial administrator for the community-based organization (contractor) shall certify to the Department of State that alternative proposals and quotations for professional services were secured by a formal competitive process to ensure the prudent and economical use of public funds for professional services of maximum quality at reasonable cost.

Products:

- List of top-ranked candidates and letter from the contractor to DOS indicating the selected consultant
- Signed DOS Procurement Certification for contracts for professional services

Task 1.5: Consultant Subcontract Preparation and Execution

The contractor shall prepare a draft subcontract to guide the work of the selected consultant. The contract shall contain:

- A detailed workplan with adequate opportunities to review project milestones
- A payment schedule (payments must be tied to receipt of acceptable *products* in the work plan)
- Project cost detailed by component tasks.
- The professionals from the firm that will be directly involved in the project.
- The composition of the entire team, including firm name and area of responsibility/expertise.
- The persons, including firm affiliation assigned to undertake and complete specific workplan tasks.

The contractor shall submit the draft subcontract to the DOS for review and approval. A copy of the final subcontract, incorporating DOS's comments on the draft, shall be provided to DOS.

Product:

- Draft and final, executed consultant subcontracts

Task 1.6: Project Scoping Session with the Selected Consultant

The contractor, DOS, and the consultant shall hold a scoping session to review project and contract requirements and to share information with the consultant that will assist in completing the project. Topics shall include but are not limited to the following:

- project scope and budget allocation
- study area boundary
- community participation and visioning process
- project goals and objectives

- existing relevant information (maps, reports, etc.)
- access to information from past or current projects
- responsibilities of the participants (contractor, consultant, and DOS)
- timeframes and deadlines
- reporting requirements
- SEQRA requirements
- expected products, including BOA Designation
- MWBE goals

Product:

- Meeting summary prepared by the contractor, with note of agreements/understandings reached, and distributed to scoping session participants

Component 2: Community and Stakeholder Participation

Task 2.1: Community and Stakeholder Participation

The contractor shall prepare a Community and Stakeholder Participation Plan of agreed upon public outreach and techniques to ensure meaningful public participation in the planning process. This includes an anticipated schedule of public meetings, other outreach methods and techniques that will be used to ensure public participation throughout the course of preparing the Nomination. This shall be completed in coordination with the Steering Committee, DOS and other key participants.

Public participation should occur early and consistently in the process through visioning workshops, informational meetings, project presentations, and public education. The contractor shall provide DOS with a minimum of two weeks' advanced notice of all proceedings relative to the public participation process.

Community outreach should serve to inform the public about the project and serve as a means for the public and stakeholders to participate in forming the plan, thus ensuring community support and understanding. The public participation outline and summary description shall be subject to review and approval by the DOS.

Public participation shall include, at a minimum:

- the use of a local steering committee to guide plan preparation
- the preparation, update and maintenance of a community contact list that includes the names, addresses, telephone numbers, and e-mail addresses of individuals and organizations with a stake in the proposed area. This is to be used on a regular basis to keep stakeholders informed of progress on the plan
- an initial public kick-off meeting to explain the BOA Program and the project's intent and scope and to solicit initial public input to develop, refine, or confirm the community's vision for the study area, project goals and objectives, opportunities and constraints
- the review of the vision statement, goals, and objectives
- review of the existing conditions analysis
- review of the economic and market trends analysis and an exploration of alternative approaches to redevelopment and revitalization
- a public presentation and informational meeting on the draft Nomination that solicits feedback on the entire project, including the strategic sites, redevelopment strategies, findings of all analyses, and key recommendations.

Methods and techniques may include, but are not limited to:

- public informational or outreach meetings
- stakeholder interviews
- visioning sessions
- design charettes

- workshops
- discussion groups
- surveys
- public meetings and hearings

Product:

- Approved Community and Stakeholder Participation Plan, including anticipated schedule of public proceedings. The contractor shall be responsible for carrying out the plan.

Component 3: Draft Nomination

The contractor shall prepare a draft Nomination that provides a thorough description and analysis of the study area.

