

BIG Application: Enrollment Grant

OER has updated our application process. See Section F for a faster way to apply for and receive BIG grants.

Please complete this application electronically and send it via email with scanned attachments to the BIG Program Grant Administrator at:
Grants@NYCBIG.info

Alternatively, this application may be printed and sent via registered mail with all attachments to:

Brownfield Incentive Grant (BIG) Program
ATTN: Grant Administrator
c/o Brownfield Redevelopment Solutions, Inc.
739 Stokes Road, Units A & B
Medford, NJ 08055

General Project Eligibility Requirements

- ☐ The property must be located in New York City.
- ☐ The property must have a Recognized Environmental Condition.
- ☐ The property must be enrolled in the NYC Voluntary Cleanup Program (NYC VCP).
- ☐ The property must have an OER-approved Remedial Action Work Plan under the NYC VCP.

Application Deadline: Enrollment grant applications must be submitted no later than 6 months after OER issues the project's Notice of Completion (NOC)

How to Apply for the Enrollment Grant:

- | | |
|---|---------------------|
| Step 1: Identify the Applicant(s) and Project Contact(s)..... | Section A |
| Step 2: Provide Property Description..... | Section B |
| Step 3: Identify the project type..... | Section C |
| Step 4: Determine Eligibility for bonus awards..... | Section D |
| Step 5: Determine Grant Award limits..... | Section E |
| Step 6: Identify grant-eligible services..... | Section F |
| Step 7: Review insurance requirements..... | Section G |
| Step 8: Certify the application..... | Section H |
| | |
| Step 9: Attach additional eligibility documentation if applicable..... | Attachment 1 |
| Step 10: Attach minimum performance standard documentation for grant eligible service(s)..... | Attachment 2 |
| Step 11: Attach Insurance Certificates..... | Attachment 3 |
| Step 12: Attach Project Questionnaire..... | Attachment 4 |
| | |
| Step 13: Review Application Checklist..... | Section I |
| Step 14: Submit Application and Attachments to BIG Program Grant Administrator..... | Submit |

Section A: Applicant Information

Identify the organization applying for this Enrollment Grant (the Applicant) and identify a representative of the organization. **PLEASE NOTE:** Grant Agreement and grant monies will be made out to the Primary Grant Applicant Organization and addressed to the signatory on the Application Certification Page.

Primary Grant Applicant

Organization Name			
Street Address 1		First name	Middle Initial
Street Address 2		Job Title	
City	State	Email	
Website		Telephone	Cell Phone

Authorized Representative (if applicable)

If an environmental consultant or other representative outside the Primary Grant Applicant Organization is authorized to work directly with the BIG Program Administrator to provide information or materials necessary to complete the application, provide the representative's contact information below.

First name	Middle Initial	Last name	Job title
Telephone	Cell Phone	Email	
Organization			
Street Address			
City	State	Zip	

Section A: Applicant Information (continued)

Co-Applicant Organization and Representative

Please list all organizations that have at least a 25% interest in the project (Co-Applicant), as well as points of contact within those organizations. Attach additional pages, if necessary.

☐ Check box if Additional Co-Applicant Organization Information pages are attached

Applicant Eligibility Requirements for the BIG Program (check applicable box)

- ☐ True ☐ False ☐ N/A The Applicant is NOT subject to any pending action, order or agreement relating to the investigation or remediation of contamination at a brownfield site as identified in section 43-1403(b) of the city Voluntary Cleanup Program (VCP) Rule.
- ☐ True ☐ False ☐ N/A The Applicant has submitted all required information on the outcome of all prior projects that have received BIG Program funds.
- ☐ True ☐ False ☐ N/A The Applicant has enrolled any property that previously received a BIG Pre-Enrollment Grant and was subsequently developed in either a New York City or New York State remedial program.
- ☐ True ☐ False ☐ N/A Prior to this application, the Applicant has received BIG Program Grants for no more than two other brownfield properties in this fiscal year. (The City's fiscal year runs from July 1 to June 30.)
- ☐ True ☐ False ☐ N/A The Applicant has not received a BIG grant on a contiguous property.
- ☐ True ☐ False ☐ N/A The Applicant has enrolled property that received a BIG Pre-Enrollment Grant in this fiscal year in either a New York City or New York State remedial program.
- ☐ True ☐ False ☐ N/A The Applicant has site access and/or ownership of the property.

