

NEW YORK CITY'S BROWNFIELD INCENTIVE GRANT (BIG) PROGRAM:

REDUCING THE COST OF CLEANUP AND
REDEVELOPMENT OF NYC BROWNFIELDS

2010

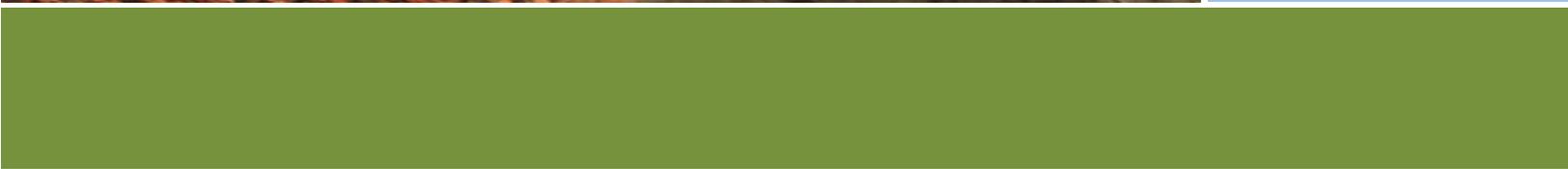


NYC MAYOR'S OFFICE OF ENVIRONMENTAL REMEDIATION

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The logo for the NYC BIG program. It features the letters "NYC" in blue above the word "BIG" in large, bold, green letters. Below "BIG" is the text "Brownfield Incentive Grant Program" in blue.

NYC
BIG
Brownfield Incentive
Grant Program



The City of New York
Michael R. Bloomberg, Mayor

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NYC’s Brownfield Incentive Grant (BIG) Program

Reducing the Cost of Cleanup and Redevelopment of NYC Brownfields

As part of the New York City Mayor’s Office of Environmental Remediation’s (OER) goal to provide resources for the cleanup and redevelopment of NYC Brownfields, OER is pleased to announce the establishment of the Brownfield Incentive Grant (BIG) Program that provides flexible grants for a broad range of Brownfield activities. Brownfield Incentive Grants are available to provide financial assistance for the performance of pre-development studies; environmental investigations and cleanups; the purchase of environmental insurance; Brownfield technical assistance services for not-for-profit groups, technical assistance services for groups interested in developing applications for the Brownfield Opportunity Area (BOA) program; and local match funding for existing BOA groups. The BIG Program also offers bonus grants for “Track-1” cleanups, for BOA strategic properties enrolled in the NYC Brownfield Cleanup Program (NYC BCP) (see OER’s NYC Brownfield Cleanup Program report for a complete description of the NYC BCP) and for sites that have completed E-Designation or Restrictive Declaration Hazardous Materials program requirements. Total grant award amounts vary, but generally range up to \$60,000 or up to \$100,000 for most projects. The BIG program is administered in collaboration with the New York City Economic Development Corporation (NYC EDC) and offers a streamlined process that promptly pays out grant awards and provides higher grant cap amounts for preferred community development projects. Interested parties are encouraged to contact OER for more information.

INTRODUCTION

PlaNYC, New York City’s comprehensive sustainability plan for the City’s future, identified approximately 7,600 acres of brownfields in New York’s five boroughs, a cumulative land area over eight times the size of Central Park. These blighted sites represent potential opportunities for redevelopment projects that could result in neighborhood revitalization, local benefits to the community such as increases in housing stock and job creation and additional City tax revenue. The BIG Program seeks to spur the cleanup and redevelopment of these brownfield sites by offering grants to qualified property owners and developers throughout the development process from the earliest stages of information gathering through environmental investigation and cleanup work. The BIG Program aims to help reduce the financial burden of investing in and cleaning up NYC’s brownfields by distributing approximately \$10 million in grants over the next several years.

PROGRAM ELIGIBILITY

Eligible Sites

Eligible sites for BIG Program awards must be Qualifying

Brownfield Properties located within New York City (see *What is a Qualifying Brownfield Property on page 2*). Sites enrolled in New York State Brownfield Cleanup Programs are ineligible for BIG Program awards.

Eligible Parties

Parties who are eligible to become BIG Program grantees include owners or developers of a Qualifying Brownfield Property, or a recipient of, or an applicant for, a Brownfield

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WHAT IS A QUALIFYING BROWNFIELD PROPERTY?

- For services that precede cleanup activities, a Qualifying Brownfield Property is one with the presence or likely presence of any hazardous substance.
- For cleanup activities or environmental insurance, a Qualifying Brownfield Property is one that is enrolled in the NYC Brownfield Cleanup Program (NYC BCP).
- For a Hazardous Materials E-Designation or Restrictive Declaration Remediation Grant, a Qualifying Brownfield Property is an E-Designation or Restrictive Declaration Hazardous Material site.
- For a Technical Assistance Grant, a Qualifying Brownfield Property is one with the presence or likely presence of any hazardous substance where the developer is a not-for-profit corporation of a Preferred Community Development Project.

