

Brownfield Incentive Grant Program Technical Specifications

Eligible Services and Activities Minimum Performance Standards & Required Qualifications for Professionals

The New York City Mayor’s Office of Environmental Remediation (OER) has established the New York City Voluntary Cleanup Program (NYC VCP) to promote the cleanup and redevelopment of brownfield properties in the City of New York. Through its Brownfield Incentive Grant (BIG) Program, OER provides financial incentives for public and private entities redeveloping local brownfields. These grants are available for both brownfield projects enrolled in the NYC VCP and those that are completing preliminary project pre-development design and environmental investigation work without being enrolled in the NYC VCP. Applications for grants may be found at the OER BIG Program website:

<https://www1.nyc.gov/site/oer/grants/big-grants.page>.

This document presents important information about the BIG Program. These include a listing of all services and activities that are eligible for reimbursement under the BIG Program grants; reimbursement rates for qualified brownfield projects and preferred community development projects; minimum performance standards for work completed using BIG program funds; and a listing of required qualifications for those professionals completing work funded by the BIG Program.

Eligible Services and Activities / Reimbursement Rates.....	Table 1
Minimum Performance Standards for Work Performance, Reporting Requirements and Deliverables.....	Table 2
Required Qualifications for Professionals.....	Table 3

How to Receive More Information about BIG Program Grants

The BIG Program offers several different types of grants aimed at providing assistance for various stages of brownfield redevelopment. Different types of projects are eligible for different grants at varying levels of funding, as described in the BIG Program regulations. For more information about BIG Program Grants, including details regarding eligibility, grant awards and grant-eligible activities and services, potential applicants are encouraged to review the regulations for the BIG Program at the OER web site:

<https://www1.nyc.gov/assets/oer/downloads/pdf/BIG%20Rule.pdf>.

For additional information or questions, contact the BIG Program Administrator at (212) 380-1562 or via email at Grants@NYCBIG.info.

Table 1: Eligible Services and Activities / Reimbursable Allowance for Work Funded by the New York City Brownfield Incentive Grant Program

All listed prices are inclusive of all subcontractor, professional oversight, materials and equipment costs. The Reimbursement Allowance amounts presented below represent the maximum amounts a specific service and/or activity will be funded. An eligible service and/or activity is funded after approval of submitted invoices by a Qualified Vendor, a requisition and minimum performance standards documentation.

Pre-Development Design Grant *and* Environmental Investigation Grant awards and award limits are increased for projects qualifying as a **Preferred Community Development Project**. Such projects include *Affordable Housing Developments, Brownfield Opportunity Area compliant developments, and Community Facility Developments*. Technical Assistance Grants are available only to not-for-profit developers of a Preferred Community Development Project.

Activity	Unit	Reimbursable Allowance for Qualified Brownfield Projects	Reimbursable Allowance for Preferred Community Development Projects ¹
Pre-Development			
<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
Legal Due Diligence Review	Report	\$300	\$400
State VCP eligibility consultation	Each	\$1,000	\$1,333
<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

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

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Activity	Unit	Reimbursable Allowance for Qualified Brownfield Projects	Reimbursable Allowance for Preferred Community Development Projects ²
Environmental Investigation			
<i>Workplans</i>			
Phase II/Site Characterization Workplan	each	\$1,275	\$1,700
Remedial Investigation Workplan	each	\$1,593.75	\$2,125
<i>Phase II (Soil)</i>			
Geophysical survey report (GPR contractor)	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
<i>Phase II (Groundwater)</i>			
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
<i>Phase II (Vapor)</i>			
Vapor probe installation	day	\$956.25	\$1,275
Vapor sample collection	day	\$510	\$680
Ambient air sample collection	day	\$510	\$680
<i>Reports</i>			
Phase II/Site Characterization Report	each	\$1,275	\$1,700
Remedial Investigation Report	each	\$1,593.75	\$2,125
Grant Project Reporting	each	\$318.75	\$425
<i>Lab Analysis</i>			
<i>Metals (soil/water)</i>			
Priority pollutant metals (13 metals)	sample	\$62.25	\$83
Total RCRA metals (8 metals)	sample	\$39.75	\$53

² This column applies to preferred community development projects where the developer or community based organization is a not-for-profit corporation.

