
Brownfield Incentive Grant (BIG) Program Webinar

How to Successfully Complete Grant
Applications

June 1, 2011

1:30pm-3:00pm EST

Agenda

- BIG Overview: Objective, Grant Types, Process – Daniel Walsh, OER
- Leverage BIG Program Resources – Daniel Walsh, OER
- Apply for Funds - Leah Yasenchak, BRS
- Become a BIG Program Qualified Vendor (QV) - Leah Yasenchak, BRS
- Q&A

BIG Overview: Grant Types

Objective: Flexible grants to fund a broad range of Brownfield activities in NYC

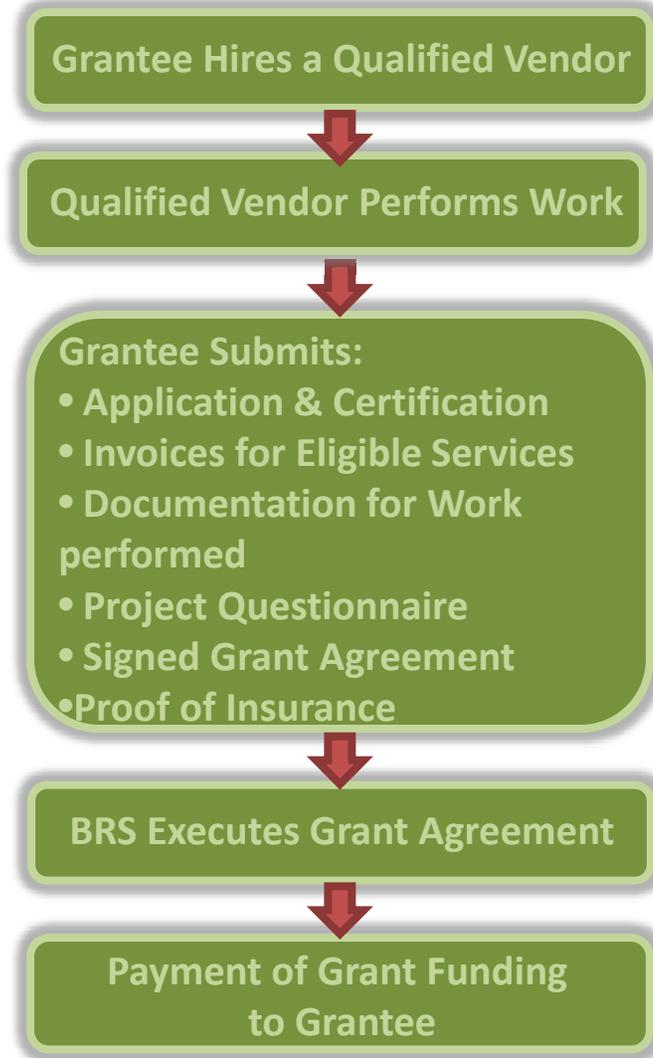
Grant Types

- ✓ Pre-Development Design
- ✓ Environmental Investigation
- ✓ Pre-Enrollment Technical Assistance
- ✓ Environmental Cleanup
- ✓ Environmental Insurance
- ✓ Track 1 Bonus Cleanup
- ✓ BOA Strategic Property Cleanup
- ✓ Hazardous Materials E-Designation or Restrictive Declaration Remediation
- ✓ BOA Application Technical Assistance
- ✓ BOA Local Match

Program designed for streamlined application and prompt payout

BIG Overview: Process

- Streamlined Process
- Simplified Grantee Role
- Prompt Payment



Leveraging BIG: Grant Award Limits

Pre-Enrollment Grants

Pre-Development Design
up to \$5 -10K

Environmental Investigation Grant
up to \$10 -25K

Pre-Enrollment Technical Assistance Grant
up to \$5K

Enrollment Grants

Environmental Cleanup & Insurance Grants
up to \$60-100K

Track-1 Bonus Cleanup Grant
up to \$25K

BOA Strategic Property Grant
up to \$10K

Special Grants

BOA Local Match Grant
10% up to \$25K

BOA Application Technical Assistance Grant
up to \$10K

Hazardous Materials E-Designation or
Restrictive Declaration Grant
up to \$5K

BIG Program Grant Types

PRE-DEVELOPMENT DESIGN GRANTS

- Phase I Environmental Site Assessments
- Title Insurance
- Title Search
- Market Analysis
- Conceptual Plans
- Pro-Formas
- Zoning Analyses
- Site Survey
- Community Outreach

