The responses to questions included herein are official responses by the Department of State (DOS) to questions submitted by potential applicants and are hereby incorporated into the Request for Applications RFA #22-BOA-2 issued on May 2, 2022. In the event of any conflict between the Request for Applications and these responses, the requirements or information contained in these responses will prevail.

DATE POSTED: July 7, 2022

Section IV. Funding Opportunity is hereby amended to read:

The Department is making approximately $4,000,000 available for BOA Program grants for the eligible activities identified in Section V, below.

State assistance awarded and paid to a grant recipient shall not exceed 90% of the total eligible project cost.

The maximum for each grant award is $500,000. There is no minimum State assistance request or award.

Section VII Pre-Submission Requirements is hereby amended to add:

Requirements for applications by non-municipal applicants
All non-municipal applicants are required to complete and submit the Certification under Executive Order No. 16 Prohibiting State Agencies and Authorities from Contracting with Businesses Conducting Business in Russia. The certification may be found here: https://ogs.ny.gov/system/files/documents/2022/04/eo16_certification.pdf. Completed Certification forms should be submitted no later than 4:00 pm on July 29, 2022 via email to opd@dos.ny.gov. The applicant’s name and CFA# should be included in the subject line.

Questions & Answers

Q1. Where can the PDF and/or webinars related to this grant program be found?

A1: The EPF Brownfield Opportunity Area Program webinar can be found at the following link: https://regionalcouncils.ny.gov/webinar/2022-dos-epf-brownfield-opportunity-areas.

Q2: Can a municipality applying to multiple grant programs submit a separate application for each?

Q3: Will BOA applications be reviewed and scored for the 20 points by the REDC this year?

A3: Yes – BOA applications will be reviewed and scored by the REDC this year.

Q4: The City is considering funding applications for this year’s Consolidated Funding Application. As part of this consideration, the City needs to know whether it is an eligible applicant for Brownfield Opportunity Area Program funding. We appear to have record that the “final” submission for the Mechanicville BOA Nomination Plan was accepted by Dave MacLeod at DOS in May 2015, but the area still does not appear as “designated” on the DOS BOA Program website listing. Is there something the City can do to help make the plan and area “designated”?

A4: Upon completion of a BOA Nomination Plan, the municipality needs to apply for BOA designation of the area studied in the Nomination from the NYS Secretary of State. Guidance on the process for submitting a BOA Nomination for such designation is located on the DOS website at https://dos.ny.gov/planning-process. As noted in the RFA, Section V. Eligible Activities, (2) Predevelopment Activities within a State-Designated BOA, applicants with a pending application for designation submitted to DOS prior to the CFA release date of May 2, 2022 are eligible to apply however, funding may only be awarded if the designation is made by the Secretary of State by October 1, 2022.

Q5: Will applicants who do not get chosen for a BOA grant be able to get feedback from DOS about deficiencies in their application?

A5: As stated in the RFA, Section VIII. Award Method, all unsuccessful applicants may request a debriefing. Debriefing requests must be made in writing within 15 business days of notification of status of award.

Q6: Where can I find information about how to develop a BOA (Nomination) Plan?

A6: BOA Nominations, commonly called BOA plans, set the stage for revitalization of neighborhoods or areas affected by brownfields and economic distress which include in-depth analyses of existing conditions; they also articulate redevelopment opportunities for brownfield sites and surrounding areas. Information and guidance for developing a BOA Nomination or BOA Plan is available on the DOS website at: https://dos.ny.gov/planning-process#development-of-boa-plans.

Q7: Can I start my BOA project before grant awards are announced?

A7: If awarded, expenses incurred after April 1, 2022 may be eligible for reimbursement through the BOA program. Costs must be eligible and essential to project completion and meet all NYS Contracting requirements including Minority- and Women-Owned Business Enterprise Goals. All work completed by any consultant engaged by the grantee/awardee must also follow all program requirements.
Q8: Can I apply for BOA Predevelopment activities or Phase II Environmental Site Assessment for an area or project not in a State-Designated BOA?

