



**Office of Planning  
and Development**

# **Consolidated Funding Application 2024- 2025**

## **Environmental Protection Fund Brownfield Opportunity Area Program**

**An Office of the New York State Department of State**

May 2, 2024

# Brownfield Opportunity Area Program (BOA)

- Provides funding and technical assistance for projects that establish or implement strategies for community redevelopment of areas affected by known or suspected brownfields.
- Transforms known and suspected brownfields from liabilities to community assets that spur community and economic redevelopment.



# BOA Program Empowers Communities

- Address a range of problems posed by multiple known or suspected brownfield sites.
- Build community consensus on the future uses for the area, with an emphasis on strategic sites that are known or suspected brownfields.
- Establish sustainable goals and objectives for area-wide revitalization and for redevelopment of underutilized and potential brownfield properties.
- Strengthen and direct development towards existing neighborhoods and preserve open space.
- Make re-development decisions that are equitable, fair, and will create an environment that adapts to ecological disturbances.
- Identify and establish the multi-agency and private-sector partnerships necessary to leverage assistance and investments to revitalize downtowns, neighborhoods, and communities.
- Address environmental justice concerns and promote environmental equity in areas that may be burdened by negative environmental consequences; and
- Engage in activities to implement the community's vision after BOA Designation by NYS.

# BOA Program: A Multi-Step Process for Revitalization

1

## Pre-Planning

County-wide or large geographical inventory and pre-analysis to identify areas of potential brownfield and underutilized land concentrations

2

## Planning

Community-driven strategic planning process to develop a vision and strategy for redevelopment of known or suspected brownfields  
Potential for DOS technical and financial assistance

3

## Designation

BOA Plan finalized and submitted to Secretary of State for BOA Designation.

4

## Implementation

BCP tax credits  
Pre-development grants  
Priority for NYS grants  
Private investment Opportunities  
Phase II ESA grants

# Eligible Applicants

## Municipalities

- Towns/Villages
- Counties
- Local Public Authorities
- Supervisory District
- District Corporation
- Public Benefit Corps
- School Districts
- Special Improvement Districts
- Indian Nations/Tribes

## Community-Based Organizations

- Not-For-Profit corporation {501(c)(3)}
- Mission to promote reuse of brownfield sites or community revitalization
- At least 25% of Board of Directors reside in the area
- Community has demonstrated financial need
- Brownfield Opportunity Area Program: Community Based Organization Affirmation (2024)

## New York City Community Boards

Defined and described in Section 2800 of the New York City Charter.

Applicants are encouraged to work in partnership & jointly apply for funding

# BOA Eligible Grant Activities

## Pre-Planning: Brownfield Identification, Inventory + Preliminary Analysis

Complete a Brownfield affected site inventory and preliminary analysis to advance future BOA Planning

## Planning

Develop or update a community-supported plan for revitalization culminating in designation by the Secretary of State

## Predevelopment Activities

Targeted activities that help move projects from concept to completion in State-Designated Brownfield Opportunity Areas.

## Phase II Environmental Site Assessments

Formal assessment of a property's environmental condition to guide future land use decisions under the BOA Program within a State-Designated BOA.

# County-wide Pre-Planning: Brownfield identification and Preliminary Analysis

- Identification, inventory, and preliminary analysis of known or suspected brownfields and other underutilized sites.
- Potential outcome is to centrally categorize and identify clusters of brownfield affected areas for future planning.
- A holistic approach for long-term economic development and revitalization.



# Planning: Development or Update of a BOA Plan

- Build community consensus around a vision for revitalization.
- Provide a roadmap to return dormant brownfield sites back to productive use.
- Create sustainable goals and objectives for area-wide revitalization and for redevelopment of strategic sites.
- Address environmental justice concerns and promote environmental equity.
- Culminates in a request for BOA Designation to the Secretary of State.