ENVIRONMENTAL INVESTIGATION GRANTS

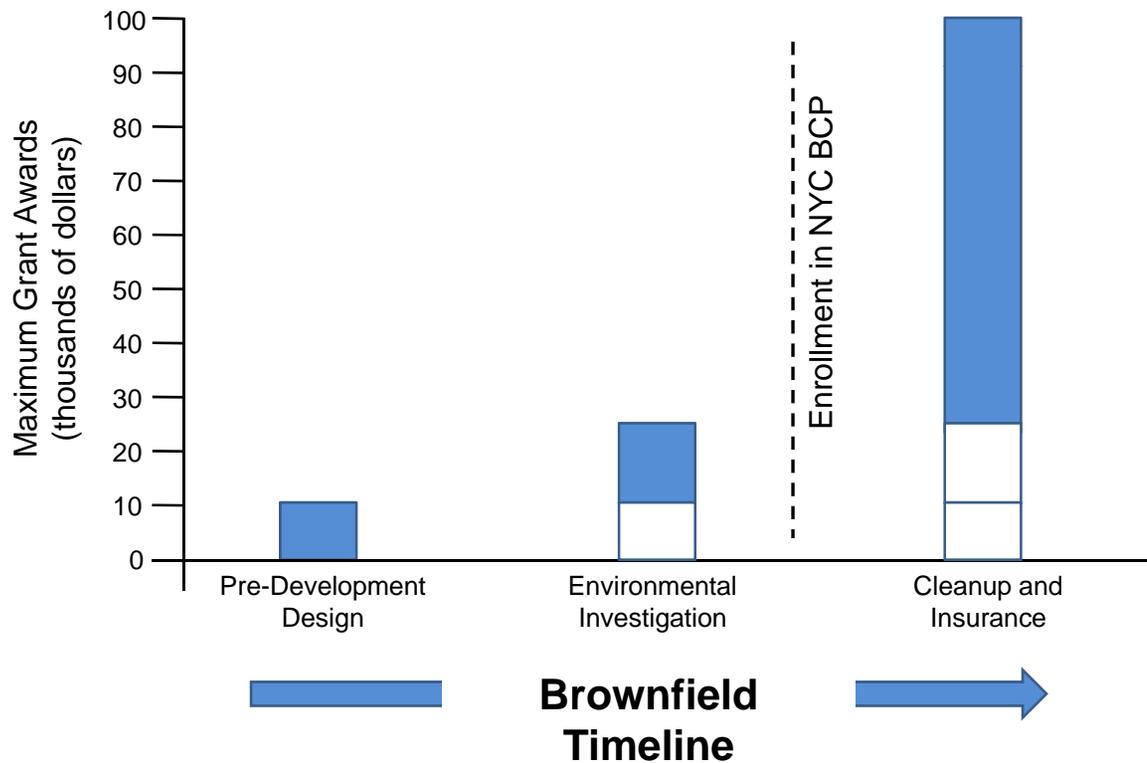
- Geophysical Survey
- Soil Borings
- Soil Sampling
- Monitoring Well Installation
- Groundwater Sampling
- Vapor Probe Installation
- Vapor Sampling
- Phase II Work Plans Reports
- Remedial Investigation Work Plans and Reports

CLEANUP GRANTS

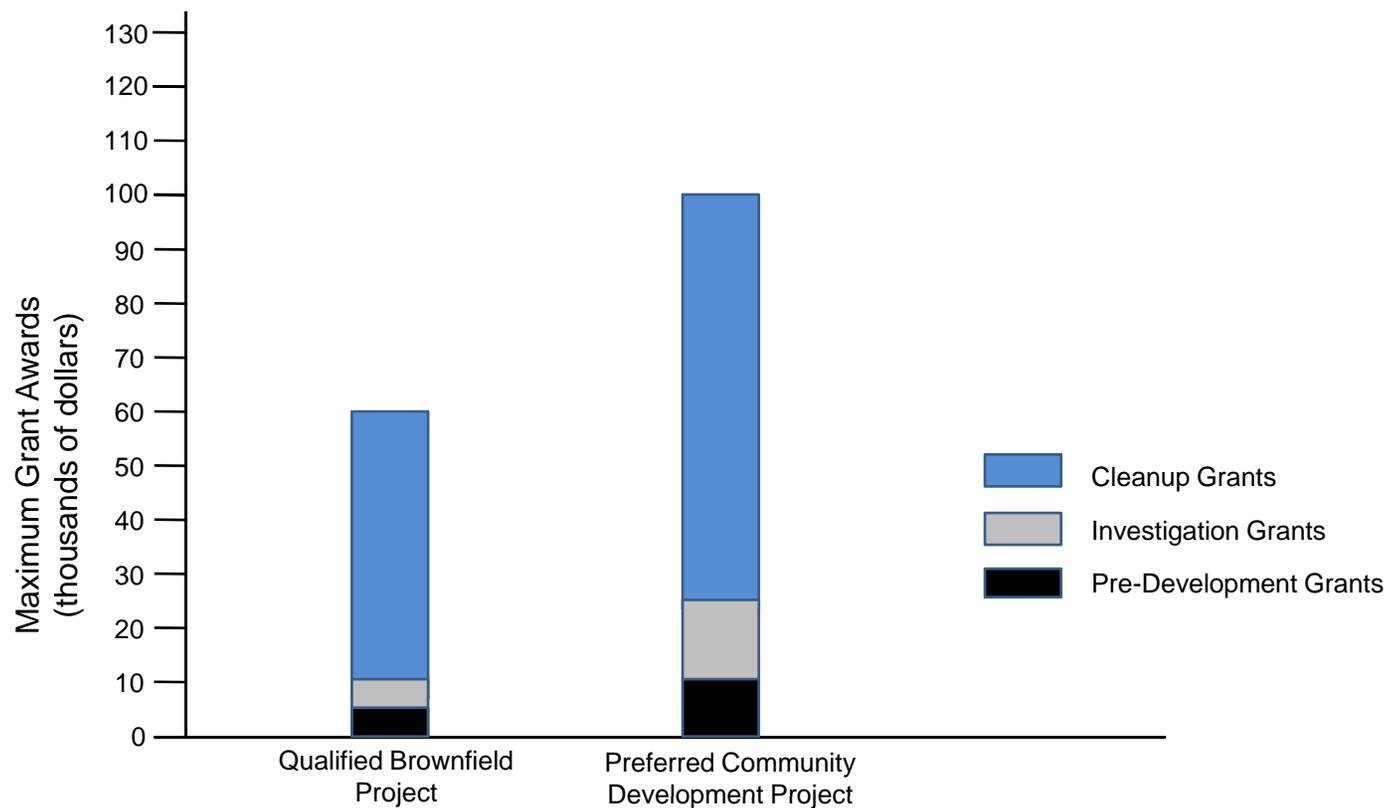
- Soil Removal
- Fill Removal
- Cement Paving
- Asphalt Paving
- Top Soil
- Clean Fill/Gravel
- Post-Excavation Sampling
- Remedial Action Work Plans
- IDW Disposal