Section A: Applicant Information (continued)

Applicant Aliases

List names and locations of all aliases under which the Applicant Organization has done business in New York City.

Applicant Name	Applicant Alias Name	City, State

Co-Applicant Aliases

List names and locations of all aliases under which the Co-Applicant Organizations have done business in New York City.

Co-Applicant Name	Co-Applicant Alias Name	City, State

Section B: Property Information

Project Name (should be the name used in the application for the NYC VCP)		
Street Address 1	Street Address 2	
Borough	Zip	Area (Square feet)

Tax Lot Information

Block	Lot	Zoning	Current	Former	Tentative	To Be Subdivided	To Be Merged	Partial Lot
			☐	☐	☐	☐	☐	☐
			☐	☐	☐	☐	☐	☐
			☐	☐	☐	☐	☐	☐
			☐	☐	☐	☐	☐	☐
			☐	☐	☐	☐	☐	☐
			☐	☐	☐	☐	☐	☐

NYC Voluntary Cleanup and Grant Program Information

Provide the OER assigned numbers for this project:

NYC VCP Number(s)	
BIG Program Grant Number(s) (if available)	
E-Designation / Restrictive Declaration Project Number(s)*	Date of VCP enrollment
OER Project Manager Name (if known)	Provide Remedial Action Work Plan (RAWP) approval date (MM/DD/YYYY)

*required for E-Designation / Restrictive Declaration applications and E-Designation / Restrictive Declaration projects that have enrolled in the NYC VCP

Section B: Property Information (continued)

Project Description

Briefly explain what is or will be built at the project site. The description provided here may be taken from the Proposed Redevelopment Plan section of OER's cleanup program documents. Additional details are to be included in the Project Questionnaire (Attachment 4). Limit: 250 words.

Additional Environmental Information

Does the Project Site have any open NYS Department of Environmental Conservation (DEC) Spill Numbers(s)?

YES ☐ NO ☐ UNKNOWN ☐

If YES, provide the Spill Number(s):

Is the Project Site, or a portion of the Project Site, subject to a NYS DEC Stipulation Agreement? YES ☐ NO ☐

Is the Project Site, or a portion of the Project Site, enrolled in the NYS BCP? YES ☐ NO ☐

If the project is not supported by the New York City Department of Housing Preservation and Development or the New York City Housing Development Corporation for Affordable and/or Supportive Housing, or by the New York City Economic Development Corporation for industrial or manufacturing, or substantially by the City for other projects; or the project is not a preferred community development project AND meets one of the following criteria, it may not be eligible for BIG Program funds.

Is the Project Site located in Manhattan at or south of 96th Street? YES ☐ NO ☐

Is the proposed development gross square footage larger than 100,000 square feet?? YES ☐ NO ☐

NYC VCP Notice of Completion (NOC) date: _____

Note: Application must be submitted no later than 6 months after OER issues the NOC.

Section C: Project Type

Is the project a Qualifying Brownfield or a Preferred Community Development Project?

A Qualifying Brownfield Project is a property enrolled in the City Voluntary Cleanup Program. More detail can be found at §43-1416(n) of the Rules of the City of New York.

The BIG Program makes larger grants to Preferred Community Development projects which include: Affordable Housing Developments, Brownfield Opportunity Area (BOA) Compliant Developments, and Community Facility Developments. If applicable, include required documentation in Attachment 2.

- ☐ Check here if your Project is a Qualifying Brownfield Project.
(Use reimbursable allowance for the Qualifying Brownfield Project in Section F)
- ☐ Check here if your Project is a Preferred Community Development Project and select the appropriate category below.
(Use reimbursable allowance for the Preferred Community Development Project in Section F)
- ☐ **Affordable Housing Development** – a development where at least 20% 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.

Required Documentation: Evidence that the project meets the affordable housing criteria; a proposal for redevelopment of the property; and a letter of interest from a federal, state, or local housing subsidy program.

- ☐ **100% Affordable Housing Development** – a development where 100% of the housing units are affordable.