The draft Nomination will consist of the following tasks addressing the study area. Emphasis will be placed on the identification and reuse potential of strategic sites and area-wide improvements that are catalysts for revitalization.

Task 3.1: Description of the Project and Area Boundary

The contractor shall prepare a narrative and visual description of the following elements:

A. Lead Project Sponsors

Description of project sponsors, including relationship and organizational structure between the sponsoring municipality and involved community-based organizations OR the relationship and organizational structure between the sponsoring community-based organization and the municipality.

B. Project Overview and Description

Overview of the project, including: the relationship of the study area to the community and region; acreage in the study area; and the number and size of brownfield sites and other abandoned, vacant, or partially developed sites located in the proposed BOA. The description shall include the relationship of the BOA to any existing comprehensive plans and/or economic development initiatives, reports or strategies with an emphasis on creating linkages between related planning and implementation efforts.

The description shall include the area's revitalization potential in terms of a range of opportunities, including:

- new uses and businesses
- creating new employment and generating additional revenues
- new public amenities or recreational opportunities
- restoring environmental quality

Map Requirements:

- A map showing the boundary of the BOA area
- A Community Context Map that shows the location and relationship of the community (in which the proposed BOA is located) to the surrounding municipality, county and region

C. Community Vision and Goals

A cohesive vision statement for the area shall be prepared with a list of specific goals to be achieved relative to community redevelopment and revitalization as shaped and expressed by the community.

Project goals should be expressed in terms of opportunities for:

- development projects that align with community needs
- new housing
- improved economic conditions
- advancing environmental justice concerns
- additional open space and/or recreational amenities
- enhancing resiliency
- other goals and objectives relevant to the redevelopment of brownfields or underutilized property

Such goals shall, where practicable, reflect to the degree appropriate the principles of sustainable community development, including, but not limited to:

- strengthening and directing development towards existing communities' centers
- fostering distinctive, attractive communities with a strong sense of place
- mixing land uses
- taking advantage of compact building design
- creating a range of housing opportunities and choices, including affordable housing
- reusing historic buildings and preserving historic sites
- preserving open space, farmland, natural beauty, and critical environmental areas
- providing a variety of transportation choices (public transit, pedestrian, bicycle, etc.)
- creating walkable neighborhoods
- improving social, economic, and environmental resilience in the community
- using best management practices for storm water management
- making development decisions predictable, fair and cost effective
- encouraging community and stakeholder collaboration in development decisions

D. BOA Boundary Description

A description and justification of the proposed BOA boundary. The borders of a BOA boundary should follow recognizable natural or existing boundaries such as, but not limited to: highways, local streets, rail lines, municipal jurisdictions or borders, or water bodies. The project study area should be between 50-500 acres.

In determining the borders, consideration may be given to:

- land uses that affect or are affected by identified potential brownfields, vacant, or underutilized property
- natural or cultural resources with a physical, social, visual or economic relationship to identified potential brownfields
- areas necessary for the achievement of the expressed goals of the BOA

Map Requirement:

- The description shall include a BOA Boundary Map that clearly shows and identifies the location and boundaries of the study area

Products:

- A complete narrative Description of the Project with the community's vision and goals, BOA Boundary, and all required maps, as described in Task 3.1 above. This will be presented in the draft Nomination as Section 1.

Task 3.2: Description of Community Participation Process and Outcomes

The contractor shall prepare a narrative description of the following elements:

A. Outcomes from Community and Stakeholder Participation

Description and analysis of community and stakeholder input and feedback received during meetings and workshops or other community participation, as outlined in Component 2. This analysis should identify key outcomes that inform the project. The contractor shall also provide a detailed description of all meetings and workshops and other community outreach activities that occurred.

Product:

- A complete narrative description of the activities and outcomes from Community and Stakeholder Participation as described in Task 3.2 above. This shall be presented in the draft Nomination as Section 2.