Guidance describing requirements for BOA Designation is available at:

[https://www.dos.ny.gov/opd/programs/pdfs/BOA/BOA\\_Designation\\_Guidance.pdf](https://www.dos.ny.gov/opd/programs/pdfs/BOA/BOA_Designation_Guidance.pdf)



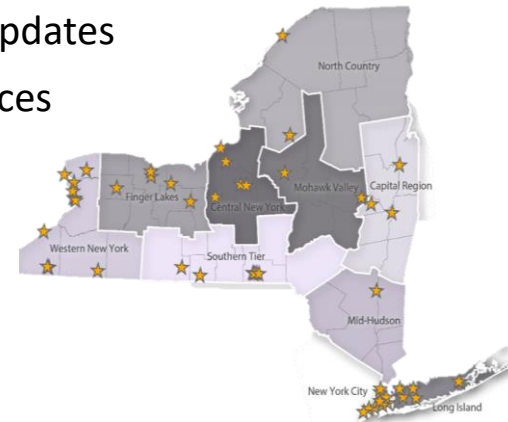
# Predevelopment Activities\*

## Analyses, Plans and Studies:

- Development of design, engineering, and/or construction plans and specifications
- Environmental analyses and studies
- Housing and economic studies, analyses, and reports
- Building conditions studies
- Infrastructure analyses
- Renewable energy feasibility studies

## Professional Services to Advance Redevelopment:

- Development and implementation of marketing strategies
- Zoning and regulatory updates
- Legal and financial services
- Real estate services
- Public outreach



\* Projects *must* be located within a State-Designated BOA. A list of designated BOAs is available at: <https://dos.ny.gov/brownfield-redevelopment>

## Phase II Environmental Site Assessments (SA)\*

- Site is one or more areas of environmental concern and may include more than one contiguous tax parcel.
- Site must have definitive and identifiable boundaries.
- Must meet the criteria and conditions stated in the *BOA Site Assessments: Guidance for Applicants*.
- A SA must advance the goals and priorities for revitalization and redevelopment of the BOA area.



*Former Bethlehem Steel site  
Lackawanna, NY*

\* Projects must be located within a State-Designated BOA. A list of designated BOAs is available at: <https://dos.ny.gov/brownfield-redevelopment>

# Phase II Environmental Site Assessment (SA) Supplement

- A SA Supplement is required to be completed in its entirety and submitted with the CFA application for each site for which Phase II Environmental Site Assessment funding is being requested.
- SA supplements will be evaluated on a pass/fail basis for eligibility as outlined in the RFA and in the SA guidance.
- The SA Supplement and guidance is available at <https://dos.ny.gov/funding-bid-opportunities>



# Award Limitations

Maximum grant award is \$500,000 per application

Minimum grant award is \$100,000 per application.

State assistance awarded and paid to a grant recipient will not exceed 90% of the total eligible project cost.

## Eligible Costs:

**Personal Services:** Direct salaries, wages, and fringe benefits of employees of the applicant for activities related to project work, including project management and grant administration.

**Non-Personal Services** – Consultant or contractual services for direct project related costs, project management, limited grant administration, project-related supplies and materials, light refreshments for required public outreach events, necessary travel, and other goods and services required to complete the project.

## Ineligible Costs:

- Indirect or overhead costs
- Salaries and other expenses of elected officials
- Costs incurred outside of the contract term
- Costs that are not adequately justified or that do not directly support the project
- Other Environmental Protection Fund awards

# BOA Evaluation Criteria

- Presence/Impact of Known or Suspected Brownfields OR Strategic Opportunities to Advance Community Vision (<12pts)
- Economic Distress (<6pts)
- Local Capacity & Partnerships (<6pts)
- Public & Stakeholder Support (<6pts)
- Economic Value (<8pts)
- Environmental Value (<6pts)
- Public Value (<6pts)
- Scope of Work (<10pts)
- Evaluation of Budget & Cost (<20pts)

The Department of State Office of Planning and Development awards up to 80 points.

REDC endorsement awards up to 20 points depending on the degree to which the proposed project advances the REDC Strategic Plan.

# Request for Applications (RFA# 24-BOA-4)

<https://www.dos.ny.gov/funding-bid-opportunities>

Written questions should be directed by email or mail to:

NYS Department of State OPD&CI  
99 Washington Avenue, Suite 1010  
Attn: BOA RFA Questions  
Albany, NY 12231

Email: [opd@dos.ny.gov](mailto:opd@dos.ny.gov)  
*Subject: 24-BOA-4 RFA Questions*

Responses will be posted at <https://www.dos.ny.gov/funding-bid-opportunities>

To apply or access related CFA materials: <http://regionalcouncils.ny.gov>