

**Village of Ballston Spa, NY
2021 Consolidated Funding Application**

For a

NYS Brownfield Opportunity Area (BOA) Nomination Study

DRAFT CFA for Public Review



Comments can be submitted until July 28, 2021 to:

Mayor Larry Woolbright
66 Front Street
Ballston Spa, NY 12020

Email: mayor@villageofballstonspa.org

2021 NYS Consolidated Funding Application For the Preparation of a Brownfield Opportunity Area (BOA) Nomination Study Village of Ballston Spa, NY

Background:

The following is a draft of an application to the NYS Department of State under the 2021 Consolidated Funding Application round. The purpose of the funding request is to prepare a Brownfield Opportunity Area Nomination Study in compliance with the NYSDOS brownfield redevelopment program.

Brownfields are real property negatively affected by real or perceived environmental contamination. These properties often are underutilized because the contamination, or perception thereof, has impeded investment and redevelopment, making them an economic and aesthetic drain on localities.

The Department of State's Brownfield Opportunity Areas (BOA) Program provides communities with guidance, expertise and financial assistance, up to 90 percent of the total eligible project costs, to complete BOA Nomination Plans, which are revitalization strategies for neighborhoods or areas affected by brownfields or economic distress. This approach enables communities to comprehensively assess existing economic and environmental conditions associated with brownfield blight and impacted areas; identify and prioritize community supported redevelopment opportunities; and attract public and private investment. The types of neighborhoods and areas where program resources are being applied include industrial/manufacturing, commercial corridors, residential, downtowns and waterfronts – all located within the Village of Ballston Spa. (For more information regarding this program please see attached information sheet.)

The focus area for the Nomination Study encompasses a large part of Ballston Spa's downtown and is generally bounded by North Street/NYS Rt. 50 on the north, Galway Street to the south, the Rail Trail to the west and the Kayaderosseras Creek to the east. (See attached map of proposed BOA study area)

Providing Comments:

Please feel free to review the answers to the required CFA questions below. Emailed or written comments can be submitted until 7/28/21 to:

Mayor Larry Woolbright
66 Front Street
Ballston Spa, NY 12020
Email: mayor@villageofballstonspa.org

There will also be a public informational meeting on 7/12/21 at 7:00pm where the Village Board will have a short presentation on the BOA program and offer opportunities for questions and comments.

NYS CFA Questions and Draft Answers:

Q_575 (Project Description)

Project Description. Concisely describe the project, indicating the location, what will be planned, designed, acquired, and/or constructed, the issues/opportunities to be addressed, and expected outcomes and deliverables. Additional details will be collected later in the application process.

The Village of Ballston Spa intends to complete a BOA Study for approximately 176 acres that includes a significant section of the downtown area along both sides of NYS Rt. 50/Milton Avenue and incorporating two water bodies – Gordon and the Kayaderosseras Creeks.

The defined area can be considered in the following sectors:

Former Agway Neighborhood: South of Front Street centered on a former Agway vacant site with additional vacant/underutilized buildings and vacant storefronts with potential revitalization for small business attraction and upper floor housing

Bath Street: Former Angelica Haight/America Hide manufacturing site that has been remediated through the DEC BCP but still lies vacant. This is a unique property with multi-use redevelopment opportunities. This street also has a large vacant building and site that can complement the redevelopment of the Angelica site.

Northern Gateway @ NYS Rt. 50: Large vacant dry cleaners with known contamination issues. This is located at the entryway into the Village and a key site for commercial redevelopment.

Kent and Mechanic Street: Neighborhood area with a mix of industrial uses, vacant properties straddling the Kayaderosseras Creek.

Q_976 (Statement of Need)

Statement of Need

Ballston Spa has many independent small retail businesses, restaurants, and service establishments; over 14,508 vehicles travel through the Central Business District on Milton Avenue/NYS Rt. 50 each day. Along this main thoroughfare are numerous gas stations, a defunct dry cleaner, and vacant buildings and lots which can also be found on the parallel roads. There are also two large brownfield properties and one severely underutilized property: Angelica Manufacturing, Ricketts Laundry, and a vacant bowling alley. Each of these areas provides a tremendous opportunity for redevelopment but, in order to be successful, the property owners and residents of the village a need to be engaged to build consensus and a vision helping to smooth the path toward redevelopment.

Q_2366 REDC Alignment

How does your project align with the Regional Economic Development Council's Strategic Plan/Upstate Revitalization Initiative Plan? (strategic plans are located at <https://regionalcouncils.ny.gov/>)

Leverage and collaborate. Collaboration between village residents and private property owners, especially those owning the key vacant sites, will be critical.

Bring cities to life. The REDC desires to make its cities attractive and exciting places to live, work and visit. Redeveloping brownfield sites will support increased economic growth, tourism, and reinforce that Ballston Spa is a desirable village to live, work and play.

Showcase our beauty. Completing the BOA Nomination Study will ensure that the assets of historic architecture, water, and recreational amenities become beacons and anchors for Ballston Spa to thrive.

Metro: Building vibrant cities for businesses and families. The preparation of the BOA Nomination Study will directly relate to this strategy by outlining a plan to tackle blight and catalyzing redevelopment.

Q_930

Explain what makes your project a regional economic priority - for example creates jobs, economic investment, sustainability and community revitalization, government efficiency or consolidation etc.

Regional economic priorities should focus on projects with multiple elements that when connected not only impact the local community, but also drive regional development, generate unique traffic and spending in the region, and attract people of diversity to a welcoming area. The revitalization of the proposed BOA area with a commitment to sustainability and driven by private investment will result in a special place to grow a business, live and raise a family, and visit and shop. The outcome will mean bringing underutilized property back on the tax rolls, provide an increase in jobs and overall community revitalization. In the end, Ballston Spa will become a strategic regional asset as a livable, walkable community for people of all ages.

Q_9527

Does your project advance downtown revitalization and strategic community investment?

Yes

Q_9528

If yes, please detail how it will advance downtown revitalization and strategic community investment.

The overall strategy to revitalize the Village of Ballston Spa proposed BOA area will focus on the redevelopment of vacant and underutilized parcels and buildings and the development of unique mixed-use structures which blend into the Village's overall character. The economic development priorities will emphasize this mix of projects connecting strongly with various aspects of the Village including the two creeks, parks, 'Main Street' shops and restaurants, and adjacent neighborhoods. This complete package of a walkable and compact village will spur community revitalization and strategic investment from both the private and public sector.

Q_9529

Does your project improve access to child care?

Yes

Q_9530

If yes, please detail how it will improve access to child care.

The intent of the BOA Nomination Study is to guide redevelopment of key sites with a mix of uses that may include industrial, light manufacturing, and office uses. We know that today child care is a significant barrier today for people trying to enter the workforce. As new companies come in, it can be expected that child care needs will arise. Given this 'fact of life', as the BOA Nomination Study is being prepared, the integration of child care will be considered as a use and strategically located to benefit sites as they are considered for redevelopment.

Q_9531

Does your project incorporate environmental justice practices?

Yes

Q_9532

If Yes, please detail how it will incorporate environmental justice practices.

The community of Ballston Spa is a diverse racial and economic community. As part of the preparation of the BOA Nomination Study, targeted outreach will be conducted to ensure that people of all ages, race, and ethnicity are included in defining a vision for redevelopment of key strategic sites. Recognizing that not

everyone has access to a computer, in-person events will take place at various happenings in the village especially in low income neighborhoods. Ballston Spa is also the new home of the Lifeworks Community Action (formerly Saratoga County EOC) who will be a partner in developing the BOA Nomination Study therefore ensuring access to underserved communities.