Opportunity Areas (BOA) grant. Eligible parties may receive grants for a maximum of two Qualifying Brownfield Properties each fiscal year provided that one of the properties is enrolled in a brownfield cleanup program.

Parties that are ineligible for BIG Program awards include:

- Persons who are subject to a court proceeding or administrative order involving contamination at a brownfield;
- An applicant who received a prior grant and did not submit information on the outcome of the brownfield project as required by the BIG program; or
- An applicant who received a prior Pre-Enrollment Grant for a property that was subsequently developed but not enrolled in a New York City or New York State cleanup program.

Preferred Community Development Projects

The BIG Program provides significantly greater award amounts to **Preferred Community Development Projects**, *i.e.*, projects on Qualifying Brownfield Properties that provide specific benefits or amenities to local communities. Preferred Community Development Projects include affordable housing developments, brownfield redevelopment projects within Brownfield Opportunity Area (BOA) boundaries that are consistent with BOA plans, and redevelopment projects that will provide amenities to local communities such as open space or community health care facilities.

GRANT TYPES

The BIG Program funds a range of eligible services and activities. Grant types fall within three main categories: Pre-Enrollment Grants, Enrollment Grants and Special Grants (*see Grant Types and Award Amounts, on the next page*).

Pre-Enrollment Grants

Pre-Enrollment grants are for services and activities performed at Qualifying Brownfield Properties or Preferred Community Development Project sites that are not yet enrolled in the NYC BCP or the NYS Brownfield Cleanup Program. Grant types include **Pre-Development Design Grants** of up to \$5,000 for Qualifying Brownfield Properties or up to \$10,000 for Preferred Community Development Projects. Pre-Development Design Grants can be used to pay for services that advance brownfield projects at an early stage by funding eligible tasks that generally precede environmental field investigation. **Environmental Investigation Grants** of up to \$10,000 for Qualifying Brownfield Properties or up to \$25,000 for Preferred Community Development Projects are also available in the Pre-Enrollment stage and can be used towards field investigation tasks that characterize a property's subsurface contamination.

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

GRANT TYPES

AWARD AMOUNTS

PRE-ENROLLMENT GRANTS

Pre-Development Design Grant



up to \$5K

QUALIFYING BROWNFIELD PROJECTS

up to \$10K

Environmental Investigation Grant



up to \$10K *

PREFERRED COMMUNITY DEVELOPMENT PROJECTS

up to \$25K *

Pre-Enrollment Technical Assistance Grant



n/a

up to \$5K

*Cap includes any grant awarded during Pre-Development

ENROLLMENT GRANTS

Cleanup Grant



up to \$60K*

QUALIFYING BROWNFIELD PROJECTS

PREFERRED COMMUNITY DEVELOPMENT PROJECTS

up to \$100K*

Environmental Insurance Grant

Track-1 Bonus Cleanup Grant



up to \$25K

up to \$25K

BOA Strategic Property Cleanup Grant



n/a

up to \$10K

*Cap includes any grant awarded during Pre-Enrollment

SPECIAL GRANTS

BOA Local Match Grant



10% up to \$25K

QUALIFYING BROWNFIELD PROJECTS AND ELIGIBLE PARTIES

BOA Application Technical Assistance Grant



up to \$10K

Hazardous Materials E-Designation or Restrictive Declaration Remediation Grant



up to \$5K

\$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, (as described in the *Enrollment Grants* section below) (*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). For questions on grant award amounts please contact OER or the BIG Program Administrator (*see contact information on page 7*).

A final type of Pre-Enrollment Grant of up to \$5,000 is the **Pre-Enrollment Technical Assistance Grant**. This Technical Assistance grant is awarded *in addition to* any Pre-Development Design or Environmental Investigation Grants and is available to not-for-profit developers of preferred community development projects. Funds can be used for eligible services associated with the planning, execution and viability of a Brownfield project; professional advice on the selection of qualified vendors; and the preparation of a budget, the development and review of investigation and cleanup schedules, statements of work, and draft work plans.

Enrollment Grants

Qualifying Brownfield Properties and Preferred Community Development Projects that are enrolled in the NYC BCP are eligible for several types of Enrollment and Bonus Grants. Enrollment Grant types include **Cleanup Grants** and **Environmental Insurance Grants**, of up to \$60,000 for Qualifying Brownfield Properties and up to \$100,000 for Preferred Community Development Projects. Cleanup grants can be used towards eligible services and activities conducted during a property's remediation or towards the development of a Remedial Action Work Plan. Environmental Insurance Grants can be used towards the purchase of pollution liability insurance or cleanup cost cap insurance.

There are two Enrollment Bonus Grants that can be awarded *in addition to* Cleanup and Environmental Insurance Grant awards. These grants include a **Track- 1 Bonus Cleanup Grant** of \$25,000 per site for remedies that achieve permanent cleanups and a **BOA Strategic Property Cleanup Grant** of \$10,000 for strategic Brownfield sites designated by a BOA

that are cleaned up while enrolled in the NYC BCP.

