

## **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 Brownfield Cleanup Program (NYC BCP) 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 both for brownfield projects enrolled in the NYC BCP and those that are completing preliminary project pre-development design and environmental investigation work without being enrolled in the NYC BCP. Applications for grants may be found at the OER BIG Program website: [www.nyc.gov/BIGapplication](http://www.nyc.gov/BIGapplication).

This document presents important information about the BIG Program including 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.....	<b>Table 1</b>
Minimum Performance Standards for Work Performance, Reporting..... Requirements and Deliverables	<b>Table 2</b>
Required Qualifications for Professionals.....	<b>Table 3</b>

---

### ***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: [www.nyc.gov/BIGapplication](http://www.nyc.gov/BIGapplication). For additional information or questions, contact the BIG Program Administrator at (212) 380-1562 or via email at [Grants@NYCBIG.info](mailto: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.

<b>Pre-Enrollment Grants</b>			
<b>Activity</b>	<b>Unit</b>	<b>Reimbursable Allowance for Qualified Brownfield Projects</b>	<b>Reimbursable Allowance for Preferred Community Development Projects<sup>1</sup></b>
<b>Pre-Development Design Grants</b>			
<i>Title insurance/ Title search</i>			
Full coverage	each	\$765	\$1,020
Limited coverage	each	\$382.50	\$510
Non-Insured reports	each	\$255	\$340
<i>Project Feasibility Study</i>			
Market analysis	each	\$765	\$1,020
Concept plans	each	\$765	\$1,020
Pro-forma financial	each	\$765	\$1,020
Zoning analysis	each	\$765	\$1,020
<i>Other Services</i>			
Community Outreach	each	\$956.25	\$1,275
Site survey	day	\$956.25	\$1,275
Phase 1 ESA	each	\$1,593.75	\$2,125

<sup>1</sup> This column applies to preferred community development projects.

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

<b>Pre-Enrollment Grants</b>			
<b>Activity</b>	<b>Unit</b>	<b>Reimbursable Allowance for Qualified Brownfield Projects</b>	<b>Reimbursable Allowance for Preferred Community Development Projects<sup>1</sup></b>
<b>Environmental Investigation Grants</b>			
<i>Work plans and Reports</i>			
Phase II Work Plan	each	\$1,275	\$1,700
Remedial Investigation Work Plan	each	\$1,593.75	\$2,125
Phase II / Site characterization report	each	\$1,275	\$1,700
Remedial Investigation Report	each	\$1,593.75	\$2,125
<i>Phase II / Remedial Investigation</i>			
Soil			
Geophysical survey report	1/2 day	\$765	\$1,020
Geophysical survey report	day	\$1,116	\$1,488
Geophysical anomalies investigation (excavator/operator)	day	\$606	\$808
Soil boring installation	1/2 day	\$637.50	\$850
Soil boring installation	day	\$956.25	\$1,275
Soil sample collection / field screening	day	\$510	\$680
Groundwater			
Monitoring well installation (unconsolidated)	well	\$1,593.75	\$2,125
Monitoring well installation (bedrock )	well	\$2,550	\$3,400
Disposal of drill cuttings and transportation	drum	\$79.50	\$106
Monitoring well survey	day	\$956.25	\$1,275
Temporary well-point installation	each	\$382.50	\$510
Groundwater sample collection/ water level measurement	day	\$510	\$680
Disposal of purge water and transportation	drum	\$51	\$68
Aquifer test	each	\$382.50	\$510
Vapor			
Vapor probe installation	day	\$956.25	\$1,275
Vapor sample collection	day	\$510	\$680
Ambient air sample collection	day	\$510	\$680
<i>Lab Analysis</i>			
metals (soil/water)			
Priority pollutant metals (13 metals)	sample	\$62.25	\$83
Total RCRA metals (8 metals)	sample	\$39.75	\$53
Target analyte list metals (23 metals)	sample	\$96.75	\$129
organics (soil/water)			
Base neutrals	sample	\$86.25	\$115
Base neutrals + 10 or 15	sample	\$96	\$128
Base neutrals/acid extractables (semi-volatile organics)	sample	\$153	\$204

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

<b>Pre-Enrollment Grants</b>			
<b>Activity</b>	<b>Unit</b>	<b>Reimbursable Allowance for Qualified Brownfield Projects</b>	<b>Reimbursable Allowance for Preferred Community Development Projects<sup>1</sup></b>
<b>Environmental Investigation Grants</b>			
<i>Lab Analysis</i>			
organics (soil/water)			
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
organics (air)			
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
<b>Pre-Enrollment Technical Assistance Grants</b>			
Eligible services for Pre-Enrollment Technical Assistance Grants include consulting services for activities including, but not limited to, assistance in the planning and execution of a brownfield project, including assessment of the viability of a brownfield project; development and/or review of documents required by the brownfield 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 \$71.25 per hour for professional consultation; any amount above this rate is the responsibility of the grantee. Professional consultation may be provided by, for example, environmental consultants, professional engineers, community based organizations, attorneys, architects, or planners.			
<b>Activity</b>	<b>Unit</b>	<b>Reimbursable Allowance<sup>2</sup></b>	
Professional Services	hr	\$71.25	