Q_3762

Does your project directly address the needs of people in your region who are living in poverty and who seek resources for inclusion in the economic life of New York State?

Yes

Q_3763

How does your project seek to apply CFA funds for the purpose of eliminating barriers to skilled employment by poor people in your region, as identified by the Opportunity Agenda? Please describe any efforts to collaborate at the local or regional level (i.e. public, private, labor, philanthropic sectors).

A critical element of this BOA Nomination Study will be to embrace the challenge of workforce development and skills training as key sites are considered for redevelopment. As part of the preparation of the study, key stakeholder interviews will take place with regional partners including SUNY ADK, Center for Economic Growth, CDRPC, SEDC, and others who are responsible for workforce training programs. An innovative approach is required working closely with the private sector, local employers and small business to clearly identify the skills needed to support growth and provide that dedicated training to the unemployed, underemployed and those with no valued skills.

Q_3764

How does your project build workforce development programs, improve physical infrastructure, and/or establish social services that connect people living in poverty in your region with skilled employment, in correspondence with the economic revitalization priorities, distressed community targets, and the industry growth areas identified in the Opportunity Agenda and Strategic Plan?

The Village will seek to develop partnerships with local and regional entities to ensure that the preparation of the BOA Nomination Study includes underserved/EJ communities. LifeWorks Community Action - formerly Saratoga County Economic Opportunity Council (EOC) - is a nonprofit headquartered in Ballston Spa. They work to alleviate poverty at the local level in Saratoga County and the Northern Capital Region. The village will work closely with Lifeworks to ensure redevelopment concepts consider the needs of these underserved communities. Whether it is finding a job, safe housing, child care, or other aspects of life, the Nomination Study

will consider these needs. This partnership will work connect to those in poverty and provide the tools for advancement in the economic structure of our region. (see letter of support)

Q_4200

Does your project provide opportunities for Veteran's to participate in the workforce, or improve services to the Veteran's and military families in New York?

Yes

Q_4201

If Yes, please explain how your project impacts the Veterans and military families in New York.

In preparing the Nomination Study the village will work with the veteran community to ensure their ideas, needs and desires are considered in the vision of the BOA area. Specific outreach will be made to Veterans of Foreign War (VFW) Post 358 located in the Village for input as the Nomination Study is being prepared. Programs and projects will be identified that will help attract and train special skills for Veterans.

Q_929

Current State of Project Development (i.e. planning, preliminary engineering, final design, etc. You may enter N/A for non-project related applications)

Planning

Q_975

Estimated Project Timeline: including project start/completion dates, estimates for design, permitting and construction or other major steps.

Component 1 - Scope of Work/Project Startup: January 2022
Component 2 - Community Participation: January 2022 - March 2023
Component 3 - Draft Nomination Study: February 2022 - September 2022
Component 4 - Completion of the Draft Nomination: October 2022 - November 2022
Component 5 - Final Nomination and Application for Designation: December 2022 - February 2023
Component 6 - NYS Environmental Quality Review: February 2023
Component 7 - Project Reporting: January 2022 - March 2023

Q_580

Provide a list of all federal, state, and local reviews, approvals, or permits needed or completed, including the dates when they are expected to be completed or were completed.

The Village Board of Trustees will adopt the Nomination Study when complete and prior to Designation.

Q_2364

What is the status of State and/or Federal Environmental Review? If review of the project is underway or completed pursuant to the State Environmental Quality Review Act (SEQRA) or National Environmental Policy Act (NEPA), please indicate the lead agency (if applicable).

SEQR will be required when the Nomination Study is complete

Q_1054

If National Environmental Policy Act (NEPA) Record of Decision has been issued, please explain (include date of Record of Decision).

N/A

Q_2362

If funding was awarded in prior CFA rounds, what were the CFA numbers for which funding was awarded? (separate multiple CFA numbers with commas)

N/A

Q_4160

For each program to which you are applying under the CFA, explain your strategy for proceeding if the full amount of requested funding, required matching funds, and temporary financing are not secured as expected, or committed sources become unavailable. This explanation must address any proposed project phases, and both CFA and non-CFA sources of funds.

The proposed project will be funded through a combination of DOS BOA funding and the Village of Ballston Spa general fund. The Village's share has already been committed. If the Village is unsuccessful in obtaining DOS BOA funding, the project will not proceed.

Q_12220

Upload a map, or maps, showing the location of the proposed project. If the application is to prepare a BOA Nomination, the map(s) should show the proposed BOA boundary and its location within the municipality or region. If the application is for a pre-development activity within a State-designated BOA, the map(s) should depict the boundary of the designated BOA and the location of the proposed pre-development project within the designated BOA.

See attached map

Q_12340

Attach a resolution adopted by the Applicant's governing board that authorizes submission of this application, identifies the title of the Applicant's authorized representative, commits to completing the BOA project should the grant be awarded, and commits to funding the Applicant's share of the project cost.

Will be discussed at July 12, 2021 Village Board Meeting

Q_6946

Please provide Letters of Support for your project (if applicable). All letters should be scanned into a single PDF file and their total size cannot exceed 30 Megabytes (MB).

Letter of support will be submitted with the application.

Q_12306

Applicants are required to submit the MWBE Compliance Form with their application confirming their understanding of the MWBE requirement and agreeing to show due-diligence and to make good faith efforts to provide meaningful participation by MWBEs, whenever possible, if awarded the contract. The MWBE Compliance Form is available at: <https://dos.ny.gov/funding-bid-opportunities>

For will be submitted with application.

Q_12312

For applications for Development of a BOA Nomination, please attach documentation demonstrating compliance with minimum community participation requirements.

Will be submitted after July 12, 2021 Village Board meeting.

Q_12245

Complete a DOS Budget Summary & Detail table to demonstrate eligible costs and required local match (see scoring tips).

Cost = \$170,000 with NYSDOS paying 90% if awarded.

Q_12339

Applications to Develop a BOA Nomination The Presence and Impact of Known or Suspected Brownfields: Describe the percent of total land area in the area identified for funding that consists of known or suspected brownfields and the extent to which the proposed Brownfield Opportunity Area demonstrates: Known or suspected brownfields including (a) vacant, underutilized, deteriorated and abandoned properties; (b) evidence of economic distress, risk to public health, or other negative impacts of the known or suspected brownfields on the proposed BOA; (c) present strategic opportunities to stimulate economic development, community revitalization or the siting of public amenities.

Of the 176 acres proposed to be included in the BOA Nomination Study approximately 53 acres, or 30%, can be considered brownfield, underutilized, or vacant. The 98 identified parcels are either completely vacant, have vacant structures, or have structures that are partially occupied. In some instances, the identified site has a use that is known to have potential contamination (i.e., gas station, dry cleaner, autobody repair shop, etc.) When combined, each of the properties present strategic opportunities to stimulate economic development, community revitalization, or the siting of new or enhanced public amenities. Some sites, such as Angelica, Ricketts, the former Agway, and the abandoned bowling alley are large properties that will be extremely catalytic should they be redeveloped according to the vision of the BOA that will be created via the Nomination Study.

Q_11872

What is the name of the proposed Brownfield Opportunity Area?

Village of Ballston Spa Opportunity Area (BOA)

Q_12303

Describe the level of support from owners of brownfield sites within the proposed BOA and describe how the views of property owners, residents, state and local officials, and local organizations were considered in developing the application.

Letters of support from key property owners will be submitted with the application.

Q_12272 proposed activity

Briefly describe the proposed activity. Include primary objectives to be achieved, issues or problems to be addressed, and anticipated community benefits in terms of specific economic and environmental improvements and community revitalization goals. See scoring tips on how to format your project activity description.