Special Grants

In addition to Pre-Enrollment and Enrollment Grants, the BIG Program offers three Special Grant types. The first is a **BOA Local Match Grant** of 10% of the total BOA grant award or \$25,000, whichever is less, to NYS BOA grantees to use towards meeting the NYS DOS BOA local match requirement of the NYS BOA program. This grant is intended to alleviate some of the financial burden that BOA grantees experience in meeting the required 10% match, and thereby enable BOA groups to focus on activities that lead to brownfield redevelopment and neighborhood revitalization which are the main goals of the BOA program. Eligible services and activities for this grant must be those stated in an executed NYS DOS BOA contract and/or a NYS DOS approved BOA Work Plan. For disbursement of grant awards, evidence of the NYS DOS BOA State Assistance Contract and NYS DOS approved BOA work plan must be submitted with an invoice on the CBO's letterhead for the work proposed for the local match grant in the BOA Work Plan.

The BIG Program also offers a **BOA Application Technical Assistance Grant**, which is designed to encourage the creation of new BOAs throughout NYC. Under this grant, up to \$10,000 is available to Community Based Organizations (CBOs) interested in applying for a NYS Department of State BOA Grant. Funds from this grant can be used towards eligible services that are needed for the development of a NYS DOS BOA Application. If awarded, BIG Program funds would be leveraged to assist CBOs in applying to the NYS BOA Program for a substantially larger grant award that would enable the CBO to conduct area-wide planning and implementation for strategic site redevelopment within their own communities.

The third special grant offered is a **Hazardous Materials E-Designation or Restrictive Declaration Remediation Grant** which provides up to \$5,000 to owners or developers of E-Designation and Restrictive Declaration Hazardous Waste sites that are cleaned up. These sites must have an OER-approved remedial action plan, and they must have received a Notice of Satisfaction from OER for the remediation of hazardous materials. An invoice must also be submitted for eligible services performed at the site.

ELIGIBLE SERVICES AND ACTIVITIES

Grant awards for each grant type may only be used for services and activities deemed eligible under the BIG Program (*see*

SUMMARY OF ELIGIBLE SERVICES AND ACTIVITIES FOR MAIN 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 and 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

Summary of Eligible Services and Activities for Main Grant Types on this page). Generally, the reimbursable amounts for eligible services are greater for Preferred Community Development Projects than for Qualifying Brownfield Property projects. It should be noted that the reimbursable allowance under the BIG Program is not intended to cover the full cost per service or the total cost of services charged by the Qualified Vendor conducting the work. It is the Grantee's responsibility to pay the difference between the cost per service or activity funded by the grant and the amount charged by the Qualified Vendor (*a complete list of eligible services and activities and reimbursable allowances for each grant types can be found in Appendix 1 on pages 8-13*).

PROGRAM PROCESS

The BIG Program is designed to be an easy and flexible way to help offset a portion of costs incurred by a property owner or developer on brownfield related activities completed at a Qualifying Brownfield Property (*see Simple Grant Process on page 6*). The first step is for an owner or developer to log on to the BIG Program website at www.nyc.gov/BIG to download

an application and register. In time, the BIG program will be administered online for convenience to the grantee, and to speed submissions and grant disbursement.

For most BIG Program projects, funds are disbursed after the Qualified Vendor has been retained and eligible services and activities have been performed. To receive grant reimbursement for completed tasks, the owner or developer must submit an application with an executed agreement, a grant requisition, consisting of a statement of work, itemized invoices for eligible services and activities completed at the site, documentation demonstrating that the work performed achieves minimum performance standards and a completed project questionnaire (*a complete list of minimum performance standards, reporting requirements and required deliverables can be found in Appendix 2 on pages 14-18*). If work is conducted under an Enrollment Grant, work plans and reports submitted as per requirements of the NYC BCP satisfy the BIG Program's minimum performance standards requirement.

Once received, the requisition package will be reviewed by the BIG Program Administrator and when approved, the

agreement is executed on behalf of the City. The Grantee will be reimbursed by the BIG Program Administrator for eligible services and activities performed by a Qualified Vendor according to the reimbursement allowance schedule up to the grant cap amount. The Grantee is expected to pay the Qualified Vendor the difference between the grant award amount and the total cost of services. Finally, the Grantee is required to update the project questionnaire to help OER and NYC EDC gauge the performance of the BIG Program. Information requested will include items such as land area remediated, cost of planned development, jobs created, affordable housing units developed, amount of open space created and square footage for each use type of redeveloped property.

At the discretion of OER and the BIG Program Administrator, developers and owners of Preferred Community Development Projects may request that BIG Program funds be earmarked prior to commencing eligible services and activities. If permission is granted, the owner or developer will prepare a grant application, execute a grant agreement and submit a statement of work detailing plans for grant-funded activities. Upon approval, these funds will be earmarked for that project, and the work must be completed within a negotiated period of time. The Grantee will then select a Qualified Vendor and the work will be conducted.

QUALIFIED VENDORS

The BIG Program requires that all fundable services and activities be performed by a qualified professional who is registered as a Qualified Vendor with the BIG program Administrator (*a complete list of qualification requirements for professionals completing work funded by the BIG Program can be found in Appendix 3 on page 19*). The application process to become a Qualified Vendor is non-competitive and applications are accepted on a rolling basis.