A8: As stated in the RFA, Section V. Eligible Activities, projects submitted for BOA Predevelopment Activity or Phase II Environmental Site Assessment funding must be located within a State-Designated BOA unless the applicant has a pending application for BOA Designation submitted to DOS prior to the RFA release on May 2, 2022 which is designated by the Secretary of State by October 1, 2022. Following designation of a BOA by the Secretary of State, eligible applicants can request funding for additional predevelopment and Phase II environmental site assessment activities to advance community-supported implementation projects identified in the BOA Nomination or BOA Plan.

Q9: If we submitted our BOA (Nomination) plan for Designation before May 2, 2022, are we able to apply for BOA Predevelopment activities and Site Assessment funding in this CFA round?

A9: As stated in the RFA, Section V. Eligible Activities, applicants with a pending application for designation submitted to DOS prior to the release date of this RFA (5/2/2022) are eligible to apply, however funding may only be awarded if the designation is made by the Secretary of State by October 1, 2022.

Q10: Can two municipalities apply jointly for BOA funding?

A10: As stated in the RFA, Section III. Joint Applications, eligible applicants are encouraged to work in partnership and may apply jointly for funding. Joint applicants should identify the municipality, community-based organization, or community board that the Department should recognize as the primary applicant for all purposes, including the contract award.

Q11: Are we able to apply for multiple projects for different activities within one BOA funding application?

A11: An application may include multiple projects, however, as stated in the RFA Section V. Eligible Activities, applications for funding should include only one of the three types of funding activities: 1) Planning: Development of a BOA Plan; 2) Predevelopment Activities within a State-Designated BOA; or 3) Phase II Environmental Site Assessments within a State-Designated BOA. For instance, an application may include more than one pre-development activity (under 2, above), but it may not include both site assessment (under 3, above) and pre-development activities (under 2, above). Eligible applicants wishing to apply for multiple types of activities should submit separate applications, one for each funding activity type.

Q12: Must a grant application include a resolution from the applicant’s governing authority?

A12: Yes. As stated in the RFA, Section VII. Pre-Submission Requirements, all applicants must submit a resolution adopted by the applicant’s governing authority that authorizes submission of the application and identifies the title of the applicant’s authorized representative. A standard resolution template is available on the DOS website at 2022-2023 Brownfield Opportunity Area Program | Department of State (ny.gov).

Q13: Where can I find a list of BOAs that have been designated by the Secretary of State?
A13: Designated BOAs can be found on the DOS webpage at https://www.dos.ny.gov/brownfield-redevelopment.


A14: See the RFA, Section II. Eligible Applicants for the definition of municipality for the purposes of this RFA.

Q15: Does Queens Community Board 14 comply as joint applicant with a community based organization that does not have IRS status? Rockaway United (RU) is a 10-year--old community based organization- not IRS non-profit designee. RU will work as projects Director for planning/design and management. Actual applicant will administer fund distribution as per RU direction. Can actual applicant be designated as "sponsor" or “team sponsor', administrator", etc.?

A15: Community Based Organizations and Community Boards must meet the criteria specified in the RFA, Section II. Eligible Applicants to be eligible to apply. Eligible applicants are encouraged to work in partnership to jointly apply for funding for a project that would improve an area of mutual interest or concern. A primary applicant shall be identified in the Joint application. The primary applicant is the entity intended to be identified for contract award. Joint applications must be from two or more eligible applicants (see the RFA, Section III. Joint Applications).

Q16: What is detailed definition of eligible applicant?

A16: For a detailed definition of “eligible applicant”, please review the RFA, Section II. Eligible Applicants.

Q17: Regional support - what is Queens regional strategic plan? What are Queens regional priorities- how/extent to “align with”?

A17: Information regarding the NYC Regional Economic Development Council, the regional plan, and the regional priorities for the five boroughs can be found at https://regionalcouncils.ny.gov/new-york-city.

Q18: RFA sections not accompanied by question or statement (section II, V, VI, VII, X, XI, XIII) were given insufficient time. Can we address further Q&A at July 9 public Q&A listing through formatting as a ZOOM dialogue?

A18: As stated in the RFA, written questions were accepted until June 17, 2022. Responses to questions received by June 17, 2022 will be posted by July 8 at: 2022-2023 Brownfield Opportunity Area Program | Department of State (ny.gov). Following the posting of the answers to the Q&A for this solicitation on July 8, there will be no additional opportunities to submit questions.