The Village of Ballston Spa intends to complete a BOA Nomination Study for approximately 176 acres that includes a significant section of the downtown area along both sides of NYS Rt. 50/Milton Avenue (the village's 'Main Street') and incorporating two water bodies – Gordon and the Kayaderosseras Creeks. Within the proposed BOA are approximately 98 vacant/underutilized/brownfield sites totaling 53 acres that, when redeveloped, will spur revitalization within the Village in a sustainable manner and protect water quality.

The objectives of the BOA Nomination Study are to:

1. Analyze existing conditions to identify issues and opportunities based on existing conditions and market feasibility.
2. Work with private property owners of key vacant sites.
3. Engage the public in a meaningful way to solicit input on the future use of strategic sites.
4. Using input from the private sector, inventory, market feasibility, and public input define a vision and goals for the BOA and potential reuse master plans for strategic sites.
5. Create a series of master redevelopment plans for strategic sites to help articulate the desired development outcome.

Issues to be addressed

While Ballston Spa is the neighbor to Saratoga Springs, NY it does not enjoy the same economic prosperity. Once a manufacturing town, there are numerous properties that are prime for reuse that have been vacant for some time. Redeveloping these properties will help spur overall economic revitalization in the village. The BOA area can be thought of in the following sub areas:

Former Agway Neighborhood: South of Front Street centered on a former Agway vacant site with additional vacant/underutilized buildings and vacant storefronts with potential revitalization for business attraction and upper floor housing

Bath Street: Former Angelica Haight/America Hide manufacturing site that has been remediated through the DEC BCP but still lies vacant. This is a unique property with multi-use redevelopment opportunities. This street also has a large vacant building and site that can complement the redevelopment of the Angelica site.

Northern Gateway @ NYS Rt. 50: Large vacant dry cleaners with known contamination issues. This is located at the entryway into the Village and a key site for commercial redevelopment.

Kent and Mechanic Street: Neighborhood area with a mix of industrial uses, vacant properties straddling the Kayaderosseras Creek.

Community Benefits

The proposed BOA is an entirely walkable area and incorporates Ballston Spa's commercial center. The redevelopment of key brownfield sites within the BOA that have been dormant for many years will advance downtown renewal and advance strategic place making through transformative revitalization of these properties. The result will help retain current residents and attract new residents, visitors and businesses establishing Ballston Spa as a dynamic place to live, work and play. Additionally, the BOA is made up of the center portion of the village with proximity to two waterbodies, a rail trail, and infrastructure therefore the redevelopment will naturally adhere to smart growth principles and sustainable development.

Economic Objectives and Community Revitalization Goals

- The overall objective is to complete a BOA Nomination Plan to help advance community revitalization by generating economic activity, creating immediate and future jobs, and enhances the village's tax base.
- By enhancing the economic position of the region, Ballston Spa will also help position the Capital Region as a destination for people to live, work and play.
- The redevelopment of the key properties will further support economic development to offset COVID-19 economic impacts.

Q_12219

Three types of activities are eligible for funding as BOA projects. Describe the tasks necessary to complete the proposed BOA project. The scope of work shall clearly define sequential tasks necessary to complete either (a) Development of a BOA Nomination, (b) Undertaking Pre-Development Activities within a State-Designated BOA, or (c) Phase II Environmental Site Assessments within a State-Designated BOA. Tasks should detail what is to be done; where and how it will be done; who will do it; and approximate timeframes for each step. Please include anticipated deliverables for each task within the scope of work.

See attached scope of work

Q_12307

Provide a detailed budget narrative that identifies the specific costs included in the project budget; explains how the budget and costs were determined; provides justification of all budget costs as being eligible, necessary and directly related to the project; and describes how the applicant will monitor expenditures to ensure the project stays on schedule and budget.

The Village of Ballston Spa is requesting \$170,000 in grant monies to cover the staff hours and direct expenses for a consultant team and the Village to complete the Nomination for the Ballston Spa Opportunity Area (BOA). A detailed scope and fee is provided in Q 12219. The applicant certifies that all components of the requested project budget are eligible, reasonable, and relevant for the conduct of the proposed project and that prudent analysis has been undertaken to ensure that all costs are consistent with current prevailing costs for such goods and services in the geographic area benefiting from the project.

The Village of Ballston Spa Board of Trustee agreed on [proposed July 12th VB meeting] to carry the project to completion and fund a 10% share of the total project cost in the form of cash. Please refer to the Resolution presented as an attachment in Q 6096.

Budget summary of costs by task:

Component 1 - Scope of Work/Project Startup: \$1,510
Component 2 - Community Participation: \$18,550
Component 3 - Draft Nomination Study: \$101,900
Component 4 - Completion of the Draft Nomination: \$19,420
Component 5 - Final Nomination and Application for Designation: \$25,450
Component 6 - NYS Environmental Quality Review: \$550
Component 7 - Project Reporting: \$2,400

Q_12335

Describe how the BOA project budget and cost were determined. Relevant experience and background of all parties responsible for compiling the budget and the method/approach used to arrive at estimates should be included.

The Village of Ballston Spa is requesting \$170,000 in grant monies to cover the staff hours and direct expenses for a consultant team and the Village to complete the Nomination for the Ballston Spa Opportunity Area (BOA). The Village worked with Elan Planning & Design, LLC (a NYS Certified WBE) to develop the scope and fee to complete the BOA Nomination Study.

Q_12336 Match

BOA program grants may be used for up to 90% of the total eligible costs of the project. Successful applicants will be required to provide the remaining 10% of the project cost. Describe the amount of local match that will be required and identify the source of those funds.

The Village of Ballston Spa is requesting \$170,000 in grant monies to cover the staff hours and direct expenses for a consultant team and the Village to complete the Nomination for the Ballston Spa Opportunity Area (BOA). The Village has set aside \$17,000 cash match for the required 10%.

Q_12334 Economic Distress

Describe the indicators of economic distress that characterize the area that is the focus of the BOA grant application.

Based on an analysis of the ~ 176 acre BOA area, 53 properties can be considered vacant, underutilized, or brownfield sites. This represents 30% of the BOA area. In addition, the Village recently commissioned an income survey the results of the study will be included in the CFA request should they support the criteria.

Q_12333

Describe the local capacity and partnerships that will support and facilitate completion of the proposed project, including: (1) the extent to which an effective organizational and staffing structure exists to advance and complete the project; (2) demonstrated support for the project by multiple entities, including but not limited to municipalities, community-based organizations, and/or NYC Community Boards; and (3) potential for the project to be carried out jointly by a municipality and a community-based organization and/or NYC Community Boards in partnership.

The Village of Ballston Spa has been the recipient of previous grants and has the ability to coordinate with NYS to meet its contractual requirements. In addition, the budget cost estimate includes 'Project Reporting' to which the Village will work with its selected consultant to ensure all paper work and payment requests are completed and submitted on-time.

Q_12332 public support

Describe the public and stakeholder support that exists for the project.

The Village has coordinated with a number of entities and received letters of support (see attachment.) In addition, the Draft BOA application was posted on 6/28/21 and was available for 30 days for public comment. When the application was posted, a notice was put out that the draft was available for review. A public hearing was held on 7/12/21 to solicit public input. Comments included [to be inserted after public comment period]

Q_12308

Describe the potential positive economic impact that the project will have on the proposed or designated BOA, as well as the community and the region. Consideration should be given to economic recovery efforts from the COVID-19 pandemic. Refer to question scoring tips for more information.

Ballston Spa was struggling economically before COVID. And, like other communities, it has been impacted with closed restaurants and businesses, stresses on the housing market eating up demand and driving up prices, increased population for those that can now work remotely, among others.