Housing Agency Contact: Please provide contact information for the project manager for the subject project

Name	Agency	Email	Telephone

- ☐ **BOA Compliant Development** – a development located within an NYS Brownfield Opportunity Area (BOA) or Place-Based Community Brownfield Planning Area (CBPA) that is consistent with the community development plans established for the BOA or CBPA.

Required Documentation: A letter from the relevant community planning organization or BOA grant recipient stating that the project is consistent with the strategic brownfield goals established for the planning area. Must appear on the letterhead of a BOA grantee or community brownfield planning organization and be signed by the Chief Executive Officer or authorized representative.

- ☐ **Community Facility Development**

Required Documentation: Description of the specific benefits the facility will provide to the community including, but not limited to, a community facility use pursuant to the NYC Zoning Resolution.

Section D: Bonus Awards

Is the project eligible for a Bonus Award?

Include required documentation in Attachment 1:

- ☐ The Developer is a Not-for-Profit Organization – **Not-for-Profit Technical Assistance Grants** are available only to Not-For-Profit developers of Preferred Community Development Projects.
Required Documentation: Proof of organization's Not-For-Profit status.
- ☐ The project is a **"Track One" Cleanup** – This bonus is awarded to properties that satisfy the NYC VCP's requirements for a "Track One" unrestricted use remediation. Track One awards will not be made until remediation is complete.
Required Documentation: OER confirmation of a cleanup to Track One standards.
- ☐ The project is a **Strategic Site** designated by a community brownfield planning organization or a BOA grantee.
Required Documentation: A letter from the relevant community planning organization or BOA grant recipient stating that the property is a strategic site within the planning area. The letter must be written on the organization's letterhead and be signed by its Chief Executive Officer or authorized representative.
- ☐ The project is located within the city's **Coastal Flood Zone** and is eligible for a **Climate Change Resilience Cleanup Bonus**. This bonus is awarded to properties in the city's Coastal Zone that are remediated in the NYC VCP.
Required Documentation: OER confirmation of a completed cleanup at a property located in the city's Coastal Flood Zone.

Section E: Grant Award Limit

This section establishes a project's grant award limit. Keep this total in mind when filling out **Section F: Eligible Activities and Services Checklist** to ensure that you maximize your overall grant award without exceeding the cap in any one grant category.

Qualifying Brownfield Projects:

- The Enrollment Grant Award is not to exceed \$25,000.
- Within this limit, Pre-Development grants are capped at \$5,000 and Pre-Development grants plus Environmental Investigation grants are capped at \$10,000.
- Any prior awards to the same project must be subtracted from the cap amount.
- Bonus grants increase the \$25,000 cap by the following amounts:
 - o Track One Cleanup Grants (add \$10,000)
 - o BOA Strategic Property Grants (add \$10,000)
 - o Climate Change Resilience Cleanup Grants (add \$10,000)

Preferred Community Development Projects:

- The Enrollment Grant Award is not to exceed \$35,000, unless the developer is a Not-for-Profit, or the developer will build a 100% affordable housing project, in which case the grant cap is \$50,000.
- Within this limit, Pre-Development grants are capped at \$10,000, and Pre-Development grants plus Environmental Investigation grants are capped at \$25,000.
- Any prior awards to the same project must be subtracted from the cap amount.
- Bonus grants will increase the \$35,000 / \$50,000 cap by the following amounts:
 - o Not-for-Profit Technical Assistance Grants (add \$5,000)
 - o Track One Cleanup Grants (add \$10,000)
 - o BOA Strategic Property Grants (add \$10,000)
 - o Climate Change Resilience Cleanup Grants (add \$10,000)

For a more detailed breakdown of the grant award limits and complete List of Eligible Activities see <https://www1.nyc.gov/site/oer/grants/big-grants.page>

Section F: Eligible Activities and Services Checklist

List all BIG Program Qualified Vendors as well as contractors and sub-contractors (e.g. excavation contractor, trucker etc.) that have completed reimbursable activities or services.

Use the identifier of each vendor in the activity/service table on the following page.