The BIG Program encourages qualified professionals in a wide range of vocations including environmental consultants, attorneys, registered architects, certified planners, grant writers, licensed insurance brokers and non-for-profit service providers to apply to the Qualified Vendor list.

If you are interested in becoming a Qualified Vendor you can download an application at www.nyc.gov/BIG or email Grants@NYCBIG.info to request an application.



WANT TO KNOW MORE?

For more information on the BIG program, visit OER's website at:

- www.nyc.gov/BIG

For questions on the BIG Program you can contact OER:

- by email: brownfields@cityhall.nyc.gov; or
- by phone: (212) 788-8841

To submit an application to the BIG Program or for questions about how to become a Qualified Vendor contact the BIG Program Administrator:

- by email: Grants@NYCBIG.info; or
- BIG Program Hotline: (212) 380-1562

APPENDICES

Appendix 1: Eligible Services and Activities and Reimbursable Allowances for Work Funded by the BIG Program

Note that listed prices are inclusive of all subcontractor, professional oversight, materials and equipment costs.

The grant allowance amounts presented below represent the maximum amount that a specific service and/or activity will be funded. An eligible service and/or activity is funded after City approval of submitted invoices by a Qualified Vendor, a requisition and minimum performance standards documentation.

Pre-Enrollment Grants			
ACTIVITY	UNIT	REIMBURSABLE ALLOWANCE FOR QUALIFIED BROWNFIELD PROJECTS	REIMBURSABLE ALLOWANCE FOR PREFERRED COMMUNITY DEVELOPMENT PROJECTS¹
PRE-DEVELOPMENT DESIGN GRANTS			
<i>Title insurance/ Title search</i>			
Full coverage	each	\$765	\$1,020
Limited coverage	each	\$382.50	\$510
Non-Insured reports	each	\$255	\$340
<i>Project Feasibility Study</i>			
Market analysis	each	\$765	\$1,020
Concept plans	each	\$765	\$1,020
Pro-forma financial	each	\$765	\$1,020
Zoning analysis	each	\$765	\$1,020
<i>Other Services</i>			
Community outreach	each	\$956.25	\$1,275
Site survey	day	\$956.25	\$1,275
Phase 1 ESA	each	\$1,593.75	\$2,125
ENVIRONMENTAL INVESTIGATION GRANTS			
<i>Work Plans and Reports</i>			
Phase II Work Plan	each	\$1,275	\$1,700
Remedial Investigation Work Plan	each	\$1,593.75	\$2,125
Phase II / Site characterization report	each	\$1,275	\$1,700
Remedial Investigation Report	each	\$1,593.75	\$2,125
<i>Phase II / Remedial Investigation</i>			
Soil			
Geophysical survey report	1/2 day	\$765	\$1,020
Geophysical survey report	day	\$1,116	\$1,488
Geophysical anomalies investigation (excavator/operator)	day	\$606	\$808
Soil boring installation	1/2 day	\$637.50	\$850
Soil boring installation	day	\$956.25	\$1,275
Soil sample collection / field screening	day	\$510	\$680

¹ This column applies to preferred community development projects where the developer is a not-for-profit corporation.

Pre-Enrollment Grants

ACTIVITY	UNIT	REIMBURSABLE ALLOWANCE FOR QUALIFIED BROWNFIELD PROJECTS	REIMBURSABLE ALLOWANCE FOR PREFERRED COMMUNITY DEVELOPMENT PROJECTS ¹
ENVIRONMENTAL INVESTIGATION GRANTS			
<i>Phase II / Remedial Investigation</i>			
Groundwater			
Monitoring well installation (unconsolidated)	well	\$1,593.75	\$2,125
Monitoring well installation (bedrock)	well	\$2,550	\$3,400
Disposal of drill cuttings and transportation	drum	\$79.50	\$106
Monitoring well survey	day	\$956.25	\$1,275
Temporary well-point installation	each	\$382.50	\$510
Groundwater sample collection / water level measurement	day	\$510	\$680
Disposal of purge water and transportation	drum	\$51	\$68
Aquifer test	each	\$382.50	\$510
Vapor			
Vapor probe installation	day	\$956.25	\$1,275
Vapor sample collection	day	\$510	\$680
Ambient air sample collection	day	\$510	\$680
<i>Lab Analysis</i>			
metals (soil/water)			
Priority pollutant metals (13 metals)	sample	\$62.25	\$83
Total RCRA metals (8 metals)	sample	\$39.75	\$53
Target analyte list metals (23 metals)	sample	\$96.75	\$129
organics (soil/water)			
Base neutrals	sample	\$86.25	\$115
Base neutrals + 10 or 15	sample	\$96	\$128
Base neutrals/acid extractables (semi-volatile organics)	sample	\$153	\$204
BTEX	sample	\$30.75	\$41
BTEX + MTBE + TBA	sample	\$30.75	\$41
Herbicides	sample	\$57.75	\$77
PAHs	sample	\$86.25	\$115
PCBs	sample	\$38.25	\$51
PCBs in oil	sample	\$30.75	\$41
Pesticides	sample	\$38.25	\$51
Volatiles	sample	\$51	\$68
Volatiles + 10 or 15	sample	\$57.75	\$77
Volatiles (drinking water)	sample	\$78.75	\$105
Volatiles (drinking water) + 10 or 15	sample	\$86.25	\$115
Target compound list (VO+10, BNAE+20, Pest/PCB)	sample	\$306	\$408