Completing the BOA Nomination Study will help the Village define a vision and goals for redevelopment and work with private property owners and the general public on sites that have been vacant for years. The completed Nomination Study will:

- Guide redevelopment known or suspected brownfield sites by defining strategic opportunities for renewal.
- Generate new and expanded economic activity contributing to the village's tax base and providing jobs once these sites are redeveloped.
- Provide a mix of new housing choices given that the key sites are located within neighborhoods.
- Better integrate parks, open space, and the two waterbodies providing increased public access to the outdoors providing opportunities for healthy activities while social distancing.
- Leverage direct and indirect private investment in key properties.

Q_12331

Describe the potential positive environmental impact of the project to the proposed or designated BOA, the community, and the region.

- By completing the BOA Nomination Study, the village will help spur the redevelopment of known or suspected brownfield sites thereby reducing potential impacts to public health.

- The proposed BOA boundary is located in the densest portion of the village encompassing the downtown area. Once a manufacturing community, people lived near the factories where they worked and many people still live in these same neighborhoods. The result is a very walkable community which helps reduce the dependency on the automobile thereby reducing greenhouse gas emissions.
- There are two waterbodies that enter and meet in the Village within the proposed BOA the Gordon Creek and the Kayaderosseras Creek. Both creeks are considered amenities in the village however, there is associated flooding and portions of the banks are overgrown or underground prohibiting access. As sites and portions of the BOA are considered for redevelopment within the Nomination Study process, efforts to include green infrastructure to mitigate stormwater runoff into the creeks and flooding will be considered. Access to the creeks will be further analyzed to provide additional opportunities for public access.

Q_12310

Describe the potential positive public impact of the project to the proposed or designated BOA, as well as the community and the region.

By completing the BOA Nomination Study the village will inherently create positive public impact. Through a comprehensive analysis of existing conditions combined with robust public engagement, the Nomination Study will identify redevelopment opportunities with an established village center complete with infrastructure and public services. The BOA study area also has two waterbodies, numerous historic structures, cultural resources, and parks, opens space and a rail trail. As redevelopment concepts are contemplated connection and enhancement to these resources will be integrated. The final result will be a Nomination Study that creates opportunities for all of Ballston Spa's residents including the underserved, different ethnic groups, people with disabilities, and veterans.

BROWNFIELD OPPORTUNITY AREA PROGRAM

Empowering communities to revitalize distressed areas

What is a Brownfield?

Brownfields are real property negatively affected by real or perceived environmental contamination. These properties often are underutilized because the contamination, or perception thereof, has impeded investment and redevelopment, making them an economic and aesthetic drain on localities.

Dormant brownfield properties often have a negative impact beyond their own boundaries, discouraging investment and resulting in abandonment and blight in the surrounding area. When these sites are remediated and redeveloped, the positive impact extends beyond the individual site to increase neighboring property values, strengthen the local tax base, ameliorate public health risks and environmental justice concerns, and spur additional investment in a community.

What is the Brownfield Opportunity Area Program?

The New York State Department of State's Brownfield Opportunity Area (BOA) Program transforms brownfields from liabilities to community assets that generate and support new businesses, jobs, and revenues for local economies, as well as providing new housing, commercial activity and public amenities.

Through the BOA Program, communities are empowered to define a neighborhood that has been impacted by one or more brownfields, to build a shared community vision for the reuse of these dormant sites, and to develop a strategic action plan that identifies key public and private actions to achieve the community's vision for revitalization.

Goals of the program include:

- Assess the full range of community redevelopment opportunities posed by a concentration of brownfields, abandoned or underutilized property.
- Coordinate and collaborate with local, state, and federal agencies, community groups, and private-sector partners to identify and implement projects on strategic sites and leverage investments for area-wide improvement.

How it Works

Planning for Revitalization: the BOA Nomination Study

The BOA Program enables communities to develop a BOA Nomination Study for a defined study area of 50-500 acres, which charts a roadmap to return dormant sites to productive use. Brownfields exist in both urban and rural settings, and range from waterfront areas with an industrial past, to aging commercial corridors; to distressed downtowns. For any of these areas, the BOA Nomination Study analyzes existing conditions, identifies opportunities and challenges posed by brownfield sites and other underutilized property, and presents a clear and attainable community vision while pinpointing key redevelopment opportunities.

Implementing the Plan: BOA Designation

When a BOA Nomination Study is complete, a community may request BOA designation by the Secretary of State. This official designation allows developers who are participating in the voluntary Brownfield Cleanup Program (BCP) to receive a tax credit "bump-up" to redevelop the sites in a manner that is consistent with the

community's vision and Secretary-approved plan. Designated BOAs also receive priority and preference for some state grant programs, including DOS's Local Waterfront Revitalization Program and the Department of Environmental Conservation's Environmental Restoration Program (ERP).

BOA designation demonstrates community support for the goals outlined in the plan. This removes risk and uncertainty ordinarily associated with investment in a transitional or marginal market by assuring potential developers that their investment is part of an overall plan for the revitalization of the area.

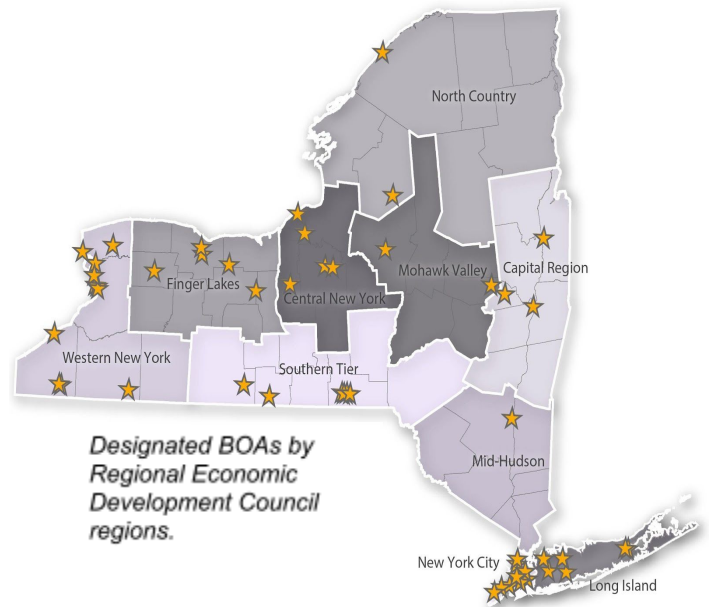
Once designated, the area may also be eligible for additional funding for specific projects and activities that will advance the goals of the BOA.

BOA in Action

There are presently 122 BOA study areas and 49 designated BOAs across New York State in both urban and rural communities. These areas include former industrial sites, aging commercial corridors, distressed downtown areas, and former industrial waterfronts. For additional information on designated BOAs please visit <https://www.dos.ny.gov/opd/programs/brownFieldOpp/BOAdesignations.html>



The Wyandanch Rising BOA located in the Town of Babylon in Suffolk County calls for a transit-oriented mixed-use downtown with affordable housing, retail, community amenities, and open space. The community has received two BOA grants totaling \$1.7 million.



Designated BOAs by Regional Economic Development Council regions.

Becoming a BOA Community

The BOA program provides funding for the development of a BOA Nomination Study and related implementation and pre-development activities. Eligible applicants include New York State municipalities and certain 501(c)3 non-profit organizations. When funding is available, it is announced through a Request for Application (RFA) process. Information and details on funding opportunities can be found at: <https://www.dos.ny.gov/funding/>.

A community may also choose to prepare a BOA Nomination Study and request designation without the benefit of a grant through the program. Any community considering this option is encouraged to consult with the BOA program to discuss the planning process and required elements for a BOA Nomination.