Identifier	Firm / Organization
A	
B	
C	
D	
E	

Below is a list of the most frequently used eligible services for which reimbursement may be requested, organized by project status. If you are unable to demonstrate expenses in these line items sufficient to maximize your grant award, you may access the full list of eligible activities, available at: <https://www1.nyc.gov/site/oer/grants/big-grants.page> or contact the BIG Program Administrator.

1. Your project has completed remediation and you have received a Notice of Completion (NOC) from OER:
 - Select Remedial Action: Full Service below.
 - Funds are reimbursable for all remedial activities.
 - **Required deliverables:** OER Notice of Completion and invoices related to remedial costs; or
2. Your project has an approved Remedial Action Work Plan (RAWP), and you have received a Decision Document from OER:
 - Select Remedial Investigation report (RIR) and remedial action work plan (RAWP): Full Service below.
 - Funds are reimbursable for all remedial investigation activities and all RAWP preparation activities.
 - **Required deliverables:** OER Decision Document and invoices related to investigation costs and RAWP development; or
3. Your project has an approved RAWP, you have received a Decision Document from OER, and you have completed some remedial work onsite, including soil excavation and disposal, but OER has not issued an NOC:
 - Select Disposal - Soil, Hazardous and/or Disposal - Soil, Non-Hazardous, as applicable, below.

- **Required deliverables:** Soil disposal documentation including manifests, weight tickets, invoices and written documentation of relevant disposal activities prepared and/or certified by a Qualified Vendor. For more information see the: "*BIG Program Technical Specifications*" document at https://www1.nyc.gov/assets/oer/downloads/pdf/NYCBIG_Technical_Specifications.pdf
4. The applicant is a Not-For-Profit and can provide professional service invoices.
- Select Technical Assistance Grant in addition to either pertinent Full Service line item.
 - Funds are reimbursable for consulting services on an approved hourly basis with a cap of \$5K. For professionals and hourly rates, see "Full List of Eligible Activities and Services Checklist," available at: <https://www1.nyc.gov/site/oer/grants/big-grants.page>
 - **Required deliverables:** Project Management invoices detailing professional services. For more information see the: "*BIG Program Technical Specifications*" document at: https://www1.nyc.gov/assets/oer/downloads/pdf/NYCBIG_Technical_Specifications.pdf

In the table below, select the check box in the left column Activities for which you are applying. In the event that there is a computational error, the BIG Program Grant Administrator's determination shall govern. Deliverables are summarized above that are required to provide evidence of the completion of all activities and services funded by the BIG Program.

Cleanup Grants							
Full Service							
Activities	QV (Use QV Identifier from list above)	Service	Unit	Reimbursable Allowance for Qualifying Brownfield Project	Reimbursable Allowance for Preferred Community Development Brownfield Project	No. of Units	Subtotal
☐		RIR and RAWP: Full service ¹	Each	Up to \$25,000	Up to \$30,000		\$
☐		Remedial Action: Full service ²	Each	Up to \$45,000	Up to \$80,000		\$
☐		Technical Assistance Grants ³	Each		Up to \$5,000		
Soil Disposal							
☐		Disposal - Soil, Hazardous	Ton	\$102			\$
☐		Disposal - Soil, Non-Hazardous	Ton	\$43			\$

¹ This payment is intended to cover all remedial investigation activities and all document preparation activities including: a remedial investigation work plan, a Phase I environmental site assessment, a remedial investigation report, sampling, field oversight, mobilization, monitoring, chemical analysis and a remedial action work plan. Upon completion of further milestones, project may be eligible for additional Enrollment grant funds.

² This payment is intended to cover all remedial action oversight activities.

³ Technical Assistance Grants are only available to Not-For-Profits. Separate professional service invoices are required.

Section G: Insurance Requirements

Include required insurance certificates as Attachment 3.

The BIG Program requires Qualified Vendors (QVs), contractors, and sub-contractors to maintain insurance that is adequate for the nature and scope of services that will be performed. The extent and type of insurance required varies according to the type of work performed.