Table 1: Eligible Services and Activities / Reimbursable Allowance for Work Funded by the New York City Brownfield Incentive Grant Program

Activity	Unit	Reimbursable Allowance for Qualified Brownfield Projects	Reimbursable Allowance for Preferred Community Development Projects ²
Environmental Investigation			
<i>Lab Analysis</i>			
<i>Metals (soil/water)</i>			
Target analyte list metals (23 metals)	sample	\$96.75	\$129
<i>Organics (soil/water)</i>			
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
<i>Organics (air)</i>			
TO-15	sample	\$204	\$272
<i>Group Tests</i>			
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

Table 1: Eligible Services and Activities / Reimbursable Allowance for Work Funded by the New York City Brownfield Incentive Grant Program

Activity	Unit	Reimbursable Allowance
Remedial Action		
Remedial Action: Full Service ³	each	\$85,000
<i>Workplans</i>		
Remedial Action Workplan	each	\$5,000
Remedial Action Report	each	\$5,000
Remedial Investigation Report and Remedial Action Workplan: Full Service ⁴	each	\$30,000
Remedial Action Report: Full Service ⁵	each	\$30,000
Site management plan	each	\$2,500
Grant project reporting	each	\$425
Field oversight ⁶	half day	\$400
	day	\$1,000
Environmental insurance ⁷	premium	\$25,000 / \$30,000
<i>Soil Removal</i>		
Disposal - Soil, Hazardous	ton	\$102
Disposal - Soil, Non-Hazardous	ton	\$43
Waste characterization: ID-27 (TCLP metals, TPH, PCBs, reactive CN & S, ignitability, PH)	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

³ Reimbursement up to \$85,000 subject to the project award cap. This payment is intended to cover all remedial action activities. This activity can only be selected for projects that have enrolled in the City's Voluntary Cleanup Program.

⁴ Reimbursement up to \$30,000 subject to the project award cap. 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. This activity can only be selected for projects that have enrolled in the City voluntary cleanup program and no other costs for remedial investigation or remedial work plan preparation may be claimed.

⁵ Reimbursement up to \$30,000 subject to the project award cap. This payment is intended to cover all remedial action oversight activities and all document preparation activities including field oversight by staff, daily reports, CAMP monitoring and equipment, HASP monitoring, sample collection, and preparation of a remedial action report. It does not cover construction of remedial systems including engineering controls. This activity can only be selected for projects that have enrolled in the City voluntary cleanup program and no other costs for remedial action oversight or remedial action report preparation may be claimed.

⁶ Reimbursement for field oversight consists of oversight of active remedial work by a qualified environmental professional, CAMP monitoring equipment, HASP monitoring, and the collection of samples. The deliverable is a daily report that identifies the qualified environmental professional.

⁷ Eligible activities consist of the purchase of Pollution Legal Liability, Contractors Pollution Liability and Cleanup Cost Cap Insurance. The total amount of reimbursable expenses may not surpass the grant limits established in Schedule A. Purchase of environmental insurance for a project that subsequently enrolls in the City voluntary cleanup program is an eligible expense following program enrollment.

Table 1: Eligible Services and Activities / Reimbursable Allowance for Work Funded by the New York City Brownfield Incentive Grant Program

Activity	Unit	Reimbursable Allowance
Remedial Action		
<i>Soil Removal</i>		
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
<i>Backfill</i>		
Recycled concrete aggregate	ton	\$13
Certified clean fill material	ton	\$17
Top soil	cy	\$21
<i>Engineering Controls (cap emplacement)</i>		
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
Sub-slab depressurization system passive	sf	\$7.00
Sub-slab depressurization system active	sf	\$8.50
Vapor barrier/water proofing (up to 39 mil)	sf	\$5.00
Vapor barrier/water proofing (40 mil and greater)	sf	\$6.00
<i>Institutional Controls</i>		
Deed restriction preparation	Each	\$2,125
<i>Lab Analysis</i>		
<i>Metals (Soil/Water)</i>		
Target Analyte List metals (23 Metals)	sample	\$129
<i>Organics (Soil/Water)</i>		
Target Compound List SVOC's	sample	\$204
PCBs	sample	\$51
Pesticides/herbicides	sample	\$51
Target compound list VOC's	sample	\$204
Target compound list (VO+10, BNAE+20)	sample	\$408
<i>Organics (Air)</i>		
TO-15	sample	\$272
<i>Group Tests</i>		
ID-27 (TCLP Metals, TPH, PCBs, Reactive CN & S, Ignitability, pH)	sample	\$208
RCRA characteristics (Reactive CN & S, Ignitability, Corrosivity)	sample	\$51
TCLP-Full (8 Metals, VO, BNAE, Pesticides, Herbicides)	sample	\$509