Task 3.3: Existing Conditions Analysis

The contractor shall prepare an analysis of the existing conditions of the proposed BOA that include the following elements:

A. Community and Regional Context

A description of the contextual relationship of the proposed BOA to the community, municipality, and region that places the proposed BOA area into a larger context. The description may include indicators relevant to the Nomination study, such as:

- demographic information, including socially vulnerable populations
- housing trends and needs
- economic conditions
- land use history and current status
- transportation systems
- infrastructure
- natural features
- current and future hazard/climate risks (e.g., information from local and/or State Hazard Mitigation Plan)

B. Inventory and Analysis of the Proposed BOA

An inventory and analysis for the entire BOA, including a thorough analysis of existing conditions, opportunities, and reuse potential for properties located in the proposed BOA. This analysis should provide support for the reuse potential of strategic sites that are identified by the community as catalysts for revitalization.

The purpose of the inventory and analysis is to make specific and realistic recommendations in the proposed BOA for implementation projects, including land and groundwater use. Therefore, this analysis must include all of the relevant information needed to contextualize and develop these recommendations.

In order to clearly organize and present the inventory and analysis, the BOA may be divided into logical geographic sectors, or subareas. The study area, sectors, and/or subareas must be described in terms such as: total acres; acres developed and vacant, including strategic sites for redevelopment; and percent of the total area or sector developed with specific land use types and percent of land area vacant.

The inventory and analysis shall include, but not be limited to, an analysis of the following:

Existing Land Use and Zoning

An analysis of the existing land use pattern and zoning districts within the BOA, including:

- location of study area as it relates to the community
- total land area in acres and area of each sector or subarea in acres of the proposed
- BOA
- existing and adjacent land and water uses including, but not limited to, residential, retail, commercial, mixed use, water-dependent, industrial and manufacturing, publicly or privately owned vacant or underused sites, dedicated parks and dedicated open space, and institutional uses, and cultural uses
- land area committed to each land use category
- brownfield sites and all underused, abandoned, or vacant properties that are publicly and privately owned
- known data about the environmental conditions of the properties in the area
- climate/hazard risk data or information
- existing zoning districts and other relevant local laws or development controls guiding land use including but not limited to historic districts
- local, county, state or federal economic development designations or zones

Map Requirements:

The analysis of the existing land use pattern and zoning must include:

- an Existing Land Use Map that shows the pattern of existing land use
- an Existing Zoning Map that shows the location and type of zoning districts as well as economic designations or zones

Brownfield, Abandoned, and Vacant Sites

An inventory, analysis and narrative description of brownfield, vacant and abandoned sites within the BOA area. The inventory should include, at a minimum, physical features, including location, proximity to other key sites, size and condition, potential contamination issues, historic hazard impacts, current and future climate/hazard risks, and use potential.

This inventory and analysis may be based on: review of existing or historical records and reports, aerial or regular site photographs, and existing remedial investigations, studies and reports; field observations from locations adjacent to or near the site, or, if permission is granted, from being present on the site; interviews with people that are familiar with the land use history of the site; and/or any other known data about the environmental conditions of the properties in the proposed BOA, as needed.

For each relevant brownfield and abandoned or vacant site, complete descriptive profiles shall be provided. These profiles should include details that describe the relevance of these sites in relation to the proposed BOA study and contribute to an understanding of the reuse potential of these sites. At a minimum, this shall include, but is not limited to:

- site name and location, including owner, site address, and size in acres
- location on the Underutilized Sites Location Map
- current use or status and zoning
- existing infrastructure, utilities, and site access points
- proximity to existing transportation networks
- natural and cultural resources or features
- If applicable, flood zone and which type (A,AE)
- adjacent uses
- environmental and land use history, including previous owners and operators

- known or suspected contaminants, and the media which are known or suspected to have been affected (soil, groundwater, surface water, sediment, soil gas) based on existing environmental reports and other available information
- use potential (residential, commercial, industrial, recreational) including potential redevelopment opportunities

Map Requirement:

- The description shall include an Underutilized Sites Location Map that clearly shows the location, borders and size of each brownfield site and other underutilized, abandoned or vacant sites showing private or public ownership, with an identifying reference to the attached profiles.

Land Ownership Pattern

A description and analysis of the private and public land ownership including: land and acres held in public ownership (municipal, county, state, and federal); land held in private ownership; brownfields held in private or public ownership; and land committed to road/rights-of-way.