<sup>2</sup> This column applies to preferred community development projects where the developer 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**

<b>Enrollment Grants</b>		
<b>Activity</b>	<b>Unit</b>	<b>Reimbursable Allowance</b>
<b>Cleanup Grants</b>		
<i>Work plans</i>		
Remedial Action Work Plan or Remedial Action Plan (approved by OER)	each	\$2,500
<i>Soil Removal</i>		
Disposal - Soil, Hazardous (does not include trans.)	ton	\$102
Disposal - Soil, Non-Hazardous (does not include trans.)	ton	\$43
Waste characterization	sample	\$208
Mobilization/demobilization -one time allowable per site per machine	each	\$425
Loader/backhoe w/operator	day	\$808
Small Trackhoe w/operator J Deere 200LC or equivalent)	day	\$1,190
Large Trackhoe w/operator (Cat 325 or equivalent)	day	\$1,445
Skid Steer Loader w/operator	day	\$595
Dump Truck w/operator (approx. 12 yd3)	day	\$340
Dump Truck, Tandem - Triaxle w/operator (25 yd3)	day	\$765
Roll off Box (20 yd3)	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
<i>Institutional Controls</i>		
Declaration of Covenants and Restrictions	each	\$2,125
<i>Reports</i>		
Remedial Action Progress Report	each	\$850
Remedial Action Report or Closure Report (approved by OER)	each	\$2,500
<i>Lab Analysis</i>		
<i>Metals (Soil/Water)</i>		
Priority Pollutant metals (13 metals)	sample	\$83
Total RCRA metals (8 metals)	sample	\$53
Target Analyte List metals (23 Metals)	sample	\$129

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

<b>Enrollment Grants</b>		
<b>Activity</b>	<b>Unit</b>	<b>Reimbursable Allowance</b>
<b>Cleanup Grants</b>		
<i>Lab Analysis</i>		
Organics (Soil/Water)		
Base Neutrals	sample	\$115
Base Neutrals + 10 or 15	sample	\$128
Base Neutrals/Acid Extractables (Semi-volatile Organics)	sample	\$204
BTEX	sample	\$41
BTEX + MTBE + TBA	sample	\$41
Herbicides	sample	\$77
PAHs	sample	\$115
PCBs	sample	\$51
PCBs in Oil	sample	\$41
Pesticides	sample	\$51
Volatiles	sample	\$68
Volatiles + 10 or 15	sample	\$77
Volatiles (Drinking Water)	sample	\$105
Volatiles (Drinking Water) + 10 or 15	sample	\$115
Target Compound List (VO+10, BNAE+20, Pest/PCB)	sample	\$408
Organics (Air)		
TO-15	sample	\$272
<i>Group Tests</i>		
ID-27 (TCLP Metals, TPH, PCBs, Reactive CN & S, Ignitability, pH)	sample	\$183.75
Priority Pollutants + 40 (VO+15, BNAE+25, Pest/PCB, 13 Metals, CN, Phenol)	sample	\$471.75
RCRA Characteristics (Reactive CN & S, Ignitability, Corrosivity)	sample	\$45
TCLP-Full (8 Metals, VO, BNAE, Pesticides, Herbicides)	sample	\$449.25
<b>Environmental Insurance Grants</b>		
For environmental insurance grants, eligible services and/or activities shall include purchase of Pollution Legal Liability Insurance and Cleanup Cost Cap Insurance. <b>The total amount of reimbursable expenses may not surpass the grant limit established in Section §43-1422 or Schedule A of the BIG Rule.</b>		

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

<b>Enrollment Grants</b>		
<b>Activity</b>	<b>Unit</b>	<b>Reimbursable Allowance</b>
<b><i>Enrollment Technical Assistance Grants</i></b>		
Eligible services for Enrollment Technical Assistance Grants include consulting services for activities including, but not limited to, assistance in the planning and execution 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 \$71.25 per hour for professional consultation; any amount above this rate is the responsibility of the grantee. Professional consultation may be provided by, for example, environmental consultants, professional engineers, community based organizations, attorneys, architects, or planners.		
<b>Activity</b>	<b>Unit</b>	<b>Reimbursable Allowance<sup>3</sup></b>
Professional Services	hr	\$71.25