*a project must be enrolled in the NYC BCP to receive a Cleanup Grant

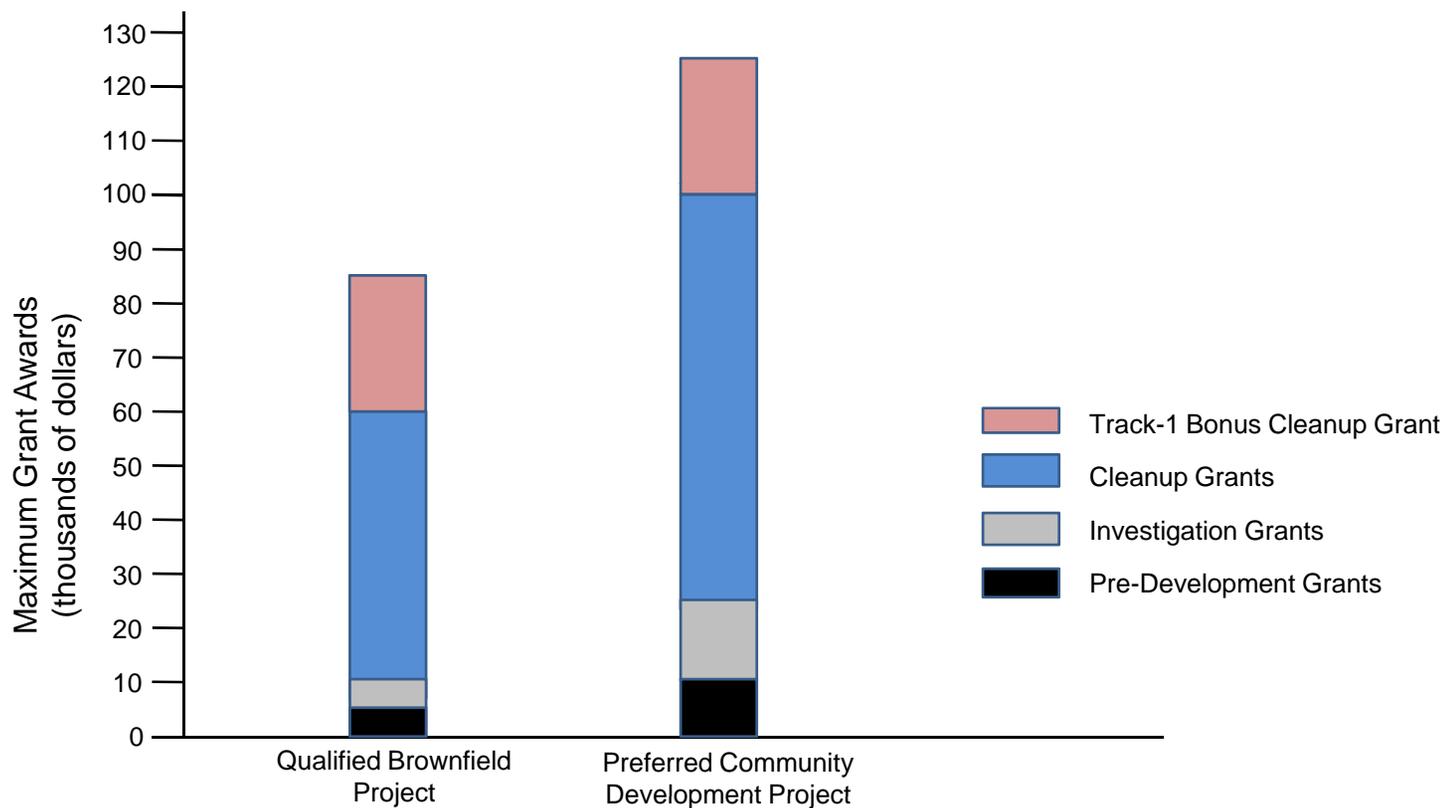
BIG Program Grant Amounts



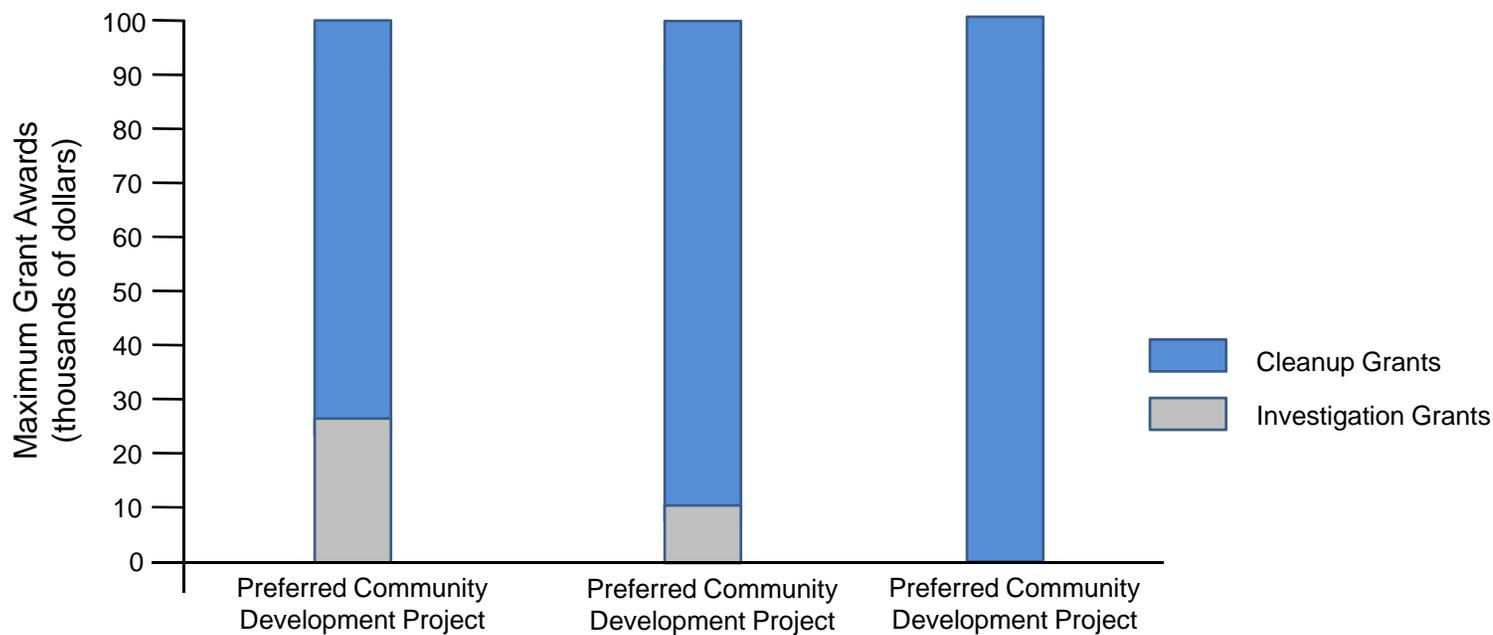
BIG Program Grant Amounts



BIG Program Grant Amounts



BIG Program Grant Amounts



Apply For Funds: Application Logistics

Find Applications

- Go to BIG Website: <http://www.nyc.gov/BIG> to find all applications including additional application instructions
- Email Grants@nycBIG.info and request a copy

Get Support

- Call us at (212) 380-1562
- Email us at Grants@nycBIG.info



Apply for Funds: Applicant Information

- ✓ Firm/Organization Information





Section A: Applicant Information

Identify all applicants. If the project is owned by a limited liability company, all parties with a 10% ownership interest in the limited liability company must be individually identified in the application. The *Principal Applicant* should be the property owner or developer primarily responsible for the remediation of the site.

If additional pages are necessary please check box and attach copies of this page to the application.

Principal Applicant

Name / Organization		Email	
Street Address 1		Website	
Street Address 2		Telephone	Fax
City	State	Zip	Federal Tax ID
			Vender No. (if applicable)

Additional Applicant

Name / Organization		Email	
Street Address 1		Website	
Street Address 2		Telephone	Fax
City	State	Zip	Federal Tax ID
			Vender No. (if applicable)

Additional Applicant

Name / Organization		Email	
Street Address 1		Website	
Street Address 2		Telephone	Fax
City	State	Zip	Federal Tax ID
			Vender No. (if applicable)

Enrollment Grant Application (ver. 01JUL10)
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Apply for Funds: Property Information

- ✓ Block & Lot information
- ✓ Grants previously received for target project
- ✓ Project Questionnaire (supporting documentation)





Section B: Property Information

Identify the principle address of the property. The property must be located in New York City. Provide the approximate total land area of the property in acres or square feet.

Street Address 1 Street Address 2 Borough Zip Code

Total site area: Acres or Square feet

Identify all tax parcels included in the site. For each parcel, identify zoning classification.
 If additional pages are necessary please check box and attach copies of this page to the application.

	Block	Lot	Zoning		Block	Lot	Zoning
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	11	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	12	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	13	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	14	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	15	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	16	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	17	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>	18	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>	<input type="text"/>	19	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>	<input type="text"/>	20	<input type="text"/>	<input type="text"/>	<input type="text"/>

Check here if the project has previously received a BIG Program Grant award and complete the information in the table below for each grant received.