Table 1: Eligible Services and Activities / Reimbursable Allowance for Work Funded by the New York City Brownfield Incentive Grant Program

Technical Assistance Grants		
Eligible services for 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 financial 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 the reimbursable allowance per hour for professional consultation; any amount above this rate is the responsibility of the grantee.		
Activity	Unit	Reimbursable Allowance⁸
Attorney	Hour	\$213
Architect	Hour	\$128
Planner, including peer advisory services	Hour	\$128
Professional Engineers	Hour	\$128
Environmental consultants	Hour	\$81
Community based organizations	Hour	\$81
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 reimbursed, they must be related to a work plan approved by the New York State Department of State pursuant to an executed State Assistance Contract and be appropriately documented in accord with the BOA Record Keeping and Payment Guide. See the guidance for the BOA Program issued by the New York State Department of State for questions or clarification regarding eligible and ineligible costs. For a Step 1 BOA award and a step 2 BOA award, the total amount of reimbursable expenses may not surpass the grant limit of the lesser of \$25,000 or 10% for each Brownfield Opportunity Area Grant award. For Brownfield Opportunity Area Local Match Grants made to a place-based brownfield community planning organization, eligible services and activities must be set forth in the organization's agreement with the Office.		

⁸ This reimbursement only applies to preferred community development projects where the developer is a not-for-profit corporation.

Table 2: Minimum Performance Standards for Work Performance, Reporting Requirements and Deliverables

This table lists documents that must be provided to the BIG Program Administrator along with the grant application and invoices for eligible services and activities as evidence that work funded by BIG program grants meet the required minimum performance standards. **Note that in all instances, appropriate invoices are required.**

NYC VCP: Refers to the municipal Voluntary Cleanup Program administered by OER.

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

<i>Pre-Development Design</i>	
Activity	Required Deliverables
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; zoning analysis, legal due diligence review and VCP eligibility consultation).	Copy of project feasibility study, in draft or final form, prepared by Certified Planner, New York State licensed Professional Engineer (P.E.), QEP, or Not-for Profit Service Provider.
Community Outreach	Letter of engagement and report of outreach activities from Certified Planner, Not-for Profit Service Provider, or a QEP.
Site survey	Copy of signed, certified and updated survey plan by New York State licensed Professional Land Surveyor.
Phase I Environmental Site Assessment (ESA)	Phase I ESA certified by a QEP in conformance with Standard E1527-05 (Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process), published by ASTM.
<i>Environmental Investigation</i>	
Activity	Required Deliverables
<i>Work plans</i>	
Phase II / Site Characterization Workplan	Copy of Phase II ESA workplan certified by a QEP. Report must conform to ASTM Standard E1903 - 97(2002), Standard Guide for Environmental Site Assessments: Phase II Environmental Site Assessment Process.
Remedial Investigation Workplan	Copy of remedial investigation workplan certified by a QEP. Work plan must conform to requirements provided in §43-1406(a) of the NYC VCP rule.
<i>Phase II/ Remedial Investigation</i>	
<i>Soil</i>	
Geophysical survey report	Copy of geophysical survey report certified by a QEP.
Geophysical anomalies investigation	Copy of summary report of geophysical anomaly investigation certified by a QEP.

