

ATTACHMENT C - WORK PLAN

1. PROJECT DESCRIPTION

The BOA Plan 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 of strategic opportunities that can serve as catalysts for revitalization and culminate in the 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 opportunities for properties that represent key redevelopment opportunities and fully examining their potential.
- Based on the analysis, a description of key findings and recommendations for future uses and other actions for redevelopment and community revitalization, including opportunities for clean energy facilities and public open space and parks
- 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.

BOA Planning projects shall include, at a minimum, the following tasks:

Task 1. Project Initiation Meeting

The Contractor, the Department, and any partners responsible for managing the project, shall hold an initial meeting to review and agree upon the project scope and schedule, project requirements, budget, roles and responsibilities, the selection process for procuring consultants, State Environmental Quality Review Act (SEQRA) compliance requirements, MWBE requirements, the number of public meetings and techniques for public involvement proposed for the project, and any other information which would assist in project completion. In addition, the composition and role of the Project Steering Committee shall be discussed during the project initiation meeting. The Contractor, or a designated project partner, shall prepare and distribute to all project partners a brief meeting summary clearly indicating the agreements reached at the meeting. Subsequent tasks cannot proceed until the Department reviews the proposed approach detailed in the meeting summary.

Task 1 Product(s):

- Project initiation meeting held with appropriate parties
- Written meeting summary outlining project approach and agreements reached

Task 2: Project Steering Committee

Establish a Project Steering Committee to conduct/oversee the development of the BOA Plan in cooperation with municipal officials and the project consultant(s), if applicable. The Project Steering Committee shall include representatives from a range of ethnic, social, and cultural backgrounds and a diversity of stakeholders, such as residents, civic leaders, business owners, elected officials, environmental experts, groups or organizations, regional planning entities, appropriate state and/or federal agencies, and municipal officials.

The members of the Project Steering Committee shall conduct/oversee the planning process and the development of the BOA Plan, participate in meetings, generate ideas and build consensus, provide the project team with relevant information reflective of the community's current conditions and needs (including a list of completed and ongoing redevelopment efforts and initiatives), review materials drafted by the project team and provide constructive feedback, support each of the proposed public participation and outreach efforts, and set the stage for the plan's implementation.

Task 2 Product(s):

- Draft and final list of members of Project Steering Committee

Task 3: Procurement of Consultant (if applicable)

Prepare a Request for Proposals (RFP) or similar instrument (if applicable), including a complete project description with community conditions, expected final products, a schedule for completion, MWBE requirements, and criteria for selecting a preferred proposal. Consultant services requested shall include all applicable tasks, activities and responsibilities outlined in Tasks 5-10 of this work plan.

The Contractor must actively solicit bids for contracts and subcontracts from qualified State certified MWBEs which can be identified using the NYS Directory of Certified Firms (<https://ny.newnycontracts.com/>). The Contractor must retain records of the procurement process including direct solicitation to MWBEs; results; and any actions that its subcontractors have taken toward meeting MWBE contract participation goals. To demonstrate good faith efforts to achieve MWBE contract goals the following should be retained:

- Evidence of outreach to MWBEs: mail, email, phone calls and follow-up. Scroll down at this link to find MWBE solicitation log and good faith effort instructions: <https://dos.ny.gov/opdci-contract-resources>.
- Written responses by MWBEs to the Contractor/vendor's outreach.
- Copies of search(es) of the directory and advertisements for participation by MWBEs in appropriate general circulation, trade, and minority or women-oriented publications.
- Attendance at any pre-bid, pre-award, or other meetings, if any, scheduled by the Contractor with MWBEs including dates and location.
- Description of how the RFP maximizes opportunities for MWBE participation.
- Description of how non-MWBE subcontractors' have engaged MWBEs to undertake part of the project's work or to procure equipment/ materials/supplies.

Submit the RFP or similar instrument to the Department for review and approval prior to release for solicitation of proposals.

Task 3 Product(s):

- Approved RFP or similar instrument released through advertisement in local papers, the New York State Contract Reporter, or other appropriate means.

- Documentation of procurement including direct solicitation to MWBEs and actions taken toward meeting MWBE contract participation goals.