Map Requirement:

- The description shall include a Land Ownership Map that shows public and private land ownership.

Parks and Open Space

A description of all public (municipal, county, state, and federal) and privately-owned lands that have been dedicated for or committed to parks or open space use including an analysis of adequacy of parkland, condition and utilization.

Map Requirement:

- The description shall include a Parks and Open Space Map that shows lands that have been dedicated or committed for park or open space use.

Building Inventory

An inventory, description and analysis of key buildings in the area, including building name, levels, gross square footage, original use, current use, condition, and ownership.

Map Requirement:

- The description shall include a Building Inventory Map that shows the location of key buildings.

Historic or Archeologically Significant Areas

A description and analysis of historic or archeologically areas, sites, districts, or structures that are of local, state or federal significance.

Map Requirement:

- The description shall include a Historic or Archeologically Significant Areas Map that shows resources of historic significance (may be shown as part of the Building Inventory Map).

Transportation Systems

A description and analysis of the various transportation systems (vehicular, rail, subways, air, navigable waterways, esplanades) in the study area and the types of users (truck, car, bus, ferry, train, subway, recreational and commercial vessels, pedestrian, bicyclists, etc.).

Map Requirement:

- The description shall include a Transportation Systems Map that shows transportation networks and systems.

Infrastructure

A description and analysis of the area's infrastructure (water, sewer, storm water, etc.) and utilities including location, extent, condition and capacity. This description and analysis will also include parking lots and garages.

Map Requirement:

- The description will include an Infrastructure and Utilities Map that shows the areas primary infrastructure.

Natural Resources and Environmental Features

A description and analysis of the area's natural resource base, environmental features and current conditions including, but not limited to: upland natural resources and open space; surface waters and tributaries, groundwater resources and use; wetlands; flood plains; erosion hazard areas; fish and wildlife habitats; air quality maintenance areas; visual quality; agricultural lands; and locally, state, or federally designated resources.

Map Requirement:

- The description shall include a Natural Resources and Environmental Features Map that shows the location of primary natural resources and environmental features.

C. Economic and Market Analysis

An economic conditions and market analysis with concrete findings that define realistic future use scenarios for key sites within the proposed BOA. Future land uses must be economically viable, resilient, compatible, and appropriate for the area targeted for redevelopment.

The economic analysis shall focus on select datasets and indicators that provide insight into the particular socio-economic and market conditions and opportunities within the proposed BOA area and immediate region. These conditions and opportunities may also be identified through stakeholder interviews, community input, real estate analysis, existing studies, and secondary datasets.

The outcomes of the economic and market analysis should be described in relation to potential reuse scenarios for sites within the BOA area. The economic and market analysis shall consist of a micro (neighborhood, street, block, site specific) analysis and may consist of a macro (state and regional) analysis, if applicable.

D. Strategic Sites

A list of strategic sites developed from supportive criteria identifying the most likely sites to spur area-wide revitalization. Based on the analyses above, the contractor should identify a thorough list of strategic sites for

redevelopment, as well as a description of the process and criteria used to determine the strategic sites selected. This should include a detailed rationale for how these criteria were selected by the community and stakeholders.

Factors that may be used to identify strategic sites can include but are not limited to: overall importance to the community and the revitalization effort; location; ownership and owner willingness; on-site structures; level of contamination; property size and capacity for redevelopment; potential to spur additional economic development or positive change in the community; potential to improve quality of life or to site new public amenities; community support for proposed projects for the site; adequacy of supporting or nearby infrastructure, utilities and transportation systems; levels of current and future climate/hazard risks; and other factors as may be determined by the community.

Site profiles shall be created for all strategic sites.

Map Requirement:

- Strategic sites that have been identified through the planning process

E. Environmental Review of Strategic Brownfield Sites

A list of candidate sites to be considered for Phase 2 site assessment funding. Prior to completion of the summary analysis and findings, the contractor shall hold discussions with DEC and DOS regarding the identified strategic brownfield sites that may be candidates for site assessment funding. The recommended discussions will serve to aid in prioritizing the sites that may be eligible for Phase 2 site assessment funding or technical assistance under BOA, the State's remedial programs (i.e., Environmental Restoration Program, or Brownfield Cleanup Program), or other programs.