Pre-Enrollment Grants

ACTIVITY	UNIT	REIMBURSABLE ALLOWANCE FOR QUALIFIED BROWNFIELD PROJECTS	REIMBURSABLE ALLOWANCE FOR PREFERRED COMMUNITY DEVELOPMENT PROJECTS ¹
ENVIRONMENTAL INVESTIGATION GRANTS			
<u>Lab Analysis</u>			
organics (air)			
TO-15	sample	\$204	\$272
<u>Group Tests</u>			
ID-27 (TCLP Metals, TPH, PCBs, reactive CN & S, ignitability, pH)	sample	\$156	\$208
Priority pollutants + 40 (VO+15, BNAE+25, pest/PCB, 13 metals, CN, phenol)	sample	\$401.25	\$535
RCRA characteristics (reactive CN & S, ignitability, corrosivity)	sample	\$38.25	\$51
TCLP-Full (8 metals, VO, BNAE, pesticides, herbicides)	sample	\$381.75	\$509
PRE-ENROLLMENT TECHNICAL ASSISTANCE GRANTS			
<p>Pre-Enrollment Technical Assistance Grants are available to preferred community development projects where the developer is a not-for-profit corporation. Eligible services for Pre-Enrollment Technical Assistance Grants include consulting services for activities including, but not limited to, assistance in the planning and execution of a brownfield project, including assessment of the viability of a brownfield project; development and/or review of documents required by the Brownfield Incentive Grant Program or the NYC Brownfield Cleanup Program, including applications, agreements, statements of work, scopes of work, work plans, or reports; selection of qualified vendors; preparation of a budget; project planning; and review of brownfield project sequencing and scheduling. The BIG Program will fund \$71.25 per hour for professional consultation; any amount above this rate is the responsibility of the grantee. Professional consultation may be provided by, for example, environmental consultants, professional engineers, community based organizations, attorneys, architects, or planners.</p>			
ACTIVITY	UNIT	REIMBURSABLE ALLOWANCE	
Professional Services	hr	\$71.25	

Enrollment Grants		
ACTIVITY	UNIT	REIMBURSABLE ALLOWANCE
CLEANUP GRANTS		
<u>Work Plans</u>		
Remedial Action Work Plan or Remedial Action Plan (approved by OER)	each	\$2,500
<u>Soil Removal</u>		
Disposal - Soil, Hazardous (does not include trans.)	ton	\$102
Disposal - Soil, Non-Hazardous (does not include trans.)	ton	\$43
Waste characterization	sample	\$208
Mobilization/demobilization -one time allowable per site per machine	each	\$425
Loader/backhoe w/operator	day	\$808
Small Trackhoe w/operator (J Deere 200LC or equivalent)	day	\$1,190
Large Trackhoe w/operator (Cat 325 or equivalent)	day	\$1,445
Skid Steer Loader w/operator	day	\$595
Dump Truck w/operator (approx. 12 yd ³)	day	\$340
Dump Truck, Tandem - Triaxle w/operator (25 yd ³)	day	\$765
Roll off Box (20 yd ³)	each	\$510
Vacuum Truck w/operator	hr	\$77
Post-excavation soil sample collection	day	\$680
<u>Backfill</u>		
Recycled Concrete Aggregate	ton	\$13
Certified Clean Fill Material	ton	\$17
Top Soil	cy	\$21
<u>Engineering Controls (cap emplacement)</u>		
Clean fill/ gravel	ton	\$17
Top soil	cy	\$21
Asphalt (2in. compacted asphalt on 2 in gravel base minimum)	sf	\$3.80
Cement paving (4 in. minimum)	sf	\$4.25
<u>Institutional Controls</u>		
Declaration of Covenants and Restrictions	each	\$2,125
<u>Reports</u>		
Remedial Action Progress Report	each	\$850
Remedial Action Report or Closure Report	each	\$2,500
<u>Lab Analysis</u>		
metals (soil/water)		
Priority Pollutant metals (13 metals)	sample	\$83
Total RCRA metals (8 metals)	sample	\$53
Target Analyte List metals (23 Metals)	sample	\$129
organics (soil/water)		
Base Neutrals	sample	\$115
Base Neutrals + 10 or 15	sample	\$128
Base Neutrals/Acid Extractables (Semi-volatile Organics)	sample	\$204
BTEX	sample	\$41
BTEX + MTBE + TBA	sample	\$41
Herbicides	sample	\$77