Task 4: Subcontract and Compliance with Local Procurement Requirements

Prepare the draft subcontract(s) to conduct project work with the selected consultant(s). The subcontract(s) shall contain a detailed work plan with adequate opportunity for review at appropriate stages of product completion, a payment schedule with payments tied to receipt of products, and project costs.

Incorporate the Department's comments on the subcontract work plan, or scope of services, prior to execution of the final subcontract(s).

The municipal attorney, chief legal officer or financial administrator of the municipality shall certify in writing to the Department that the Contractor fully complied with applicable provisions of General Municipal Law and with local procurement procedures. A procurement certification form will be supplied by the Department.

The Contractor's procurement record and consultant selection are subject to approval by the Department.

The Contractor remains responsible for the legal sufficiency of the subcontract in accordance with the requirements in the Master Grant Contract and all attachments.

Task 4 Product(s):

- Consultant(s) selected by Contractor and approved by the Department
- Executed subcontracts and signed procurement certification form.

Task 5: Project Steering Committee Meetings

The Project Steering Committee will meet on a regular basis during the planning process to advance the preparation, review, and approval of the BOA Plan, and to organize and conduct community participation events as appropriate.

During the first meeting, the Project Steering Committee will review project requirements and roles and responsibilities, transfer necessary information to the project team, and identify new information needs and next steps. The Committee will assist in the identification of project stakeholders for future local stakeholder focus groups and/or interviews. The Committee or the project team will prepare and distribute a brief meeting summary clearly indicating the understanding reached at the meeting.

Task 5 Product(s):

- Meeting summaries and presentations (if applicable) for each Project Steering Committee Meeting

Task 6: Community and Stakeholder Participation

The Contractor shall prepare a Community and Stakeholder Participation Plan with agreed upon public outreach techniques to ensure meaningful public participation in the planning process. This includes an anticipated schedule of public meetings and other outreach methods and techniques that will be used to ensure public participation throughout the course of preparing the BOA Plan. This shall be completed in coordination with the Project 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 related to the public participation process.

Public participation shall include, at a minimum:

- the use of a Project 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 BOA Plan 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

Task 6 Product(s):

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

Task 7: Draft BOA Plan

The Contractor shall develop a draft BOA Plan that provides a thorough description and analysis of the study area, as well as profiles of strategic opportunities identified through the analysis and public input

The draft BOA Plan will consist of the following sections:

Task 7.1: Project Description and Boundary

Draft a project description and area boundary description, including the following information:

A. Project Overview and Description

The project overview shall include, at a minimum:

- A description of the relationship of the study area to the community and region
- Acreage of the study area
- The number and size of potential brownfields and other abandoned, vacant, or partially developed sites located in the proposed BOA
- Revitalization potential and opportunities, including but not limited to, mixed-use development, new land uses and business, employment opportunities, clean energy facilities, new public amenities and/or recreational opportunities, and restoration of environmental quality.

B. Lead Project Sponsors

Describe the project sponsors, including the relationship and organizational structure between the sponsoring municipality and involved community-based organization or between the sponsoring community-based organization and the municipality.

C. BOA Boundary Description and Justification

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. A boundary map shall be included that demonstrates the extent of the study area and any major transportation routes or landmarks that lie within the boundary.

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

D. Related Planning Initiatives

An assessment of recent plans relevant to the BOA and related progress.

E. 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. The vision and goals should be informed by the Project Steering Committee, stakeholder interviews, public workshops and the existing conditions analyses.

Project goals should be expressed in terms of opportunities for:

- development projects that align with community needs
- new housing

- improving economic conditions
- advancing environmental justice concerns
- additional open space and/or recreational amenities
- enhancing resiliency
- other goals and objectives relevant to the redevelopment of real or perceived 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:

- Allow for and encourage neighborhoods with a mix of uses, such as residential, commercial and community spaces.
- Enable a diverse mix of housing types, providing opportunity and choice for people of all ages, abilities and incomes.
- Prioritize infill and redevelopment of existing buildings to revitalize neighborhoods and downtowns, including areas around public transit.
- Provide well-planned, equitable, and accessible public spaces for people of all ages and abilities.
- Encourage compact neighborhood design and concentrated development around existing infrastructure.
- Preserve open space, agricultural resources and natural resources.
- Prioritize transportation options that are safe and accessible for everyone, including pedestrians, cyclists and public transit users.
- Promote climate resiliency and adaptation, preferably through nature-based solutions, and reduce greenhouse gas emissions.
- Build on unique traits to create an attractive and welcoming community with a strong sense of place.
- Engage in an inclusive, collaborative public planning process that considers the needs and character of the community

Task 7.1 Product(s):

- Draft and final Project Description and Boundary section, including items A-F listed above in the form of relevant data, narrative, maps, and graphics.
- A BOA Boundary Map as described in Section 7.1.C.

Task 7.2: Description and Analysis of Community Engagement & Participation

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

Task 7.2 Products

- A complete narrative description of the activities and outcomes from Community and Stakeholder Participation

Task 7.3: Comprehensive Existing Conditions Inventory & Analysis

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 brownfield, vacant, and underutilized properties, specifically strategic opportunities that are identified by the community as catalysts for revitalization.

This component of the plan shall include the following elements, at a minimum:

A. Community and Regional Context

This section shall include a description of the BOA as it relates to the greater community, municipality, and region. The description may include indicators relevant to the BOA, such as:

- Demographic Characteristics (population and growth trends, age distribution, average household size, ethnic composition, average household income, social diversity and integration, socially vulnerable populations, and other demographic trends)
- Housing Characteristics and Current Trends
- Economic Conditions
- Historic and Current Land Use Trends
- Transportation Systems
- Infrastructure
- Natural Features
- Current and Future Hazard/Climate Threats and Risks (e.g., information from local and/or State Hazard Mitigation Plan)

B. Existing Land Use and Zoning

An analysis of zoning districts and other relevant local land use laws and development controls within the BOA boundary, including but not limited to

- 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
- potential 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

C. Brownfield, Abandoned and Vacant Properties

A complete inventory, analysis and description of real and perceived brownfield, vacant, and abandoned properties within the BOA area shall be provided and contain the following information at a minimum:

- Property name and location, including owner, address, and size in acres
- Location on a map
- Current use, status, and condition
- Zoning classification

- Existing infrastructure, utilities (including fossil fuels and clean energy facilities), and 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
- 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

This inventory and analysis may be based on a 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 for being present on the site; interviews with people that are familiar with the land use history of the property; and/or any other known data about the environmental conditions of the properties in the proposed BOA, as needed.

D. Land Use & Ownership Patterns

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; potential brownfields held in private or public ownership; and land committed to road/rights-of-way.

E. Parks & 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 the adequacy of parkland, condition and utilization.

F. Building Inventory

An inventory, description, and analysis of key buildings in the area (e.g., historic structures, community assets, structures important for redevelopment/revitalization), including building name, levels, gross square footage, original use, current use, condition, and ownership.

G. Historic or Archeologically Significant Areas

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

H. Transportation Systems

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

I. 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, and existing energy generation, transmission, or energy storage sites.

J. Natural Resources & 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.

Task 7.3 Product(s):

- A draft and final inventory and analysis of the existing conditions within the BOA boundary, including and description and analysis of A-J listed above in the form of relevant data, narrative, and graphics, and;
- Required Maps for A-J listed above including the following:
 - Community and Regional Context Map: At least one (1+) map depicting where the BOA exists within the community and the greater region.
 - Existing Land Use and Zoning Maps: Two (2) maps including an Existing Land Use Map that shows the pattern of existing land use and an Existing Zoning Map that shows the location and type of zoning districts as well as economic designations or zones
 - Brownfield, Abandoned, and Vacant Properties Map: One (1) map depicting the location, borders and size of each potential brownfield and other underutilized, abandoned or vacant properties with an identifying reference to the inventory.
 - Ownership Patterns: One (1) map depicting public and private land ownership.
 - Parks and Open Space Map: One (1) map depicting lands that have been dedicated or committed to park or open space use.
 - Building Inventory Map: One (1) map depicting the location of key buildings within the BOA boundary.
 - Historic or Archeologically Significant Areas Map: One (1) map depicting resources of historic significance (may be shown as part of the Building Inventory Map).
 - Transportation Systems Map: One (1) map depicting transportation networks and systems.
 - Infrastructure Map: One (1) map depicting the primary infrastructure and utilities within the BOA boundary.
 - Natural Resources and Environmental Features Map: One (1) map depicting primary natural resources and environmental features within the BOA boundary.