Additional Information

Brownfield Opportunity Area Program: <https://www.dos.ny.gov/opd/programs/brownFieldOpp/index.html>

Brownfield Cleanup Program: <http://www.dec.ny.gov/chemical/8450.html>

Contact Information:

New York State Department of State
Office of Planning, Development and Community Infrastructure
99 Washington Avenue, Suite 1010, Albany, NY 12231
Office: (518) 474-6000
www.dos.ny.gov

DRAFT SCOPE OF SERVICES

BALLSTON SPA NOMINATION STUDY

PREPARED FOR 2021 CONSOLIDATED FUNDING APPLICATION

COMPONENT 1 – SCOPE OF WORK

1.1 Project Outline/Scoping Meeting

An initial meeting will be held with the Project Advisory Committee, NYSDOS, and others to review project requirements and site conditions and to transfer any information to the Contractor that would assist in completion of the project. Topics for this meeting will likely include:

- project scope
- NYS BOA Work plan
- study area boundary
- project goals and objectives
- identification of existing relevant information (comprehensive plan, zoning, data, maps, reports, etc.)
- access to information on past or current projects related to the NYS Brownfield Cleanup Program, the Environmental Restoration Program, the Volunteer Cleanup Program, Superfund, and petroleum spills, including DEC's on-line databases, GIS maps, site summary sheets on key projects, etc.
- public participation process
- time frames and deadlines
- responsibilities of participants
- SEQR requirements
- expected products

A brief meeting summary will be prepared by the Contractor to clearly indicate the agreements/understandings reached at the meeting. The Contractor will distribute the meeting summary to all meeting participants.

Deliverable: Revised project scope and schedule, project goals and objectives, expected products in the form of an outline.

1.2 Project Outline

The Contractor will provide an expanded annotated project outline that reflects the outcome of the project scoping meeting and guides the preparation of the Ballston Spa BOA report with SEQR Review blended throughout the document. The outline shall also include a schedule for completing document.

The DOS shall review the project outline and comment. The Contractor will revise the project outline to reflect the comments made by the DOS.

Component 1 Deliverable: Approved project outline completed and distributed to scoping participants.
Schedule: Month 1
Cost: \$1,510

COMPONENT 2 – COMMUNITY PARTICIPATION AND TECHNIQUES TO ENLIST PARTNERS

2.1 Community Participation Summary

The Contractor will provide a detailed written community participation plan. The purpose of the outline will be to detail each aspect of public outreach. The Community Participation and Communications Plan will state the purpose of public outreach, provide an overview of the methods of gathering input and comments (e.g., Project Advisory Committee meetings, Focus Group meetings, Stakeholder interviews, Visioning Workshop, project web site, etc.), list all of the partners (County, Village, State, and/or Federal agencies, key stakeholders, focus groups, etc.), and provide details on each method of input including purpose, membership, community participation, method of notification, and schedule.

This will be a stand-alone document that is essentially the road map to the public participation process and a discussion of how the involved ‘partners’ will participate. It is intended to inform the public of the BOA process and to articulate the many different avenues that can be used to provide thoughts and ideas.

Although the Citizen’s Participation Plan will be finalized with input from the Village, NYSDOS, and others, based on our experience, it will likely include the following:

- **Project Advisory Committee Communication (On-going throughout entire project)**

Coordinated approximately monthly progress meetings including the distribution of an agenda prior to the meeting and meeting minutes after each meeting. The attached schedule illustrates the scheduled meetings.

- **Project Website and Additional Materials**

The Contractor will establish a project web site for the Project Advisory Committee and general public to review draft and final (i.e., once approved) documents and other materials. If desired, all materials can also be posted on the Village’s website.

- **Stakeholder Interviews**

As described in Task 3.4 below, the Contractor will conduct a series of selected stakeholders to obtain detailed information. Through our experience we have learned that this is an invaluable exercise that provides a detailed level of insight that cannot otherwise be obtained.

- **Visioning Workshop**

As described in Task 3.16 below, the Contractor will conduct a visioning workshop for the general public to come and share their ideas, thoughts, and concerns for the BOA study area.

Deliverable: Community Participation and Communications Plan.

Component 2 Schedule: Months 1 - 18
Cost: \$18,550

COMPONENT 3 – DRAFT NOMINATION STUDY

The Nomination will provide an in-depth and thorough description and analysis of the study area, including an economic and market trends analysis, with an emphasis on downtown revitalization, and reusing large strategic sites that will be catalysts for job creation and economic development.

To accomplish this component, the Contractor will undertake the following. It should be noted that, while all of the NYSDOS Work program tasks are included in this component, we propose slightly shifting the order of accomplishment. For example, because the Visioning Workshop is intended to serve as the opportunity for the public to provide their input as to the vision, goals and objectives of the BOA, we propose completing the inventory tasks and stakeholder interviews prior to the Visioning Workshop. The purpose is to gather basic information and prepare necessary maps regarding the BOA so that the Contractor is well informed and there is adequate information for public to reference in providing their input. The attached schedule illustrates how the following tasks interrelate.

The resulting Draft Nomination Study will be organized as per the outline in the NYSDOS Work program and will correlate with SEQR as required.

Description of the Project and Boundary

3.1 Lead Project Sponsors and Description of the Project

This section of the report will discuss the Project Sponsor and the organizational structure of the BOA process.

3.2 Project Overview and Description

Overview of the project, including: the relationship of the study area to the community and region; acreage in the study area; and the number and size of brownfield sites and other abandoned, vacant, or partially developed sites located in the proposed BOA. The description shall include the relationship of the BOA to any existing comprehensive plans and/or economic development initiatives, reports or strategies with an emphasis on creating linkages between related planning and implementation efforts.

The description shall include the area's revitalization potential in terms of a range of opportunities, including:

- new uses and businesses
- creating new employment and generating additional revenues
- new public amenities or recreational opportunities
- restoring environmental quality
- initiating environmental justice efforts to adjacent neighborhoods.

Deliverable:

- A map showing the clear boundary of the BOA area
- A Community Context Map that shows the location and relationship of the community (in which the proposed BOA is located) to the surrounding municipality, county and region)

3.3 BOA Boundary Description and Justification

Beginning with the Project Area Boundary defined in the CFA, the Contractor will review the boundaries for any potential adjustments with the Project Advisory Committee. The review will include an analysis of the BOA within the region. Once finalized, a Community Context Map and written description, and the justification for the boundary will be prepared. This will be included in Section 1 of the Draft Nomination Study.

Deliverable: Written description and updated Community Context Map of project area boundary.

Community Participation Plan and Techniques to Enlist Partners

3.4 Community Input – Stakeholder Meetings

The Community Participation and Communications Plan that was developed in Task 2.1 will be the road map for community input throughout the BOA project. Listed below is the first form of public input.

- *Stakeholder Meetings:* Working with the Project Advisory Committee, the Contractor will identify key individuals in the community that have been or will likely be involved with the redevelopment of these brownfield sites. This may include public and private sector individuals such as private land owners, study area businesses, neighborhood groups, etc. One-on-one

meetings will be held to understand their issues/concerns/ideas for redevelopment. A one-on-one setting is preferred for the stakeholder meetings as people are more comfortable expressing their ideas and desires.

The Contractor will set aside one (1) day for this purpose and either go to each stakeholder or set up at Village Hall where people can come to us at their convenience. This early input is intended to identify the key issues and concerns in the community prior to completing all the inventory tasks and the Visioning Workshop.

Deliverable: Summary of stakeholder input.