Grant Type	Date of Grant Award	Grant Amount
<input type="text"/>	<input type="text"/>	\$
<input type="text"/>	<input type="text"/>	\$
<input type="text"/>	<input type="text"/>	\$
<input type="text"/>	<input type="text"/>	\$
<input type="text"/>	<input type="text"/>	\$
<input type="text"/>	<input type="text"/>	\$
<input type="text"/>	<input type="text"/>	\$

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Apply for Funds: Project Information

- ✓ Enrollment in NYC BCP
- ✓ OER-approved Remedial Action Workplan



NYC Office of Environmental Remediation



NYC **BIG**
Brownfield Incentive Grant Program

Section C: Project Information

Enrollment Grants consist of the following grant types:

- Cleanup Grant for Qualified Brownfield Property (up to \$60,000*)
- Cleanup Grant for Preferred Community Development Projects (up to \$100,000*)
- Environmental Insurance Grant for Qualified Brownfield Property (up to \$60,000*)
- Environmental Insurance Grant for Preferred Community Development Projects (up to \$100,000*)
- Track-line Bonus Cleanup Grant (\$20,000)
- BOA Strategic Property Bonus Cleanup Grant (\$10,000)
- Technical Assistance Grant for Not-for-Profit developers of a Preferred Community Development Projects (\$5,000)

*Grantees should note that funds spent on Pre-Development and/or Environmental Investigation services will be subtracted from subsequent grant award amounts for each specific project. For example, if a Preferred Community Development Project spends \$10,000 on Pre-Development services, the same project would be limited to apply for \$15,000 in Environmental Investigation Grant money (i.e. the maximum \$25,000 Environmental Investigation Grant for a Preferred Community Development Project minus the maximum \$10,000 spent on Pre-Development services).

If that project subsequently spends \$15,000 on Environmental Investigation services, that same project would have up to \$75,000 to spend towards a Cleanup Grant and/or an Environmental Insurance Grant, (i.e. the maximum \$100,000 Cleanup and Environmental Insurance Grant amount for a Preferred Community Development Project minus \$10,000 spent on Pre-Development services and \$15,000 spent on Environmental Investigation services).

The questions below will help determine which of these grant types your project is eligible to receive.

TO QUALIFY FOR AN ENROLLMENT GRANT THE PROPERTY MUST BE ENROLLED IN THE NYC BROWNFIELD CLEANUP PROGRAM AND HAVE AN OER-APPROVED REMEDIAL ACTION WORK PLAN

Question 1: Is the property enrolled in the NYC Brownfield Cleanup Program?

Yes – Enter your OER Project No. :

No – The project is not eligible for a BIG Program Enrollment Grant.

Question 2: Does the property have an OER-approved Remedial Action Work Plan?

Yes –Enter date of OER Approval of Remedial Action Work Plan:

No – The project is not yet eligible for a BIG Program Enrollment Grant.

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Apply for Funds: Grant Award limits

- ✓ Preferred Community
 Development Projects





SOME PROJECTS ARE ELIGIBLE FOR HIGHER GRANT AWARDS. ANSWER THE QUESTIONS BELOW TO SEE IF YOUR PROJECT QUALIFIES.

Question 3: Is the project a Preferred Community Development?

Cleanup Grant and Environmental Insurance Grant award limits are increased for projects qualifying as Preferred Community Development projects. Such projects include: *Affordable Housing Developments, Brownfield Opportunity Area (BOA) Compliant Developments, and Community Facility Developments.*

No - Check here if your project is *not* a Preferred Community Development

Yes - Select the appropriate Preferred Community Development category below:

- Check here if your project is an **Affordable Housing Development**, a development that will be built by a developer on a qualifying brownfield property where at least twenty percent of the housing units are affordable to families that earn no more than eighty percent of the average median income of an area, as determined by the US Department of Housing and Urban Development. Make sure to attach your letter of interest from a federal, state or local housing subsidy program.
- Check here if your project is a **BOA Compliant Development**. A BOA compliant development is located within a BOA and is consistent with the community development vision articulated in the BOA, as stated in a letter from the BOA grant recipient stating that the brownfield property is located within the identified BOA and that the proposed redevelopment's consistent with plans established for the BOA by the grant recipient. The letter must appear on letterhead of the grant recipient's organization and be signed by the Chief Executive Officer of the organization, or an authorized representative.
- Check here if your project is a **Community Facility Development**. Make sure to provide and attach a description of the specific benefits the facility will provide the community, including, but not limited to, a community facility use pursuant to the zoning resolution.

SPECIAL GRANT AWARDS ARE AVAILABLE FOR "TRACK ONE" CLEANUPS AND BOA STRATEGIC PROPERTIES. ANSWER THE QUESTIONS BELOW TO SEE IF YOUR PROJECT QUALIFIES.

Question 4: Is your project a "Track One" Cleanup?

BONUS: Check here if your project is a "Track One" Cleanup. The **Track One Bonus Cleanup Grant** is awarded to qualifying brownfield properties that are eligible for a Cleanup Grant and satisfy the requirements for a "Track One" unrestricted remediation. The status of a "Track One" unrestricted cleanup must be documented in the OER-approved Remedial Action Work Plan.

Question 5: Is your project a BOA Compliant Development and a Strategic Brownfield Property?

BONUS: Check here if your project is a BOA Compliant Development and a Strategic Brownfield Property. The **Brownfield Opportunity Area Strategic Property Bonus Cleanup Grant** is awarded to qualifying brownfield properties that are eligible for a Cleanup Grant and are recognized by the New York State Department of State as a Strategic Brownfield Property in Step 2 of the BOA process. Evidence of the property's status as a Strategic Brownfield property must be included in the letter from the BOA recipient.