Task 7.4: Economic and Market Analysis

An economic conditions and market analysis with concrete findings that define realistic future use scenarios for the BOA, subareas within, and key brownfield, vacant, or underutilized properties in the proposed BOA. Proposed future land uses must be economically viable, resilient, compatible, and appropriate for the area targeted for redevelopment.

The economic analysis shall focus on datasets and indicators that provide insight into the socio-economic and market conditions and opportunities within the proposed BOA 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.

Task 7.4 Product(s):

- Draft and final Economic and Market Analysis reports in the form of all relevant data, narrative, maps, and graphics.

Task 7.5: Key Findings of Inventory and Analysis

A set of key findings drawing from community and stakeholder input, analysis of the proposed BOA's existing conditions, particularly the brownfield, vacant, and underutilized properties, and economic and market analyses. These key findings should support clear, actionable recommendations for revitalization and redevelopment, to be outlined in detail in the Final Recommendations and Implementation Strategy.

The key findings and analysis should discuss, but not be limited to, the following:

- Potential redevelopment opportunities (e.g., residential, commercial, industrial, recreational, cultural, clean energy, etc.) located in the proposed BOA, particularly focused on brownfield, vacant, and underutilized properties
- Approaches for returning brownfield, vacant, and underutilized properties to productive use (e.g., zoning amendments, property consolidation, etc.)
- 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 brownfields 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
- Key considerations, challenges, or limitations that may affect revitalization and redevelopment
- Conditions and requirements for anticipated redevelopment of the BOA area

This section shall also include a list of candidate sites to be considered for Phase II Environmental Site Assessment funding. Prior to completion of the key findings and analysis, the Contractor should hold discussions with DEC and DOS regarding the identified strategic brownfields that may be candidates for site assessment funding. The discussion 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.

Task 7.5 Product(s):

- Draft and final Key Findings of Inventory and Analysis section in the form of all relevant data, narrative, maps, and graphics.
- List of candidate sites to be considered for Phase II Environmental Site Assessment Funding.
- Meeting summaries of any discussions with DEC, DOS, and other relevant regulatory agencies.

Task 7.6: Strategic Opportunities

Profiles shall be created for a list of strategic properties, developed from supportive criteria that identify the most likely properties (or groups thereof) to spur area-wide revitalization. Based on the analyses above, the Contractor should identify a thorough list of strategic opportunities for redevelopment, as well as a description of the process and criteria used to determine the strategic opportunities 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 opportunities 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 the quality of life or to site new public amenities
- Potential for site use or site re-use for clean energy facilities.
- 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
- Other factors that may be determined by the community.

Profiles shall include a thorough description of each opportunity, including but not limited to:

- Tax Map Information
- Name
- Address
- Owner
- Municipality
- Whether the site is publicly owned
- Size
- Existing buildings on site & condition of buildings
- Zoning
- Utilities
- Access
- Site status
- Property description
- Description of adjacent uses
- Use and environmental history
- Status of remedial investigation
- Use potential and redevelopment options
- Priority ranking for redevelopment.

Task 7.6 Product(s):

- Draft and final Strategic Opportunities Section, including site profiles in the form of all relevant data, narrative, maps, and graphics.

Task 7.7: 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 analyses above.

The recommendations should include both area-wide improvements and site-specific opportunities for reuse and redevelopment of the area and properties within the proposed BOA. They should encompass comprehensive redevelopment concepts for the BOA, subareas, and the strategic opportunities identified as catalysts for revitalization. These may include strategies aimed at enhancing retail, mixed-use developments, industrial spaces, recreational areas, cultural sites, infrastructure, clean energy facilities, and public amenities among others. These redevelopment concepts shall result in a well-defined set of public and private implementation projects, along with clear next steps to advance these projects. Redevelopment concepts should articulate a clear direction for future use of strategic opportunities and/or subareas, based on the analysis of community priorities and opportunities for the BOA area. This section may also include recommendations for policies, programs, or initiatives that support sustainable revitalization of the BOA.