F. Key Findings of Inventory and Analysis

A set of key findings drawing from community and stakeholder input, analysis of the proposed BOA area, economic and market analyses, and strategic sites analysis. These key findings should lead to clear, actionable recommendations for revitalization and redevelopment, to be outlined in detail in the following section.

The key findings should describe, but are not limited to, the following:

- clear comparison of proposed future uses and necessary or desired zoning changes to existing land use and zoning
- publicly controlled and other lands and buildings which are or could be made available for development or for public purposes
- potential interim land uses for strategic brownfield sites that have been identified by the community as catalysts for revitalization
- climate or hazard risks, including, but not limited to, potential impacts on future land uses, infrastructure, and populations
- necessary infrastructure improvements and other public or private measures needed to stimulate investment, promote revitalization, and enhance community health and environmental conditions
- opportunities for properties located in the proposed BOA, with an emphasis on redevelopment of properties identified as strategic sites including reuse as residential, commercial, industrial and recreational or cultural amenities
- conditions and requirements for anticipated redevelopment for strategic sites

Product:

- A complete narrative of the analysis of the proposed BOA, all required maps, and site profiles for relevant brownfield, abandoned and vacant sites and all identified strategic sites as described in Task 3.3 above. This shall be presented in the draft Nomination as Section 3.

Task 3.4: Final Recommendations and Implementation Strategy

A. Recommendations for Revitalization and Redevelopment

A summary analysis and recommendations for revitalization and redevelopment shall be prepared based on the more thorough analysis of the tasks above.

These recommendations should focus on reuse and redevelopment opportunities and needs for properties located in the proposed BOA. They should include detailed redevelopment concepts for strategic sites that have been identified by the community as catalysts for revitalization. These concepts may include strategies such as, but not limited to enhancing retail, mixed use, industrial, recreational, cultural, infrastructure, and public amenities. These redevelopment concepts should culminate in a discrete set of public and private implementation projects with next steps required to advance these projects.

Map Requirement:

- The Recommendations and Revitalization Strategy shall include a Revitalization Actions Map(s) visually illustrating recommended projects and improvements.

B. Interagency/Partner Engagement

The contractor and the DOS shall, as appropriate, coordinate a discussion of opportunities for implementation of the BOA with potential partners from a variety of sectors.

The contractor may be requested to prepare for and participate in interagency workshops with appropriate local, county, state, and federal agencies.

The goals for these workshops may include:

- improved communication and understanding among the agencies about the community's vision, project objectives and needs
- improved understanding of various government programs, services, and potential financing (grants and loans) that could advance implementation of the BOA plan
- support from government agencies for permitting, technical assistance, and financing and coordinate government agency actions

C. Implementation Strategy and Matrix

The contractor shall develop an implementation strategy that outlines short- and long-term projects and related actions required to advance redevelopment. This should be based on the summary recommendations outlined in Section A – Recommendations for Revitalization and Redevelopment.

The implementation strategy should be based on a set of redevelopment concepts that guide the implementation approach. These redevelopment concepts should articulate a clear direction for future use of targeted sites and/or subareas, based on the analysis of community priorities and opportunities for the BOA area.

Information presented for each project should include at least: responsible party(ies), estimated cost, possible funding sources, a timeframe for implementation, and any interim pre-development activities that may be required. Projects included shall be specific and actionable.

Products:

- Final set of recommendations for revitalization and redevelopment
- Summary of points of agreement regarding necessary actions for the successful implementation of the BOA Plan

- Implementation strategy and matrix of prioritized projects and activities to advance revitalization of the study area
- This shall be presented in the draft Nomination as Section 4.

Component 4: Completion of the draft Nomination

Task 4.1: Draft Nomination and Executive Summary

The contractor shall prepare a draft Nomination incorporating the elements described in Component 3 as well as incorporating summaries of additional technical analyses that may have been undertaken as part of the Nomination study and present in a format that may be prescribed by DOS.