<b>Brownfield Opportunity Area Grants</b>		
<b><i>BOA Application Technical Assistance Grants</i></b>		
Eligible services for Brownfield Opportunity Area Application Technical Assistance Grants include professional services utilized to assist in preparation of the BOA application. The BIG Program will fund \$71.25 per hour for professional consultation; any amount above this rate is the responsibility of the grantee. Professional consultation may be provided by, for example, environmental consultants, grant writers, community based organizations, professional engineers, attorneys, architects, or planners.		
<b>Activity</b>	<b>Unit</b>	<b>Reimbursable Allowance</b>
Professional	hr	\$71.25
<b><i>BOA Local Match Grants</i></b>		
For Brownfield Opportunity Area (BOA) Local Match Grants, eligible services and/or activities must be reasonable, relevant, and directly related to the BOA scope of work. In order for these eligible costs to be disbursed, they must be for local match activities listed in a work plan approved by the New York State Department of State pursuant to an executed State Assistance Contract. See BOA Program guidance for questions or clarification regarding eligible and ineligible costs. <b>The total amount of reimbursable expenses may not surpass the grant limit of the lesser of \$25,000 or 10% of the Brownfield Opportunity Area Grant award.</b>		

<sup>3</sup> This column applies to preferred community development projects where the developer 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**

<b>Hazardous Materials E-Designation or Restrictive Declaration Remediation Grants</b>		
Eligible activities for E-Designation or Restrictive Declaration Grants are shown below and are selected automatically. These projects are eligible for reimbursement at a maximum of \$5,000. Invoiced charges should be equal to or exceed \$2,500 for each Report to ensure maximum grant award.		
<b>Activity</b>	<b>Unit</b>	<b>Reimbursable Allowance</b>
Remedial Action Plan (Approved by NYCDEP or OER)	each	\$2,500
Closure Report (Approved by OER)	each	\$2,500

**Table 2: Minimum Performance Standards for Work Performance, Reporting Requirements and Deliverables Required for Work Funded by the New York City Brownfield Incentive Grant Program**

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.

NYC BCP: Refers to the municipal Brownfield Cleanup Program administered by OER.

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

**Table 2: Minimum Performance Standards for Work Performance, Reporting Requirements and Deliverables Required for Work Funded by the New York City Brownfield Incentive Grant Program**

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

**Table 2: Minimum Performance Standards for Work Performance, Reporting Requirements and Deliverables Required for Work Funded by the New York City Brownfield Incentive Grant Program**

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

**Table 2: Minimum Performance Standards for Work Performance, Reporting Requirements and Deliverables Required for Work Funded by the New York City Brownfield Incentive Grant Program**

<b>Enrollment Grants</b>	
<b>Activity</b>	<b>Required Deliverables</b>
<i>Environmental Remediation</i>	
<i>Work plans</i>	
Remedial Action Work Plan	Copy of Remedial Action Work Plan prepared by QEP. Work plan must conform to requirements as provided in §43-1406(a) of the NYC BCP rule or be otherwise approved by OER.
Remedial Action Plan	Copy of Notice to Proceed issued by OER, indicating that the work plan was approved by OER. Copy of Remedial Action Plan prepared by QEP. Work plan must conform to requirements of the New York City Hazardous Materials “E” designation or Restrictive Declaration Programs and have been approved of by OER via a Notice to Proceed.
<i>Soil Removal</i>	
Disposal - soil, hazardous and non-hazardous	Copies of written documentation prepared and/or certified by QEP of relevant disposal activities including all disposal manifests and weight tickets from the licensed waste transporter and permitted off-site treatment or disposal facility, verifying that the contaminated soil has been transported and disposed of in accordance with all applicable local, State and Federal rules and regulations. The documentation must be accompanied by a letter report summarizing disposal activities, quantities disposed of, and identification of licensed transporter and permitted off-site treatment or disposal facility.
Post-excavation soil sample collection	Copy of summary report of relevant post-excavation soil collection activities prepared and/or certified by QEP.
Waste characterization	Copy of summary report of relevant waste characterization activities prepared and/or certified by QEP with attached summary tables and lab report for relevant samples and analyses.
Equipment with operator, including: loader/backhoe, trackhoe, skid steer loader, and dump truck. Mobilization/demobilization	Copies of written documentation prepared and/or certified by QEP of relevant equipment mobilization/demobilization and/or usage. Documentation must include letter summary report of activities including date of activities and equipment utilized, and copies of vendor invoices.