Analysis of the Proposed BOA/Existing Conditions Analysis

The Contractor will complete an update to the inventory and analysis for the entire Brownfield Opportunity Area, including an in-depth and thorough description and analysis of existing conditions, opportunities, and reuse potential for properties located in the Ballston Spa BOA, with an emphasis on the identification and reuse potential of strategic sites that are identified by the community as catalysts for revitalization. The inventory and analysis will include the information needed to develop specific and realistic recommendations for the use of land, and for recommended implementation projects, in the Ballston Spa BOA.

The inventory and analysis will include the following:

3.5 Community and Regional Context

A summary description and analysis of the contextual relationship of the Ballston Spa BOA to the community, municipality and region that includes, but is not limited to: location in relation to the county and region; the area's economic history and current condition; land use history and current status. This summary may rely primarily upon existing reports and plans.

3.6 Existing Land Use Patterns (Residential, Commercial, Industrial, Parks/Open Space, Community Services, Public Services, etc.)

Land Use Map - from County digital files, a map of the existing land uses will be prepared. This map will illustrate the acreage by land use type (e.g., residential, industrial, recreational, commercial, public, open space, and institutional).

Deliverable: Land Use Map.

3.7 Existing Zoning and Other Relevant Laws

Similar to the Land Use Map, the map of the zoning districts and other relevant local laws or development controls in this area will be prepared.

Deliverable: Zoning Map including any overlay zones such as Historic Districts, Opportunity Zones, etc.

3.8 Land Ownership Patterns (Major Landowners)

To help understand land ownership patterns for potential development areas, a land ownership map will be prepared. It will be noted whether the land is publicly or privately owned and land committed to transportation corridors.

Deliverable: Land Ownership Map showing public and private land ownership.

3.9 Parks and Open Space

A description of all public (municipal, county, state, and federal) and privately-owned lands that have been dedicated for or committed to parks or open space use including an analysis of adequacy of parkland, condition and utilization.

Deliverable: Parks and Open Space Map that shows lands that have been dedicated or committed for park or open space use.

3.10 Building Inventory

An inventory, description and analysis of key buildings in the area, including building name, levels, gross square footage, original use, current use, condition, and ownership.

Deliverable: Building Inventory Map that shows the location of key buildings.

3.11 Infrastructure Systems

A description and analysis of the area's infrastructure (water, sewer, stormwater, etc.) and utilities including location, extent, condition and capacity will be completed. This description and analysis will also include parking lots. The purpose is to understand the capacity of the systems and to identify any potential inefficiency that would hinder development.

Deliverable: Infrastructure and Utilities Map that shows the areas primary infrastructure.

3.12 Transportation Systems

A map of the transportation systems and a correlating description and analysis of the types of transportation systems (vehicular, rail, truck, etc.) in the study area and the types of users (truck, car, bus, recreational and commercial vessels, pedestrian, bicyclists, etc.).

Deliverable: Transportation Systems Map that shows transportation networks and systems.

3.13 Historic or Archeological Significant Sites

A description and analysis of historic or archeologically areas, sites, districts, or structures that are of local, state or federal significance.

Deliverable: Historic or Archeologically Significant Areas Map that shows resources of historic significance (may be shown as part of the Building Inventory Map).

3.14 Natural Resources and Environmental Features

A description and analysis of the area's natural resource base and environmental features and current conditions such as: upland natural resources and open space; geologic, soil and topographic resources; surface waters and tributaries, groundwater resources and use; wetlands; flood plains; erosion hazard areas; fish and wildlife habitats; air quality maintenance areas; visual quality; agricultural lands; and locally, state, or federally designated resources.

Deliverable: Natural Resources and Environmental Features Map.

3.15 Brownfield, Abandoned and Vacant Sites Analysis

Based on a review of existing or historical records and reports, aerial or regular site photographs, and existing remedial investigations, studies and reports; field observations from locations adjacent to or near the site a description and analysis of the size and condition of each relevant brownfield, abandoned, or vacant site, including current ground water conditions, and potential contamination issues will be prepared. If permission is granted, additional information will be gathered from being present on the site; interviews with people that are familiar with the land use history of the site; and/or any other known data about the environmental conditions of the properties in the Ballston Spa BOA, as needed.

For each relevant brownfield and abandoned or vacant site, a descriptive profile will be completed on the form provided and will include, but is not limited to:

- site name and location, including owner, site address, and size in acres;
- location on the Underutilized Sites Location Map;
- current use or status and zoning;
- existing infrastructure, utilities, and site access points;

- proximity to existing transportation networks;
- natural and cultural resources or features;
- adjacent uses;
- environmental and land use history, including previous owners and operators;
- known or suspected contaminants, and the media which are known or suspected to have been affected (soil, groundwater, surface water, sediment, soil gas) based on existing environmental reports and other available information;
- use potential (residential, commercial, industrial, recreational) including potential redevelopment opportunities.

Deliverable: The description shall include an Underutilized Sites Location Map that clearly shows the location, borders and size of each brownfield site and other underutilized, abandoned or vacant sites showing private or public ownership, with an identifying reference to the attached profiles.

3.16 Visioning Workshop/Open House

Using information from the stakeholder meetings and the inventory and analysis as a base, a vision workshop/open house will be held. The visioning session meeting will include an explanation of the BOA program, the project intent, and a solicitation of initial public input to guide development of the vision for the study area, goals, objectives, and constraints. While the theme of these sessions will be “There are no bad ideas”, the information collected will be verified through the economic and market analysis that will be completed as part of this study.

The Visioning Workshop/Open House will be held after completion of the site profile portion of this study and work with the Project Advisory Committee to more fully understand the strengths, weaknesses, opportunities, and threats to redevelopment.

3.17 Economic and Market Trends/Market Overview

The goals of the market overview are to evaluate the current economic drivers and market potential in order to gain an understanding of market and economic factors driving revitalization. Just as an understanding of how environmental contamination levels can affect redevelopment, it is important to understand what market forces would lead to successful downtown revitalization – the primary purpose of this task. After the Visioning Workshop (described above) is held, the input received from the general public will be evaluated against the findings of this task and adjustments made as necessary.

The scope of this multi-task phase centers on the determination of the market demand for an array of potential future real estate uses, including retail, office and residential, that would be

sustainable, and also would be appropriate and compatible given the regional context. An overview of the process includes:

- Interview government planning and economic development agencies, neighboring local municipalities as appropriate, private landowners, tourism agency, Chamber of Commerce to identify current demands.
- Overview of local and regional demographics to assist with the determination of support for tourism, retail, entertainment, and cultural venues as well as to provide important information for residential programming.
- Identify the potential for development of the study area based on proposed land uses identified by the Contractor. Assess regional trends for identified land uses and current design/development.

The following detail steps will be undertaken as part of updating the Economic and Market Trends Analysis:

3.17.1 Project Orientation and Data Collection

- Clarification of goals and objectives, timing and target audience from an Economic Development perspective
- Collection of appropriate economic, market, demographic, and industry data
- Collection of previous reports that are pertinent to the project
- Determination of Stakeholder list as they relate to Economic Development in the region
- Review of previous studies, and identification of updates as required
- Site(s) reconnaissance and overview

3.17.2 General Economic Overview

- Economic growth and sectors of growth and decline
- Gross housing trends
- Tourism
- Population trends
- Education and skill supported trends
- Wages and other related trends

The economic overview will include trends in employment growth and distribution, forecasts by employment category and economic sector, and the changing composition of the regional and local economy. The objective is to analyze the level of support for various new uses in the commercial sectors that would support new real estate development within the BOA.