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Apply for Funds: Grant Award limits

- ✓ Track One
- ✓ BOA Compliant and Strategic Brownfield Property
- ✓ Not-for-Profit Technical Assistance





SOME PROJECTS ARE ELIGIBLE FOR HIGHER GRANT AWARDS. ANSWER THE QUESTIONS BELOW TO SEE IF YOUR PROJECT QUALIFIES.

Question 3: Is the project a Preferred Community Development?

Cleanup Grant and Environmental Insurance Grant award limits are increased for projects qualifying as Preferred Community Development projects. Such projects include: *Affordable Housing Developments, Brownfield Opportunity Area (BOA) Compliant Developments, and Community Facility Developments.*

No - Check here if your project is not a Preferred Community Development.

Yes - Select the appropriate Preferred Community Development category below:

- Check here if your project is an *Affordable Housing Development*, a development that will be built by a developer on a qualifying brownfield property where at least twenty percent of the housing units are affordable to families that earn no more than eighty percent of the average median income of an area, as determined by the US Department of Housing and Urban Development. Make sure to attach your letter of interest from a federal, state or local housing subsidy program.
- Check here if your project is a *BOA Compliant Development*. A BOA compliant development is located within a BOA and is consistent with the community development vision articulated in the BOA, as stated in a letter from the BOA grant recipient stating that the brownfield property is located within the identified BOA and that the proposed redevelopment is consistent with plans established for the BOA by the grant recipient. The letter must appear on letterhead of the grant recipient's organization and be signed by the Chief Executive Officer of the organization, or an authorized representative.
- Check here if your project is a *Community Facility Development*. Make sure to provide and attach a description of the specific benefits the facility will provide the community, including, but not limited to, a community facility use pursuant to the zoning resolution.

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Question 4: Is your project a "Track One" Cleanup?

BONUS: Check here if your project is a "Track One" Cleanup. The *Track One Bonus Cleanup Grant* is awarded to qualifying brownfield properties that are eligible for a Cleanup Grant and satisfy the requirements for a "Track One" unrestricted remediation. The status of a "Track One" unrestricted cleanup must be documented in the OER-approved Remedial Action Work Plan.

Question 5: Is your project a BOA Compliant Development and a Strategic Brownfield Property?

BONUS: Check here if your project is a *BOA Compliant Development and a Strategic Brownfield Property*. The *Brownfield Opportunity Area Strategic Property Bonus Cleanup Grant* is awarded to qualifying brownfield properties that are eligible for a Cleanup Grant and are recognized by the New York State Department of State as a Strategic Brownfield Property in Step 2 of the BOA process. Evidence of the property's status as a Strategic Brownfield property must be included in the letter from the BOA recipient.

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Apply for Funds: Eligible Activities

✓ Invoices

[Qualified Vendor name Company Letterhead]
 [Company Address]

[Date]

[BIG Applicant representative name]
 [BIG Applicant organization name]
 [BIG Applicant organization address]

Dear [BIG Applicant organization representative],

[Qualified Vendor company name] provided the following services to [BIG Applicant Organization/Name] to support the redevelopment of the property at [property address, Block and Lot(s)]:

Invoice Item (Activity)	Unit	Reimbursable Allowance	No. of Units	Cost
Type of activity	ton	\$XX/ton		\$XXX
Type of activity	sample	\$XX/sample		\$XXX
Type of activity	day	\$XX/day		\$XXX
Total				\$XXX

Invoice Item (Service)	Rate	Hours	Cost
Type of services/consultation	\$71.25/hr		\$XXX
Type of services/consultation	\$71.25/hr		\$XXX
Total			\$XXX

Sincere regards,

[Signature: Qualified Vendor Qualified Environmental Professional]
 [Type: Qualified Vendor Qualified Environmental Professional]

✓ Minimum Performance Standard Documentation

planNYC Office of Environmental Remediation **NYC** **BIG** Brownfield Incentive Grant Program

Section E: Eligible Activities and Service Selection Checklist

List all BIG Program Qualified Vendors which have completed activities or services to be reimbursed. Use the identifier of each Qualified Vendor in the activity/service checklist below.

Identifier	Firm/ Organization	Federal Tax identification No.	Extended Total
1			\$
2			\$
3			\$
4			\$
5			\$

Select the eligible services and activities from the list for which reimbursement is requested. Selection may be made by checking the box in the left column for each of the listed items and then indicating the number of units of each item and the total extended cost. A sum total of all extended costs must be entered on the last line of each section. Do not use ditto marks when filling out this form. In the event there is an error of the summation of the extended totals, the computation by the BIG Program Administrator of the extended totals shall govern.

All work funded by the BIG Program must meet certain minimum performance standards for work performance. Deliverable required to provide evidence of the completion of all activities and services funded by the BIG Program are listed in blue text in the table below. These deliverables must accompany all requests for reimbursement. Acceptable performance standards of environmental practice include those published by USEPA, the American Society of Testing and Materials (ASTM), NYSDEC, etc. For a more complete description of required minimum performance standards see the "BIG Program Technical Specifications" document at <http://www.nyc.gov/BIGapplications>.