Enrollment Grants		
ACTIVITY	UNIT	REIMBURSABLE ALLOWANCE
CLEANUP GRANTS		
<i>Lab Analysis</i>		
organics (soil/water)		
PAHs	sample	\$115
PCBs	sample	\$51
PCBs in Oil	sample	\$41
Pesticides	sample	\$51
Volatiles	sample	\$68
Volatiles + 10 or 15	sample	\$77
Volatiles (Drinking Water)	sample	\$105
Volatiles (Drinking Water) + 10 or 15	sample	\$115
Target Compound List (VO+10, BNAE+20, Pest/PCB)	sample	\$408
organics (air)		
TO-15	sample	\$272
<i>Group Tests</i>		
ID-27 (TCLP Metals, TPH, PCBs, Reactive CN & S, Ignitability, pH)	sample	\$183.75
Priority Pollutants + 40 (VO+15, BNAE+25, Pest/PCB, 13 Metals, CN, Phenol)	sample	\$471.75
RCRA Characteristics (Reactive CN & S, Ignitability, Corrosivity)	sample	\$45
TCLP-Full (8 Metals, VO, BNAE, Pesticides, Herbicides)	sample	\$449.25
ENVIRONMENTAL INSURANCE GRANTS		
<p>For environmental insurance grants, eligible services and/or activities shall include purchase of Pollution Legal Liability Insurance and Cleanup Cost Cap Insurance. The total amount of reimbursable expenses may not surpass the grant limit established in Schedule A of the BIG Rule §43-1422.</p>		

Brownfield Opportunity Area Grants

BOA APPLICATION TECHNICAL ASSISTANCE GRANTS

Eligible services for Brownfield Opportunity Area Application Technical Assistance Grants include professional services utilized to assist in preparation of the BOA application. The BIG Program will fund \$71.25 per hour for professional consultation; any amount above this rate is the responsibility of the grantee. Professional consultation may be provided by, for example, environmental consultants, grant writers, community based organizations, professional engineers, attorneys, architects, or planners.

ACTIVITY	UNIT	REIMBURSABLE ALLOWANCE
Professional Services	hr	\$71.25

BOA LOCAL MATCH GRANTS

For Brownfield Opportunity Area (BOA) Local Match Grants, eligible services and/or activities must be reasonable, relevant, and directly related to the BOA scope of work. In order for these eligible costs to be disbursed, they must be for local match activities listed in a work plan approved by the New York State Department of State pursuant to an executed State Assistance Contract. See BOA Program guidance for questions or clarification regarding eligible and ineligible costs. **The total amount of reimbursable expenses may not surpass the grant limit of the lesser of \$25,000 or 10% of the Brownfield Opportunity Area Grant award.**

Hazardous Materials E-Designation or Restrictive Declaration Remediation Grants

Eligible activities for E-Designation or Restrictive Declaration Grants are shown below and are selected automatically. These projects are eligible for reimbursement at a maximum of \$5,000. Invoiced charges should be equal to or exceed \$2,500 for each Report to ensure maximum grant award.

ACTIVITY	UNIT	REIMBURSABLE ALLOWANCE
Remedial Action Plan (Approved by NYCDEP or OER)	each	\$2,500
Closure Report (Approved by OER)	each	\$2,500

Appendix 2: Minimum Performance Standards, Reporting Requirements and Deliverables for Work Funded by the BIG Program

Note: DER-10 Refers to the NYS Department of Environmental Conservation Technical Guidance Manual *DER-10: Technical Guidance for Site Investigation and Remediation*.

Pre-Enrollment Grants	
ACTIVITY	REQUIRED DELIVERABLES
PRE-DEVELOPMENT DESIGN	
Title insurance/ title search (full coverage; limited coverage; non-insured reports)	Copy of title insurance or title search report issued by title insurance/search company or professional.
Project Feasibility Study (including: market analysis; concept plans; pro-forma financial; and/or zoning analysis).	Copy of project feasibility study, in draft or final form, prepared by Certified Planner, New York State licensed Professional Engineer, QEP, or Not-for-Profit Service Provider.
Site survey	Copy of signed, certified and updated survey plan by New York State licensed Professional Land Surveyor.
Community Outreach	Letter of engagement and report of outreach activities from Certified Planner, Not-for-Profit Service Provider, or QEP.
Phase I Environmental Site Assessment (ESA)	Phase I ESA prepared in conformance with Standard E1527-05 (Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process), published by ASTM.
ENVIRONMENTAL INVESTIGATION	
<i>Work Plans and Reports</i>	
Phase II Environmental Site Assessment (ESA) Work Plan	Copy of Phase II ESA work plan prepared and/or certified by QEP. Work plan must conform to ASTM Standard E1903 - 97(2002), Standard Guide for Environmental Site Assessments: Phase II Environmental Site Assessment Process.
Remedial Investigation Work Plan	Copy of remedial investigation work plan prepared by QEP. Work plan must conform to requirements provided in §43-1406(a) of the NYC BCP rule.
Phase II Environmental Site Assessment (ESA) / Site Characterization Report	Copy of Phase II ESA report prepared and/or certified by QEP. Report must conform to ASTM Standard E1903 - 97(2002), Standard Guide for Environmental Site Assessments: Phase II Environmental Site Assessment Process.
Remedial Investigation Report	Copy of Remedial Investigation Report prepared by QEP. Report must conform to requirements as provided in §43-1406(b) of the NYC BCP rule.