3.17.3 Update Demographic Information

- Population, family size and make-up, age distribution, etc.
- Educational and skill levels
- Household income
- Housing prices
- Spending habits
- Spending trends by category
- Retail and housing inventory and types
- Types and inventory of businesses and types
- Determination of retail market and demand as well as SF supportable

3.17.4 Summary of Economic and Market Trends

The information collected on the specific areas of research stated above will be summarized and incorporated into the Draft Nomination Study – Section 3. It is likely that this task will run concurrently with the Inventory and Analysis and stakeholder meetings and provide a basis of information going into the Visioning Workshop/Open House. After the public input is received, the Contractor will evaluate public comments against the economic and real estate analysis and make additional investigations as necessary.

Deliverable: Economic and Market Trends Overview

3.18 Vision/Goals Refinement

A vision statement and the specific goals and objectives to be achieved relative to community redevelopment and revitalization will be updated and reviewed with the Project Advisory Committee. The vision statement and objectives will be prepared based on the inventory and analysis, economic and market trends analysis, and public input from the visioning workshop. Although the vision statement and objectives are proposed to be formulated after the technical review, it is expected that this is an iterative process and the Contractor will undertake closer evaluations of key topic areas so that the vision statement is grounded in a level of market reality and project feasibility. The vision statement and objectives will be incorporated into Section 1 of the Nomination Study.

Deliverable: Vision and goals statement for incorporation into Section 1 of the Nomination Study.

3.19 Public Presentation #2

The Vision Statement, inventory and market analysis will be presented to the public at public presentation #2. This presentation will be structured to provide an update to, and involve residents and business/property owners within the project area. This workshop will elicit

community input on major issues, concerns, and alternatives/opportunities within the study area.

Advertising for the public workshop and securing appropriate meeting space will be a collaborative effort between the Village and the Contractor. The Contractor will be responsible for facilitating the discussion and engaging the public at the workshop and will prepare poster size visuals of the study area, maps and associated pertinent data/material.

Deliverable: Summary of Public Input

3.20 Identify Strategic Sites

Prior to completion of the summary analysis and findings, the Contractor will hold discussions with the Village, Project Advisory Committee, and DOS to prepare a thorough list of strategic sites for redevelopment, as well as a description of the process and criteria used to determine the strategic sites selected. This will include a detailed rationale for how these criteria were selected by the community and stakeholders.

Deliverable: Site Profiles for Strategic Sites

3.21 Environmental Review of Strategic Brownfield Sites

A list of candidate sites to be considered for Phase 2 site assessment funding will be prepared. Prior to completion of the summary analysis and findings, discussions will be held with DEC and DOS regarding the identified strategic brownfield sites that may be candidates for site assessment funding. The recommended discussions will serve to aid in prioritizing the sites that may be eligible for Phase 2 site assessment funding or technical assistance under BOA, the State's remedial programs (i.e., Environmental Restoration Program, or Brownfield Cleanup Program), or other programs.

3.22 Key Findings of Inventory and Analysis

Using all information collected in the above Tasks, a summary analysis will be prepared discussing the findings and recommendations. This will include the following:

- A summary of existing conditions including an assessment and summary of existing land use and zoning and recommendations;
- Anticipated end or future land uses that are feasible given market conditions as determined by the economic and market trends analysis. This may include residential, commercial, industrial, recreational or cultural, and a clear comparison of proposed uses and necessary or desired zoning changes to existing land use and zoning;

- Analysis and recommendations regarding the reuse and development opportunities with an emphasis the strategic sites that have been identified by the community as catalysts for revitalization;
- An analysis and findings regarding publicly controlled and other lands and buildings which are or could be made available for development or for public purposes;
- An analysis and findings regarding potential interim land uses for strategic brownfield sites that have been identified by the community as catalysts for revitalization; and
- An analysis and findings of necessary infrastructure improvements and other public or private measures needed to stimulate investment, promote revitalization, and enhance community health and environmental conditions.

Deliverable: A complete narrative of the analysis of the Ballston Spa BOA, and all required maps, as described above. This narrative and associated maps will be presented in the draft Nomination as Section 3.

3.23 Recommendations for Revitalization and Redevelopment

A summary analysis and recommendations for revitalization and redevelopment shall be prepared based on the more thorough analysis of the tasks above. The culmination of which shall be a Concept Master Plan illustrating the preferred redevelopment strategy for the Ballston Spa BOA.

These recommendations will focus on reuse and redevelopment opportunities and needs for properties located in the proposed BOA. This will include detailed redevelopment concepts for strategic sites that have been identified by the community as catalysts for revitalization. These concepts may include strategies such as, but not limited to enhancing retail, mixed use, industrial, recreational, cultural, infrastructure, and public amenities. These redevelopment concepts should culminate in a discrete set of public and private implementation projects with next steps required to advance these projects.

Deliverable: Recommendations and Revitalization Strategy will include a Revitalization Actions Map(s) visually illustrating recommended projects and improvements.

3.24 Interagency Roundtable

Upon review, the Village, Project Advisory Committee, the Contractor and the DOS may convene a roundtable discussion of program opportunities for implementation of the BOA. Such discussion will serve as a basis for developing a realistic implementation strategy in Step 3 of the BOA planning process.

Deliverable: Attendance at the Interagency Roundtable

3.25 Implementation Strategy and Matrix

An implementation strategy will be developed that outlines short- and long-term projects and related actions required to advance redevelopment. This will be based on the summary recommendations outlined in ‘Recommendations for Revitalization and Redevelopment.’

The implementation strategy will be based on a set of redevelopment concepts that guide the implementation approach. These redevelopment concepts will articulate a clear direction for future use of targeted sites and/or subareas, based on the analysis of community priorities and opportunities for the BOA area.

Information presented for each project will include at least: responsible party(ies), estimated cost, possible funding sources, a timeframe for implementation, and any interim pre-development activities that may be required. Projects included will be specific and actionable.

Deliverables:

- Final set of recommendations for revitalization and redevelopment
- Summary of points of agreement regarding necessary actions for the successful implementation of the BOA Plan
- Implementation strategy and matrix of prioritized projects and activities to advance revitalization of the study area
- This will be presented in the draft Nomination as Section 4.

Component 3 Deliverable: Compiled information to be incorporated into the Draft Nomination.
Schedule: Months 2-8
Cost: \$101,900

COMPONENT 4 –COMPLETION AND DISTRIBUTION OF THE DRAFT NOMINATION

4.1 **Draft Update Nomination and Executive Summary**

The Contractor will prepare an updated draft Nomination and Executive Summary, reflecting the ideas and views expressed during the community participation process. The document will include, a revised vision statement, goals and objectives, and provide a description of development and community revitalization opportunities to address the identified goals and objectives.

The Executive Summary shall include, in no more than fifteen (15) pages, the following:

- community and project overview and description, including the study area boundary;
- the community's vision for the area and major goals and objectives;
- public participation process;
- conditions in the study area and key natural resources;
- an economic niche or opportunities based in part on the economic and market trends;
- strategic sites and associated redevelopment opportunities; and
- key findings and recommendations

The draft document will be submitted to the Village, Advisory Committee and DOS for review and comment. Five copies will be submitted of the draft Nomination, including three paper copies and two electronic copies.

Component 4 Deliverable: Draft Nomination Study
Schedule: Months 9-10
Cost: \$19,420

COMPONENT 5 – FINAL NOMINATION AND APPLICATION FOR DESIGNATION

5.1 Public Presentation #3

In consultation with DOS, a public information meeting to solicit public input on the Draft Nomination will be held.

Deliverable: A written summary of public input obtained at this meeting will be prepared

5.2 Preparation of Final Nomination Study

Based on comments received during the review period and public comment, the Contractor will prepare a final Nomination. The final Nomination shall be submitted, along with a "redline/strikeout" version for comparison purposes, to DOS for review and comment, consistent with NYSDOS requirements. No additional copies of the Nomination will be printed or distributed without approval by DOS.