Table 2: Minimum Performance Standards for Work Performance, Reporting Requirements and Deliverables

<i>Soil</i>	
Soil boring Installation	Copy of summary report of relevant soil boring installation activities certified by a QEP with attached soil boring logs.
Soil sample collection / field screening	Copy of summary report of relevant soil sample collection activities certified by a QEP.
<i>Groundwater</i>	
Monitoring well installation	Copy of summary report of relevant monitoring well installations certified by a QEP with attached boring logs and monitoring well construction logs and all required permits.
Disposal of investigation derived waste, including drill cuttings and purge water.	Copies of written documentation certified by a 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, certified by the QEP.
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 certified by a QEP with attached boring logs and all required permits.
Groundwater sample collection / water level measurement/disposal of purge water	Copy of summary report of relevant groundwater sample collection activities certified by a QEP with attached water level measurements, as applicable.
Aquifer test	Copy of summary report of relevant aquifer testing activities certified by a QEP with attached summary result tables.
<i>Vapor</i>	
Vapor probe installation	Copy of summary report of relevant vapor probe installations certified by a QEP with attached boring logs and all required permits. Boring logs must be prepared as per the requirements provided in Section 3.5 of DER-10.
Vapor sample collection	Copy of summary report of relevant soil vapor collection activities certified by a QEP.
Ambient air sample collection	Copy of summary report of relevant ambient air collection activities certified by a QEP.

Table 2: Minimum Performance Standards for Work Performance, Reporting Requirements and Deliverables

<i>Reports</i>	
Phase II/Site Characterization Report	Copy of Phase II ESA report 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 certified by a QEP. Report must conform to requirements as provided in §43-1406(b) of the NYC VCP rule.
Grant Project Reporting	Copy of status report.
<i>Lab Analysis</i>	
Metals, Organics, Group tests	Copy of Investigation Report detailing sampling numbers, locations, and methodology. Copy of lab analysis and invoice showing breakdown of lab samples/costs.
Environmental Remediation	
Activity	Required Deliverables
<i>Remedial Action</i>	
Remedial Action: Full Service	<ul style="list-style-type: none"> • Copy of approved Remedial Action Report, certified by a P.E. • Notice of Completion from OER • Invoices to support remedial activities and sampling/equipment. <p>Remedial Action Full Service can include RIR and RAWP eligible activities and services as well as remediation activities such as soil disposal, engineering control and composite cover construction, and remedial reporting.</p>
<i>Work plans</i>	
Remedial Action Work Plan	Copy of Remedial Action Work Plan certified by a P.E. Work plan must conform to requirements as provided in §43-1406(a) of the NYC VCP rule.
Remedial Action Report	Copy of remedial action report / remedial action progress report certified by a P.E. Report must conform to requirements as provided in § 43-1406(c) of NYC VCP rule.
Remedial Investigation Report and Remedial Action Work Plan: Full Service	<ul style="list-style-type: none"> • Copy of approved Remedial Investigation Report, certified by a QEP • Approved Remedial Action Work Plan, certified by a P.E. • Notice to Proceed and/or Decision Document from OER. • Invoices to support reports, investigation activities and sampling/equipment. <p>RIR and RAWP: Full Service can include RIR eligible activities, services and RAWP preparation.</p>

Table 2: Minimum Performance Standards for Work Performance, Reporting Requirements and Deliverables

<i>Work plans</i>	
Remedial Action Report: Full Service	<ul style="list-style-type: none"> • Copy of approved Remedial Action Report, certified by a P.E. • Notice of Completion from OER • Invoices to support report preparation, remedial activities and sampling/equipment, exclusive of the costs of soil disposal and capping. Soil disposal costs and capping costs may be claimed in addition to this full service item if applicable. • RAR: Full Service can include cleanup eligible activities and services and RAR preparation.
Site Management plan	Copy of site plan report.
Grant Project Reporting	Copy of grant status report.
Field Oversight	Copy of status report or documentation of oversight in report certified by the QEP.
Environmental insurance	Copy of Invoice covering cost and dates of insurance and copy of insurance coverage.
<i>Soil Removal</i>	
Disposal - soil, hazardous and non-hazardous	<p>Certifying documentation: either (1) a copy of approved Remedial Action Report, certified by a P.E., and Notice of Completion (NOC) from OER, or (2) if an OER issued NOC is not available, a QEP letter report summarizing disposal activities, cost, quantities disposed of, and identification of licensed transporter and permitted off-site treatment or disposal facility, and certifying that the contaminated soil has been transported and disposed of in accordance with all applicable local, State and Federal rules and regulations.</p> <p>Copies of written documentation of relevant disposal activities including all disposal manifests and weight tickets from the licensed waste transporter and permitted off-site treatment or disposal facility. All submissions must include invoices to support total weight in tons, along with price paid.</p>
Waste characterization	Copy of summary report of relevant waste characterization activities certified by a QEP with attached summary tables and lab report for relevant samples and analyses.
Mobilization/demobilization. Equipment with operator, including loader/backhoe, trackhoe, skid steer loader, and dump truck.	Copies of written documentation certified by a QEP of relevant equipment mobilization/demobilization and/or usage. Documentation must include listing of activities including date of activities and equipment utilized, and copies of vendor invoices.