Pre-Enrollment Grants

ACTIVITY	REQUIRED DELIVERABLES
ENVIRONMENTAL INVESTIGATION	
<i>Phase II/ Remedial Investigation</i>	
Soil	
Geophysical survey report	Copy of geophysical survey report prepared and/or certified by QEP.
Geophysical anomalies investigation	Copy of summary report of geophysical anomaly investigation prepared and/or certified by QEP.
Soil boring installation	Copy of summary report of relevant soil boring installation activities prepared and/or certified by QEP with attached soil boring logs.
Soil sample collection / field screening	Copy of summary report of relevant soil sample collection activities prepared and/or certified by QEP.
Groundwater	
Monitoring well installation	Copy of summary report of relevant monitoring well installations prepared and/or certified by QEP with attached boring logs and monitoring well construction logs and all required permits.
Monitoring well elevation survey	Copy of signed and certified survey plan by New York licensed Professional Land Surveyor.
Temporary well-point installation	Copy of summary report of relevant temporary well point installations prepared and/or certified by QEP with attached boring logs and all required permits.
Groundwater sample collection / water level measurement	Copy of summary report of relevant groundwater sample collection activities prepared and/or certified by QEP with attached water level measurements, as applicable.
Aquifer test	Copy of summary report of relevant aquifer testing activities prepared and/or certified by QEP with attached summary result tables.
Vapor	
Vapor probe installation	Copy of summary report of relevant vapor probe installations prepared and/or certified by QEP with attached boring logs and all required permits.
Vapor sample collection	Copy of summary report of relevant soil vapor collection activities prepared and/or certified by QEP.
Ambient air sample collection	Copy of summary report of relevant ambient air collection activities prepared and/or certified by QEP.

Pre-Enrollment Grants

ACTIVITY		REQUIRED DELIVERABLES	
ENVIRONMENTAL INVESTIGATION			
<i>Other Services</i>			
<p>Disposal of investigation derived waste, including drill cuttings and purge water.</p>		<p>Copies of written documentation prepared and/or certified by QEP of relevant disposal activities including all disposal manifests and weight tickets from the licensed waste transporter and permitted off-site treatment or disposal facility, verifying that the contaminated media has been transported and disposed of in accordance with all applicable local, State and Federal rules and regulations. The documentation must be accompanied by a letter report summarizing disposal activities, quantities disposed of, and identification of licensed transporter and permitted off-site treatment or disposal facility.</p>	
TECHNICAL ASSISTANCE GRANTS			
<p>Technical services performed by a qualified vendor for project management and technical assistance, as provided in § 43-1419 of the BIG Program rule.</p>		<p>Copy of invoice from qualified professional on official letterhead including specific activities/services performed and dates activities or services were provided. Grantee must also submit a summary letter report describing the activities and services provided by the professional, their purpose, and contribution to the brownfield project.</p>	

Enrollment Grants	
ACTIVITY	REQUIRED DELIVERABLES
ENVIRONMENTAL REMEDIATION	
<i>Work plans</i>	
Remedial Action Work Plan	Copy of Remedial Action Work Plan prepared by QEP. Work plan must conform to requirements as provided in §43-1406(a) of the NYC BCP rule or otherwise approved by OER.
<i>Soil Removal</i>	
Disposal - soil, hazardous and non-hazardous	Copies of written documentation prepared and/or certified by QEP of relevant disposal activities including all disposal manifests and weight tickets from the licensed waste transporter and permitted off-site treatment or disposal facility, verifying that the contaminated soil has been transported and disposed of in accordance with all applicable local, State and Federal rules and regulations. The documentation must be accompanied by a letter report summarizing disposal activities, quantities disposed of, and identification of licensed transporter and permitted off-site treatment or disposal facility.
Post-excavation soil sample collection	Copy of summary report of relevant post-excavation soil collection activities prepared and/or certified by QEP.
Waste characterization	Copy of summary report of relevant waste characterization activities prepared and/or certified by QEP with attached summary tables and lab report for relevant samples and analyses.
Equipment with operator, including: loader/backhoe, trackhoe, skid steer loader, and dump truck. Mobilization/demobilization	Copies of written documentation prepared and/or certified by QEP of relevant equipment mobilization/demobilization and/or usage. Documentation must include letter summary report of activities including date of activities and equipment utilized, and copies of vendor invoices.
Rolloff box	Copies of written documentation prepared and/or certified by QEP of relevant roll-off box usage including all disposal manifests and weight tickets from the licensed waste transporter and permitted off-site treatment or disposal facility, verifying that the disposed material has been transported and disposed of in accordance with all applicable local, State and Federal rules and regulations. The documentation must be accompanied by a letter report summarizing disposal activities, quantities disposed of, and identification of licensed transporter and permitted off-site treatment or disposal facility.
Vacuum truck with operator	Copies of written documentation prepared and/or certified by QEP of relevant vacuum truck usage including all disposal manifests and weight tickets from the licensed waste transporter and permitted off-site treatment or disposal facility, verifying that the disposed material has been transported and disposed of in accordance with all applicable local, State and Federal rules and regulations. The documentation must be accompanied by a letter report summarizing disposal activities, quantities disposed of, and identification of licensed transporter and permitted off-site treatment or disposal facility.