B. Interagency/Partner Engagement

The Contractor and the DOS should, 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 and the recommendations identified in Section 7.7.A – Recommendations for Revitalization and Redevelopment.

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

Task 7.7 Product(s):

- Final set of recommendations for revitalization and redevelopment
- Meeting summaries and agreements from any Interagency/Partner Engagement meetings that occur.
- Implementation strategy and matrix of prioritized projects and activities to advance revitalization of the study area
- Revitalization Actions Map(s) illustrating the location of recommended projects and improvements.

Task 8: Executive Summary

An Executive Summary shall be prepared that provides a concise overview of the document elements described in Task 7 (Sections 1-7)

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 opportunities and/or subareas and associated redevelopment opportunities
- Key findings and recommendations

Task 8 Product(s):

- An Executive Summary that highlights the information above from the Draft BOA Plan as prepared in Task 7.

Task 9: Final BOA Plan and Application for Designation

Communities with a Final BOA Plan package may request designation of that BOA by the Secretary of State. The process and requirements to apply for BOA designation are described below. Designation is contingent on a BOA Plan that appropriately reflects community priorities, presents an attainable and realistic plan to promote redevelopment, and is consistent with the application provisions of the General Municipal Law, Article 18-C, Section 970-r.

A. Public Meeting

In consultation with DOS, the Contractor shall conduct a public information meeting to solicit public input on the draft BOA Plan. A written summary of public input obtained at this meeting shall be prepared and submitted to DOS. The Contractor shall make the draft BOA Plan available for public review for at least 30 days, and shall revise the BOA Plan, as appropriate, with consideration of public comment, resulting in a final BOA Plan.

The final BOA Plan 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 BOA Plan.

B. 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 designation of the Brownfield Opportunity Area.
- Public Notice and Newspaper Notice of the intent of the municipality (and or community-based organization, if partner) to apply for designation, and the availability of the application and supporting materials to the public
- Presentation of Supporting Documentation: Documentation demonstrating required public participation has been completed.
- Complete BOA Plan: A complete BOA Plan, including all relevant narrative, data, maps, appendices, and the Executive Summary, should be submitted both electronically. As mentioned

above, the Contractor must submit a PDF of the BOA Plan suitable for web posting, a Word Document version of the BOA Plan, and GIS files for all maps included in the Final BOA Plan Package.

- A digital map of the area proposed for BOA designation, submitted in ESRI Shapefile or Geodatabase format.

Task 9 Products:

- Meeting summary from final public meeting
- Final BOA Plan Approved by DOS
- Supporting documentation, including a GIS shapefile of the BOA boundary and photographs of the area.
- Complete designation package for the BOA boundary.

Task 10: NYS Environmental Quality Review, if applicable.

The Contractor's preparation of a BOA Plan should comply with the State Environmental Quality Review Act (SEQRA). The local municipal board is the Lead Agency for purposes of SEQRA. The Lead Agency shall undertake a SEQRA review according to 6 NYCRR Part 617 State Environmental Quality Review, if applicable.

Task 10 Product(s):

- Completed SEQRA Documentation

6: Project Reporting and Close-out

Task 11: MWBE Reporting

The Contractor shall comply with MWBE Reporting Requirements by completing the following actions:

- Submit Form D - MWBE Utilization Plan to indicate any state-certified MWBE firms selected to work on this contract. Form D must be updated and submitted to the Department whenever changes to the selected MWBE firms occur (addition or removal).
- Record payments to MWBE subcontractors using DOS funds through the New York State Contract System (NYSCS).

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.

Task 11 Product(s):

- Ongoing reporting through NYSCS during the life of the contract. Form D submitted as necessary to reflect updated MWBE subcontractors.

Task 12: 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.

Task 12 Product(s):

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

Task 13: Final Project Summary Report

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

Task 13 Product(s):

- Completed Final Project Summary Report.