The Executive Summary shall include, in no more than fifteen (15) pages, the following:

- Community and project overview and description, including the study area boundary
- The community's vision for the area, major goals and objectives
- Public participation process
- Conditions, opportunities and assets in the study area and key natural resources
- Economic niche or economic opportunities based in part on economic and market trends
- Strategic sites and associated redevelopment opportunities
- Key findings and recommendations

The draft document shall be submitted to DOS for review and comment, and all comments shall be reflected in the draft Nomination. The contractor must submit both a hard copy and an electronic copy of the draft Nomination.

Project Attribution

The contractor must ensure that all materials printed, constructed, and/or produced acknowledge the contributions of the NYS Department of State to the project. The materials must include the following acknowledgment:

"This (document, report, map, etc.) was prepared for the New York State Department of State with funds provided under the Brownfield Opportunity Areas Program."

The contractor shall ensure that all materials printed, constructed and/or produced with funding provided by the BOA Program form a unified and coherent report and include the components and products described in this work plan. Submission of pre-existing and stand-alone data and reports are not acceptable as substitutes.

Product:

- Draft Nomination

Component 5: Final Nomination and Application for Designation

Task 5.1: Public Meeting

In consultation with DOS, the contractor shall conduct a public information meeting to solicit public input on the Draft Nomination. A written summary of public input obtained at this meeting shall be prepared.

Products:

- Public meeting held
- Minutes/summary of meeting prepared.

Task 5.2: Preparation of Final Nomination

Based on comments received during the review period, the contractor shall prepare a final Nomination. The final Nomination shall be submitted to DOS for review and approval. All comments must be addressed to the satisfaction of DOS in subsequent versions of the final Nomination.

Products:

- Final Nomination approved by the DOS
- Supporting documentation including a GIS shapefile of the BOA boundary and photographs of the area

Task 5.3: Application for Designation

Upon completion of all tasks and receipt of acceptable report products, the contractor shall submit an application for designation of the BOA. The application for designation of the Brownfield Opportunity Area shall include the following materials:

- Letter of request: A cover letter requesting consideration by the Secretary of State for a determination to designate a Brownfield Opportunity Area.
- Public Notice and Presentation of Supporting Documentation: Documentation demonstrating required public participation has been completed.
- Complete BOA Nomination: A complete BOA Nomination document that presents a plan for the revitalization of the proposed BOA should be submitted both electronically and in hard copy. The hard copy should be provided in a 3-ring binder, with a cover sheet to indicate the location of the required elements within the Nomination document. A pdf of the Nomination suitable for web posting must also be submitted.
- A digital map of the area proposed for BOA designation, submitted in ESRI Shapefile or Geodatabase format.

Product:

- Completed application for designation of the BOA Program and a complete designation package.

Component 6: NYS Environmental Quality Review

Task 6.1: NYS Environmental Quality Review

The Contractor's preparation and adoption of a Nomination funded through the Brownfield Opportunity Area program should comply with the State Environmental Quality Review Act (SEQRA). As applicable, the Contractor is the Lead Agency for purposes of SEQRA. The Lead Agency shall prepare, distribute and file a Full Environmental Assessment Form for purposes of evaluating the importance/significance of the impacts associated with preparing and adopting a BOA Nomination. Upon completing the Full Environmental Assessment Form, the Lead Agency shall make a Determination of Significance in accordance with SEQRA and its regulations. If the Determination of Significance results in a Positive Declaration, the Lead Agency shall prepare a Draft Generic Environmental Impact Statement for the Draft BOA nomination in accordance with SEQRA and its regulations and guidelines. If the findings of the Determination of Significance are such that the BOA nomination will not have at least one significant adverse environmental impact, a Negative Declaration may be prepared and filed. If a Negative Declaration is prepared and filed, then a Draft Generic Environmental Impact Statement will not be necessary and no further actions are necessary under SEQRA and its regulations. The Contractor shall determine whether a SEQRA public hearing will be held on the Draft BOA nomination. Completed SEQRA documents for the BOA nomination actions shall be submitted to the Department.