Enrollment Grants	
ACTIVITY	REQUIRED DELIVERABLES
ENVIRONMENTAL REMEDIATION	
<i>Backfill</i>	
Backfill material including: recycled concrete aggregate, certified clean fill material, and top soil	Copies of written documentation prepared and/or certified by QEP of relevant backfill information, including material quantities utilized and delivery and usage dates. If applicable, written documentation must include certification of material by vendor or source.
<i>Engineering Controls (cap emplacement)</i>	
Capping materials including: certified clean soil and top soil	Copies of written documentation prepared by QEP including quantity of material utilized, delivery and usage dates. If applicable, written documentation must include certification of material by vendor or source.
Paving materials (i.e., asphalt, cement)	Copies of written documentation prepared by QEP, including quantity of material utilized and installation dates. Documentation must include vendor invoice for specified quantities from paving contractor qualified to perform such work. If possible, certified as-built diagrams should also accompany summary report.
<i>Institutional Controls</i>	
Declaration of Covenants and Restrictions	Copy of declaration of covenants and restrictions, in draft or final form, prepared by an attorney as per the requirements provided in § 43-1407(k)2 of the NYC BCP rule.
<i>Reports</i>	
Remedial Action Report/ Remedial Action Progress Report	Copy of remedial action report / remedial action progress report prepared by QEP. Report must conform to requirements as provided in § 43-1406(c) of NYC BCP rule or otherwise approved by OER.

Appendix 3: Required Qualifications for Professionals Completing Work Funded by the BIG Program

PROFESSION	REQUIRED QUALIFICATIONS
Environmental Consultant	<p>An Environmental Consulting team with leadership that includes a Qualified Environmental Professional (QEP). A QEP must provide oversight of all listed environmental activities performed under the BIG Program. A QEP is a person who possesses sufficient specific education, training, and experience necessary to exercise professional judgment to develop opinions and conclusions regarding the presence of releases or threatened releases to the surface or subsurface of a property or off-site areas, sufficient to meet the objectives and performance factors for the areas of practice identified in the NYC Brownfield Cleanup Program (NYC BCP) rule. See Rules of the City of New York (RCNY) §43-1401. Such a person must:</p> <ol style="list-style-type: none"> 1. hold a current professional engineer’s or a professional geologist’s license or registration issued by the state or another state, or hold a baccalaureate degree or higher in engineering or geology and have the equivalent of three years of full-time relevant experience in site investigation and remediation of the type detailed in the NYC BCP; or 2. be a site remediation professional licensed or certified by the federal government, a state or a recognized accrediting agency, to perform investigation or remediation tasks consistent with OER guidance, and have the equivalent of three years of full-time relevant experience.
Licensed Professional Engineer	Licensed in New York State
Attorney	Admitted to practice law in New York State
Registered Architect / Registered Landscape Architect	Licensed and Registered by New York State
Certified Planner	Certified by the American Institute of Certified Planners (AICP)
Grant Writer	To provide grant writing services for BOA Application Technical Assistance Grants, Grant Writers must demonstrate experience with writing NYS BOA Grant applications or other applications of a similar type and scope.
Licensed Land Surveyor	Licensed in New York State
Licensed Insurance Broker/Agent	Licensed in New York State
Not-for-Profit Service Providers, including Community-Based Organizations (CBO), including Community Development Corporations (CDC) and/or Community Development Financial Institutions (CDFI)	<p>To provide services for pre-development design grants for preferred community development projects, a vendor must demonstrate that organization members or a subcontractor under its direct control are qualified to perform project feasibility studies (i.e. market analysis, concept plans, pro forma financial analysis, zoning analysis, and permitting), community outreach, title search and insurance services, land surveys, and Phase I Environmental Site Assessments.</p> <p>To provide services for technical assistance grants for preferred community development projects,^{1*} a non-profit service provider must demonstrate that organization members or a subcontractor under its direct control are qualified to perform the following technical assistance tasks: assistance in the planning and execution of a brownfield project, including assessment of the viability of a brownfield project; development and/or review of documents required by the BIG Program or the NYC Brownfield Cleanup Program, including applications, agreements, statements of work, scopes of work, work plans, or reports; selection of qualified vendors; preparation of a budget; project planning; and review of brownfield project sequencing and scheduling.</p> <p>To provide services for technical assistance grants for CBOs seeking to apply to the New York State Department of State for a Brownfield Opportunity Area Grant, a Not-for-Profit service provider must demonstrate that organization members or a subcontractor under its direct control are qualified to provide consulting services for the development of such an application.</p>

^{1*}“Preferred community development project” is defined in the BIG Program rule at §43-1416(k).