Deliverable: Final Nomination Report.

5.3 Application for Project Advancement

Upon completion of all tasks and receipt of acceptable report products, the Contractor will assist the Village in the preparation of an application for designation including the following:

- Letter of request: A cover letter requesting consideration by the Secretary of State for a determination to designate a Brownfield Opportunity Area.
- Public Notice and Presentation of Supporting Documentation: Documentation demonstrating required public participation has been completed.
- Complete BOA Nomination: A complete BOA Nomination document that presents a plan for the revitalization of the proposed BOA should be submitted both electronically and in hard copy. The hard copy should be provided in a 3-ring binder, with a cover sheet to indicate the location of the required elements within the Nomination document. A pdf of the Nomination suitable for web posting must also be submitted.
- A digital map of the area proposed for BOA designation, submitted in ESRI Shapefile or Geodatabase format.

Deliverable: Assistance with the application for designation.

Component 6 Deliverable: Compiled information to be incorporated into the Final Nomination and application for advancement.
Schedule: Months 11-13
Cost: \$25,450

COMPONENT 6 – SEQR PROCESS

6.1 Environmental Assessment Form

As early in the process as practicable, but no later than completion of the Summary Analysis in the Nomination, the Contractor will complete Part 1 of the Environmental Assessment Form (EAF). The Contractor will submit Part 1 of the full EAF to the Village.

Deliverable: Completed Part 1 of the full Environmental Assessment Form.

6.2 Lead Agency

With the assistance of the Contractor, the Village will circulate the completed Part 1 of the EAF and request lead agency status under the State Environmental Quality Review Act (SEQRA). With regard to SEQRA, the County, and DOS are involved agencies.

Deliverable: Completed Environmental Assessment Form and letter requesting lead agency status. It is assumed that the Contractor will prepare the letter and that the Village will distribute it.

Component 6 Deliverable: SEQR Documentation
Schedule: Month 13
Cost: \$550

COMPONENT 7 – PROJECT REPORTING

7.1 MWBE Reporting

MWBE utilization plans will be submitted to the Village for submittal to DOS.

7.2 Project Status Reports

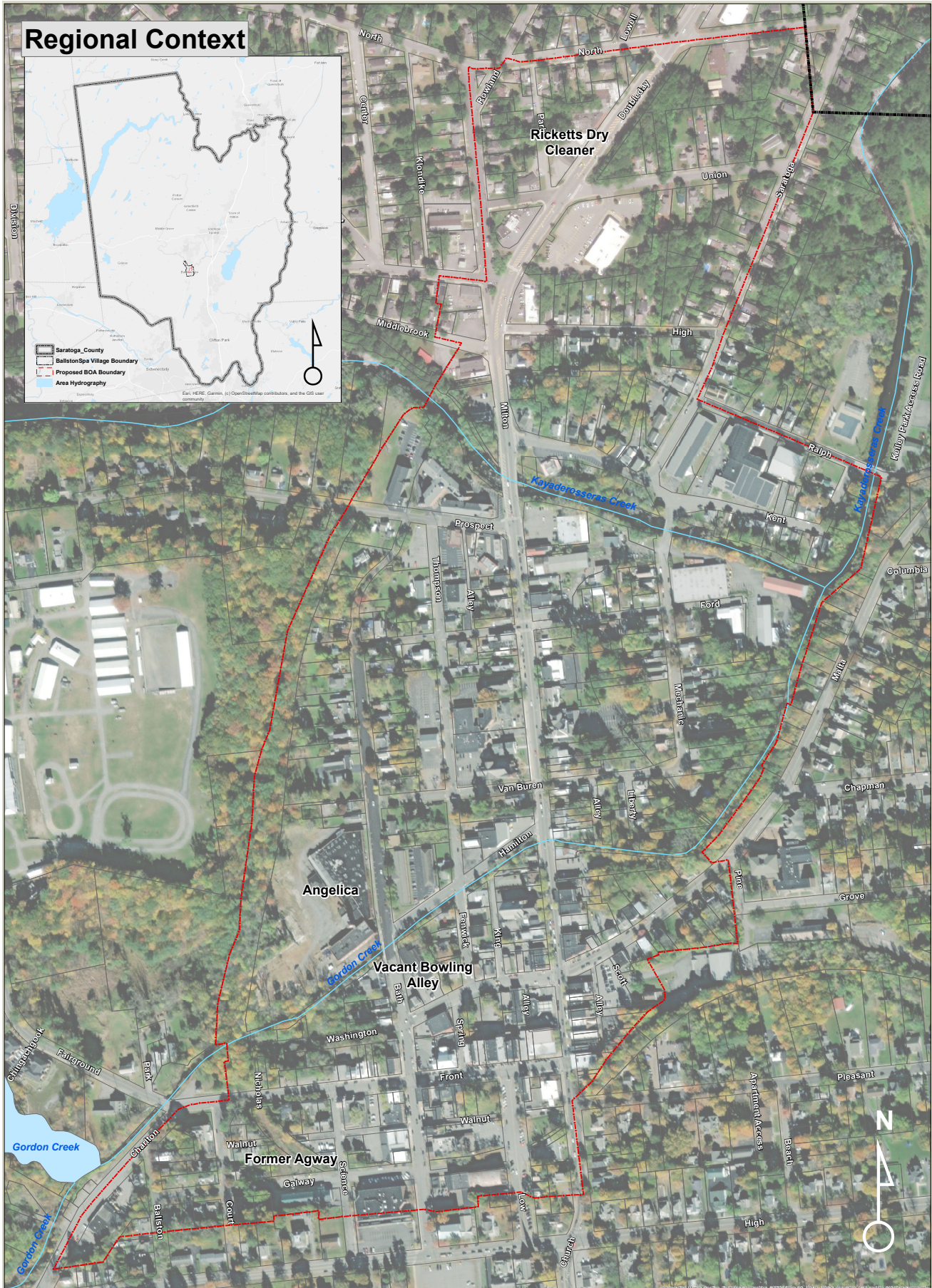
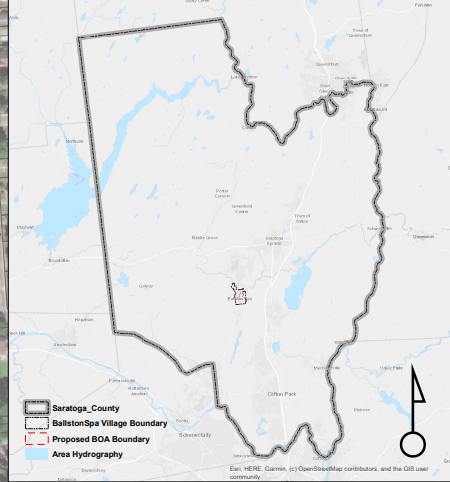
Project status reports semi-annually (every June 30 and December 31) will be submitted on the form provided, including a description of the work accomplished, the status of all tasks in this work plan, schedule of completion of remaining tasks, and an explanation of any problems encountered.

7.3 Final Project Summary Report

The Contractor shall work with the DOS project manager to complete the Final Project Summary Report.

Component 7 Deliverable:	Project Reporting
Schedule:	Months 1-14
Cost:	\$2,620

Regional Context



Ballston Spa Proposed Brownfield Opportunity Area

For discussion purposes only. 06/03/21

- Ballston Spa Village Boundary
- Proposed BOA Boundary
- Saratoga County Parcels
- Linear Hydrography
- Area Hydrography

1 inch = 150 feet
 0 75 150 300 Feet

Dimension of BOA:
 Area (of parcels) - 175.9