Products:

- Completed Full Environmental Assessment Form and associated SEQRA determination statements (Positive Declaration or Negative Declaration).
- If the Determination of Significance results in a Positive Declaration, the Lead Agency, with the assistance of the consultant, shall prepare a Draft Generic Environmental Impact Statement for the Draft BOA nomination in accordance with the SEQRA regulations and guidelines.
- If a Draft Generic Environmental Impact Statement is prepared, a SEQRA public hearing shall be held and the hearing notes should be submitted to the Department.

Component 7: Project Reporting

Task 7.1: MWBE Reporting

In accordance with Attachment A-1, Part I, Section M, Paragraph 6, Contractor shall be required to use the New York State Contract System (“NYSCS”) to record payments to subcontractors (including a breakdown of payments issued to state-certified MWBE firms) and otherwise report compliance with the provisions of Article 15-A of the Executive Law and regulations in relation to funds used pursuant to this Agreement. Contractor shall be required to submit utilization plans in paper format until such time as submission is made available through the NYSCS and notification of such availability is provided to Contractor by the State. Upon such notification by the Department, Contractor shall submit required utilization plans through the NYSCS. So long as Contractor complies with the reporting requirements stated above in the manner directed by the Department, the requirement of Attachment A-1, Part I, Section M, Paragraph 6 for paper filing of Quarterly Reports shall be waived. Technical assistance for use of the NYSCS system can be obtained through the NYSCS website at <https://ny.newnycontracts.com> by clicking on the “Contact Us & Support” link.

In the event Contractor does not have the capacity to use the NYSCS in the manner required above, an exception may be granted by the Department of State upon Contractor’s written request and showing of good cause to allow for paper reporting. If such an exception is granted by the Department of State, paper reporting in a manner and form directed by the Department shall be required including but not limited to the submission of Quarterly MWBE Contractor Compliance Report (Form F) forms in accordance with Section M, Paragraph 6, of Attachment A-1.

Product:

- Ongoing reporting through NYSCS during the life of the contract.

Task 7.2: Project Status Reports

The contractor shall submit project status reports semi-annually (every June 30 and December 31) on the form provided, including a description of the work accomplished, the status of all tasks in this work plan, schedule of completion of remaining tasks, and an explanation of any problems encountered.

Product:

- Completed project status reports during the life of the contract.

Task 7.3: Final Project Summary Report

The Contractor shall work with the DOS project manager to complete the Final Project Summary Report.

Product:

- Completed Final Project Summary Report.

Project Management and Responsibilities

The Contractor:

- will be responsible for conducting all project work in conformance with the Work Plan referenced in the executed contract with the DOS.
- will be responsible for all project activities including drafting request for proposals and managing subcontracts with consultants and sub consultants.
- will certify to the DOS that the procurement for project consultants and subcontractors was achieved through a competitive process.
- will receive approval from the DOS for any and all consultant subcontracts before beginning project work.
- will be responsible for submission of all products and payment requests.
- will be responsible for coordinating participation and soliciting comments from local government personnel, project volunteers, and the public.
- will keep the DOS and DEC informed of all important meetings for the duration of this contract.
- will ensure that all products prepared as a part of this work plan shall include the NYS Comptroller's Contract #.
- will ensure the project objectives are being achieved.
- will ensure that comments received from the DOS, other agencies, and the project steering committee, or other advisory group, are satisfactorily responded to and reflected in subsequent work.
- will recognize that payments made to consultants or subcontractors covering work carried out or products produced prior to receiving approval from the DOS and will not be reimbursed unless and until the DOS finds the work or products to be acceptable.
- will participate, if requested by DOS, in a training session or sessions focused on developing and implementing revitalization strategies.

The Department of State:

- will review and approve or disapprove of subcontracts between the Contractor and consultant(s) and any other subcontractor(s).
- will participate in initial project scoping and attend meetings that are important to the project.
- will review all draft and final products and provide comments as necessary to meet project objectives.