Table 2: Minimum Performance Standards for Work Performance, Reporting Requirements and Deliverables

<i>Soil Removal</i>	
Rolloff box	Copies of written documentation certified by a 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.
Vacuum truck with operator	Copies of written documentation certified by a 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.
Post-excavation soil sample collection	Copy of summary report of relevant post-excavation soil collection activities certified by a QEP.
<i>Backfill</i>	
Backfill material including: recycled concrete aggregate, certified clean fill material, and top soil	Copies of written documentation certified by a 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 fill/gravel and top soil	<p>Certifying documentation: either (1) a copy of approved Remedial Action Report, certified by a P.E., and Notice of Completion (NOC) from OER, or (2) if an OER issued NOC is not available, copies of written documentation certified by a P.E., including quantity of material utilized, delivery and usage dates. If applicable, written documentation must include certification of material by vendor or source.</p> <p>Documentation sufficient to ascertain system square footage is required.</p> <p>All submissions must include invoices showing proof of purchase/installation/inspection.</p>

Table 2: Minimum Performance Standards for Work Performance, Reporting Requirements and Deliverables

<i>Engineering Controls (Cap emplacement)</i>	
Paving materials (i.e., asphalt, cement)	<p>Certifying documentation: either (1) a copy of approved Remedial Action Report, certified by a P.E., and Notice of Completion (NOC) from OER, or (2) if an OER issued NOC is not available, copies of written documentation certified by a P.E., including quantity of material utilized and installation dates. Documentation must include vendor invoice for specified quantities from paving contractor qualified to perform such work.</p> <p>Documentation sufficient to ascertain system square footage is required.</p> <p>All submissions must include invoices showing proof of purchase/installation/inspection. Certified as-built diagrams should also accompany summary report.</p>
Sub-slab depressurization system (passive/active)	<p>Certifying documentation: either (1) a copy of approved Remedial Action Report, certified by a P.E., and Notice of Completion (NOC) from OER, or (2) if an OER issued NOC is not available, copy of a P.E. certified documentation detailing system, including system specifications and as-built drawings.</p> <p>Documentation sufficient to ascertain system square footage is required.</p> <p>All submissions must include invoices showing proof of purchase/installation/inspection.</p>
Vapor barrier/water proofing	<p>Certifying documentation: either (1) a copy of approved Remedial Action Report, certified by a P.E., and Notice of Completion (NOC) from OER, or (2) if an OER issued NOC is not available, copy of a P.E. certified RAR, including system specifications and as-built drawings.</p> <p>Documentation sufficient to ascertain system square footage is required.</p> <p>All submissions must include invoices showing proof of purchase/installation/inspection.</p>
<i>Institutional Controls</i>	
Deed restriction preparation	<p>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 VCP rule.</p>

Table 2: Minimum Performance Standards for Work Performance, Reporting Requirements and Deliverables

<i>Lab Analysis</i>	
Metals, Organics, Group tests	Copy of Investigation Report detailing sampling numbers, locations, and methodology. Copy of lab analysis and invoice showing breakdown of lab samples/costs.

Table 3: Required Qualifications for Professionals

Qualified Vendors	
Professional Services	Required Qualifications
Attorney	Admitted to practice law in New York State
Registered Architect/Registered Landscape Architect	Licensed and Registered by New York State
Planner	AICP Planner with experience in NYS
Licensed Professional Engineer	Licensed in New York State
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 by the NYC Voluntary Cleanup Program (NYC VCP) rule. 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 VCP; 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.
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

Table 3: Required Qualifications for Professionals

<i>Qualified Vendors</i>	
Professional Services	Required Qualifications
<p>Not-for-Profit Service Providers, including Community-Based Organizations (CBO), including Community Development Corporations (CDC) and/or Community Development Financial Institutions (CDFI)</p>	<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,* 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 Voluntary 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>

* "Preferred community development project" is defined in the BIG Program rule at §43-1416(k).