- For a cleanup, contractors hired to perform remedial work and their sub-contractors must carry commercial general liability (CGL) coverage at \$1,000,000 per occurrence and \$2,000,000 in the general aggregate.
 - o **For soil disposal activities, CGL insurance must be in effect for all dates listed on manifests submitted with this application.**
- For the preparation of reports and documents, such as a Phase II Site Investigation Report, site investigation, or a deed restriction, QVs, including architects, engineers, attorneys and qualified environmental professionals, must carry professional liability insurance in the amount of \$1,000,000 per occurrence.

Submitted insurance certificates must demonstrate appropriate coverage for the period when the project team performed investigation and/or cleanup activities.

Additional resources available at <https://www1.nyc.gov/site/oer/grants/big-grants.page>

For more information, contact: **Michelle Sarro**
General Counsel
Mayor's Office of Environmental
Remediation 332-455-3300

Section H: BIG Program Application Certification Form

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 certifies 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 that the determinations of the BIG Program Administrator and the New York City Office of Environmental Remediation as to grant awards are final;
- 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 invoices submitted with this application represent costs incurred to support investigation and/or remedial work for the project. Should any material changes occur prior to entering into a Grant Agreement, Applicant shall submit a revised and updated application (*See also attachment 2*);
- 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. Should any material changes occur prior to entering into a Grant Agreement, Applicant shall submit a revised and updated application; and
- 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 following information for the Primary Grant Applicant or the Primary Contractor for the Applicant Organization filling out this certification.

PLEASE NOTE: Grant Agreement and grant monies will be made out to the Primary Applicant and addressed to the signatory below. Any changes or updates require submission of an updated Program Application Certification Form.

First Name	Middle Initial	Last Name	Job Title
Telephone	Cell Phone		
Email	Date		
Grant Applicant Organization from Section A	Applicant Signature		

Section I: Application Checklist

Required Attachments

- ☐ OER Decision Document or Notice of Completion (Enrollment Grants only).
- ☐ Documentation demonstrating access or control of the Project site.
- ☐ Phase I ESA Report or other acceptable evidence of REC (Pre-enrollment grants only).
- ☐ Required documentation if applying as a Preferred Community Development Project.
- ☐ Required documentation if applying for Bonus Grants.
- ☐ Required documentation if applying as a Not-for-Profit organization.
- ☐ Invoices on service provider letterhead for each activity/service for which reimbursement is requested.
- ☐ Minimum Performance Standard Documentation for each activity/service for which reimbursement is requested.
- ☐ Completed BIG Program Project Questionnaire. (<https://www1.nyc.gov/assets/oer/downloads/pdf/nycbig-project-questionnaire.pdf>)
- ☐ Insurance certificates for requested activities as applicable, per **Section G**. If you have any questions regarding proof of insurance for your project, please contact Michelle Sarro, General Counsel, Mayor's Office of Environmental Remediation, at 332-455-3300.
- ☐ Signed Application certification (Section H), scanned and included with attachments.

Please complete electronically and send via email, with scanned required attachments as individual files, to the BIG Program Administrator at: Grants@NYCBIG.info

Each applicable attachment, as listed above, should be sent as separate and distinct files.

Alternatively, this application may be completed electronically, printed, and sent via registered mail, with all required attachments, to:

**Brownfield Incentive Grant (BIG) Program
ATTN: Grant Administrator
c/o Brownfield Redevelopment Solutions, Inc.
739 Stokes Road, Units A & B
Medford, NJ 08055**

Attachment 1 (If Applicable)
Preferred Community Development Documentation
Not-for-Profit Developer Documentation
Bonus Grant Documentation
Phase 1 ESA Report or other acceptable evidence of REC (Pre-enrollment grants only)

Attachment 2

Minimum performance standard documentation for Grant-eligible service(s)

(Please submit separate .pdf files for faster processing)

Required documentation (as applicable):

- ☐ RIR and RAWP: Full service (OER Decision Document and investigation invoices)
- ☐ Remedial Action: Full service (OER Notice of Completion and remediation invoices)
- ☐ Technical Assistance Grants (Professional services invoices)
- ☐ Soil Disposal (Weight tickets, manifests, QV oversight letter and invoices)

Attachment 3
Insurance Certificates

Attachment 4

Project Questionnaire (7 pages)

<https://www1.nyc.gov/assets/oer/downloads/pdf/nycbig-project-questionnaire.pdf>