**Table 2: Minimum Performance Standards for Work Performance, Reporting Requirements and Deliverables Required for Work Funded by the New York City Brownfield Incentive Grant Program**

<b>Enrollment Grants</b>	
<b>Activity</b>	<b>Required Deliverables</b>
<i>Environmental Remediation</i>	
<i>Soil Removal</i>	
Rolloff box	Copies of written documentation prepared and/or certified by QEP of relevant roll-off box usage including all disposal manifests and weight tickets from the licensed waste transporter and permitted off-site treatment or disposal facility, verifying that the disposed material has been transported and disposed of in accordance with all applicable local, State and Federal rules and regulations. The documentation must be accompanied by a letter report summarizing disposal activities, quantities disposed of, and identification of licensed transporter and permitted off-site treatment or disposal facility.
Vacuum truck with operator	Copies of written documentation prepared and/or certified by QEP of relevant vacuum truck usage including all disposal manifests and weight tickets from the licensed waste transporter and permitted off-site treatment or disposal facility, verifying that the disposed material has been transported and disposed of in accordance with all applicable local, State and Federal rules and regulations. The documentation must be accompanied by a letter report summarizing disposal activities, quantities disposed of, and identification of licensed transporter and permitted off-site treatment or disposal facility.
<i>Backfill</i>	
Backfill material including: recycled concrete aggregate, certified clean fill material, and top soil	Copies of written documentation prepared and/or certified by QEP of relevant backfill information, including material quantities utilized and delivery and usage dates. If applicable, written documentation must include certification of material by vendor or source.
<i>Engineering Controls (Cap emplacement)</i>	
Capping materials including: certified clean soil and top soil	Copies of written documentation prepared by QEP including quantity of material utilized, delivery and usage dates. If applicable, written documentation must include certification of material by vendor or source.
Paving materials (i.e., asphalt, cement)	Copies of written documentation prepared by QEP, including quantity of material utilized and installation dates. Documentation must include vendor invoice for specified quantities from paving contractor qualified to perform such work. If possible, certified as-built diagrams should also accompany summary report.
<i>Institutional Controls</i>	
Declaration of Covenants and Restrictions	Copy of declaration of covenants and restrictions, in draft or final form, prepared by an attorney as per the requirements provided in § 43-1407(k)2 of the NYC BCP rule.

**Table 2: Minimum Performance Standards for Work Performance, Reporting Requirements and Deliverables Required for Work Funded by the New York City Brownfield Incentive Grant Program**

<b>Enrollment Grants</b>	
<b>Activity</b>	<b>Required Deliverables</b>
<b><i>Environmental Remediation</i></b>	
<i>Reports</i>	
Remedial Action Report/ Remedial Action Progress Report	Copy of remedial action report / remedial action progress report prepared by QEP. Report must conform to requirements as provided in § 43-1406(c) of NYC BCP rule or be otherwise approved by OER.
Closure Report	Copy of Notice of Satisfaction issued by OER, indicating that the P.E. certified Remedial Closure Report was approved by OER. Copy of P.E. certified Remedial Closure Report prepared by QEP. Closure Report must conform to requirements of the New York City Hazardous Materials “E” designation or Restrictive Declaration Programs and have been approved of by OER via a Notice of Satisfaction.
<b><i>Technical Assistance Grants</i></b>	
Technical services performed by a qualified vendor for project management and technical assistance, as provided in § 43-1419 of the BIG Program rule.	Copy of invoice from qualified professional on official letterhead including specific activities/services performed and dates activities or services were provided. Grantee must also submit a summary letter report describing the activities and services provided by the professional, their purpose, and contribution to the brownfield project.

**Table 3: Required Qualifications for Professionals**

<i>Profession</i>	<i>Required Qualifications</i>
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 Brownfield Cleanup Program (NYC BCP) rule. Such a person must:</p> <ol style="list-style-type: none"> <li>1. hold a current professional engineer's or a professional geologist's license or registration issued by the state or another state, or hold a baccalaureate degree or higher in engineering or geology and have the equivalent of three years of full-time relevant experience in site investigation and remediation of the type detailed in the NYC BCP; or</li> <li>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.</li> </ol>
Licensed Professional Engineer	Licensed in New York State
Attorney	Admitted to practice law in New York State
Registered Architect / Registered Landscape Architect	Licensed and Registered by New York State
Certified Planner	Certified by the American Institute of Certified Planners (AICP)
Grant Writer	To provide grant writing services for BOA Application Technical Assistance Grants, Grant Writers must demonstrate experience with writing NYS BOA Grant applications or other applications of a similar type and scope.
Licensed Land Surveyor	Licensed in New York State
Licensed Insurance Broker/Agent	Licensed in New York State

**Table 3: Required Qualifications for Professionals**

<i>Profession</i>	<i>Required Qualifications</i>
<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 Brownfield Cleanup Program, including applications, agreements, statements of work, scopes of work, work plans, or reports; selection of qualified vendors; preparation of a budget; project planning; and review of brownfield project sequencing and scheduling.</p> <p>To provide services for technical assistance grants for CBOs seeking to apply to the New York State Department of State for a Brownfield Opportunity Area Grant, a Not-for-Profit service provider must demonstrate that organization members or a subcontractor under its direct control are qualified to provide consulting services for the development of such an application.</p>

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