Select	Qualified Vendor (Indicate by Identifier from above list)	Activity/Service	Unit	Reimbursable Allowance	No. of Units	Extended Total
Cleanup Grants						
Work Plans and Reports						
<i>Required Deliverables:</i>						
<i>Copies of relevant reports and work plans, prepared by a QEP in accordance with applicable environmental standards</i>						
<input type="checkbox"/>		Remedial Action Work Plan	each	\$2,500		\$
<input type="checkbox"/>		Remedial Action Progress Report	each	\$650		\$
<input type="checkbox"/>		Remedial Action Report	each	\$2,500		\$
Soil Removal						
<i>Required Deliverables:</i>						
<i>Copies of written documentation prepared and/or certified by QEP of relevant disposal activities</i>						
<input type="checkbox"/>		Disposal - Soil, Hazardous (does not include trans.)	ton	\$102		\$
<input type="checkbox"/>		Disposal - Soil, Non-Hazardous (does not include trans.)	ton	\$43		\$
<input type="checkbox"/>		Waste characterization	sample	\$225		\$

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Apply for Funds: Invoice Certification

- ✓ Signed original must be submitted in hard copy

[Qualified Vendor Company Letterhead]
[Qualified Vendor Name]
[Company Address]

[Date]

Brownfield Incentive Grant (BIG) Program
Attn.: Grant Administrator
739 Stokes Road, Units A & B
Medford, NJ 08055

NYC BCP Project # [11CBCP059Q]

Dear BIG Program Grant Administrator,

[Qualified Vendor company name] performed the services for [BIG Applicant Name] for the property at [Property Address] in [Borough] on [Block, Lot(s)] that are outlined in the invoices [invoice numbers] and Minimum Performance Standard documentation submitted with the corresponding NYC BIG Cleanup Grant Application.

I, [Qualified Vendor QEP name], certify that the services performed at the subject property and for which the Applicant is seeking Cleanup Grant reimbursement from the NYC BIG Program, were performed in accordance with the NYC Office of Environmental Remediation (OER) Remedial Action Work Plan (RAWP) for NYC Brownfield Cleanup Program (NYC BCP) Project # [Example: 11CBCP059Q].

Sincere regards,
[Signature: Qualified Vendor QEP name]
[Type: Qualified Vendor QEP name]

Apply for Funds: Application Certification

- ✓ Signed original must be submitted in hard copy





Section F: Application Certifications

Read the following statements and certify below that you have read, understand and agree to all terms:

- The individual signing on behalf of the Applicant is fully authorized to do so, and to certify as to the following on behalf of the Applicant.
- Applicant has read and is aware of the eligibility criteria, rules and regulations applicable to the BIG Program, and to the particular type(s) of grants applied for, and agrees to be bound by the terms of the BIG Program and by the determinations of the BIG Program Administrator and the New York City Office of Environmental Remediation.
- Applicant is eligible for the type of grant(s) applied for and is not debarred from receiving federal or New York City funding.
- Applicant certifies that all statements and certifications made in this application are in all respects complete, accurate, true and not misleading as of the date of this application, and shall remain so as of the date of the Grant Agreement, if any. Should any material changes occur prior to entering into a Grant Agreement, Applicant shall submit a revised and updated application.
- Applicant recognizes and acknowledges: (i) that Applicant will be required to enter into a Grant Agreement as a condition of any grant that may be awarded; (ii) that grant monies, if awarded, may cover only a portion of the cost of the project; and (iii) that the BIG Program Administrator is acting only as a conduit of City funds and not as a principal, and that payment of grant monies, if awarded, will be forthcoming only when and if the grant monies are provided to the BIG Program Administrator by the New York City Economic Development Corporation.

I certify that I have read, understand and agree to all statements provided above.

Provide the name and contact information for the firm/organization representative filling out this certification.

First name	Middle name	Last name	Job title
Telephone	Mobile	Fax	Email
Applicant Name/Organization as appearing in Applicant information box on page 2 of this application			Signature

Please print and sign this Certification page and send to the address provided on the first page of this application.

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Apply for Funds: Grant Agreement Signatory Page

- ✓ Signed original must be submitted in hard copy



Office of Environmental Remediation



Brownfield Incentive Grant Program

Section G: Grant Agreement Signatory Page

19. **Notice.** A notice, demand or other communication required to be given under this Agreement by any party to the other ("Notice") shall be in writing and shall be sufficiently given or delivered if dispatched by United States Registered or Certified Mail, postage prepaid and return receipt requested, or delivered by overnight courier or delivered personally (with receipt acknowledged), or by facsimile transmission (with receipt acknowledged) to the parties at their respective addresses set forth herein, or at such other address or addresses with respect to the parties or their counsel as any party may, from time to time, designate in writing and forward to the others as provided in this Section. Such Notices shall be effective on the earlier of actual receipt by the addressee or the addressee's refusal to accept delivery.

As to the Grantee:

With a copy to:

Brownfield Redevelopment Solutions, Inc
 739 Stokes Road, Units A&B
 Medford, New Jersey 08055

As to the Administrator:

From time to time either party may designate a different person or address for all the purposes of this Notice provision by giving the other party no less than ten (10) days notice in advance of such change of address in accordance with the provisions hereof.

IN WITNESS WHEREOF, the Grantee and Administrator, intending to be legally bound, execute this Agreement to be effective on the day and year last written below (the "Effective Date").

Date

Grantee Name

Grantee Signature

Date

Brownfield Redevelopment Solutions, Inc
 Michele Christina, President
 Administrator

Administrator Signature

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Insurance Requirements

- If you prepare reports:
 - **Professional Liability (PL) -- \$1m/claim, no additional insured**
- If conduct invasive work:
 - **site-specific Commercial General Liability (CGL) w/ NYC, EDC, BRS as additional insureds**
 - **Employer's liability**
 - **Disability benefits**
 - **Unemployment; and**
 - **If vehicle, Business Automobile Liability of \$1M/accident**

Insurance Requirements

- If QV performs invasive work, hiring subs for such invasive work, subs must be covered by site-specific CGL policy, listing NYC, EDC, BRS as additional insured.
 - If you hire a driller, CGL +
 - If you only prepare a Phase II, PL

Apply For Funds: Application Logistics

Applications and instructions available at <http://www.nyc.gov/BIG>

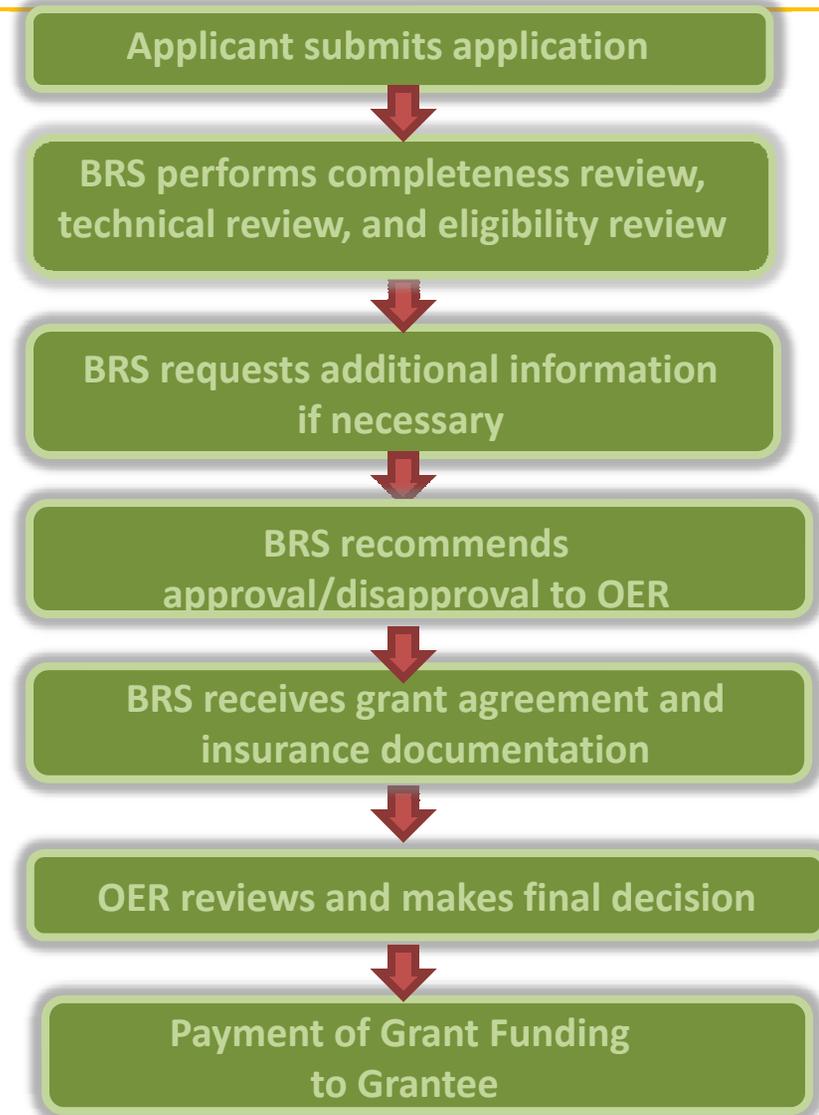
Email electronic applications to Grants@nycBIG.info

Send documents requiring hard copies to

Brownfield Incentive Grant (BIG) Program
739 Stokes Road, Units A & B
Medford, NJ 08055

Application Review and Approval Process

- ✓ Applications must be complete prior to initiation of technical & eligibility reviews
- ✓ Signed grant agreement must be submitted in hard copy
- ✓ Non-competitive process
- ✓ Subject to funds availability



Find a Qualified Vendor (QV)

- ✓ All services must be performed by a Qualified Vendor (QV)
- ✓ Grantees cannot be QVs on own grants



Current Qualified Vendor list available: BRS Website <http://www.nycbrownfield.com>
or email Grants@nycBIG.info and request a copy

Become a Qualified Vendor (QV)

To qualify, firms must:

- ✓ Meet minimum qualifications
- ✓ Agree to terms of program
- ✓ Indemnify the city and grant administrator (signed hard copy) and provide insurance; *or* request waiver from OER
- ✓ Certify application (signed hard copy)



Becoming a QV enables your clients to receive grants for the environmental work you perform at their sites

Q&A

Thank you...

Questions?

On becoming a Qualified Vendor

Contact: Grant Administrator

Leah Yasenchak, BRS

(212) 380-1562

leah@nycbrownfield.com

On NYC OER BIG Program

Contact: OER

Josslyn Shapiro

(212) 341-3704

josslyns@dep.nyc.gov

Or email us at:

grants@nycbig.info