

NYS Department of State
Office of Planning and Development (OPD)
Brownfield Opportunity Area Program
Request for Applications #16-BOA-25
Questions & Answers

The responses to questions included herein are the official responses by the State to questions submitted by potential applicants and are hereby incorporated in RFA #16-BOA-25 issued on December 13, 2016. In the event of any conflict between the RFA and these responses, the requirements or information contained in these responses will prevail.

Q1: How ought applicants demonstrate the comment period and public meeting?

A1: Copies of the public notice(s) for the 30-day comment period and the public meeting, a list of attendees at the public meeting, and meeting minutes or a summary should be submitted with the grant application. The 30-day comment period must end on or before the deadline for submitting the application.

Q2: Can the public meeting requirement be met by including the BOA project on the agenda of a regular Town/Village/City Board meeting, or must a separate public meeting be held?

A2: Yes. The public meeting requirement can be satisfied at a regular municipal board meeting if the meeting is open to the public, an agenda that includes the BOA project is publicly noticed, and members of the public in attendance are invited to comment at the meeting.

Q3: Must the public notice be placed in a print publication, or is posting on an online acceptable?

A3: Publishing the public notice online is acceptable if the website on which it is posted is widely read and accessible to the BOA community. If public notice is posted online, a screenshot or other documentation demonstrating the date that the notice was posted should be submitted as an attachment to the application.

Q4: When is the Board Resolution due?

A4: The deadline for submitting the Board Resolution is the same as the deadline for submitting your application - a copy of the resolution should be uploaded as an attachment to the application.

Q5: Does the public notice have to be published a certain number of days before the meeting date?

A5: For any public meeting, the notice must be published at least three days in advance of the meeting, or in accordance with any application local public meeting requirements, whichever is longer.

Q6: Is there any special language that we must include in the public notice?

A6: No. There is no special language required for the public notice. The notice must simply inform the public of the start and end dates of the 30-day comment period, the availability of the draft application and where to find it, and the date, time and location of the meeting.

Q7: After reviewing the list of eligible areas, I would like to inquire about the NYC City Wide BOA listed under "eligible areas" (#C096013). Is this one study area or does it cover several areas in NYC?

A7: As part of the NYC City Wide BOA, several pre-nomination studies were completed. Any neighborhood or other area that was the subject of such a study is eligible to apply for additional funding to complete a Nomination that would lead to designation.

Q8: Is there a timeframe for when actions will need to be completed?

A8: It is anticipated that all actions required to complete the Nomination for Designation will be done within the initial contract period of three (3) years.

Q9: How and to what extent (if at all) does the total amount of the budget factor into the evaluation of budget and cost? Particularly, will an applicant that submits a large budget be evaluated more or less favorably than an applicant whose budget is substantially smaller?

A9: The total amount of the budget submitted will be evaluated based on how the budget and cost were determined, whether those costs directly support, and are necessary to complete, the project, and are realistic. Budgets which meet those criteria will be evaluated more favorably. Budgets which include unnecessary, extraneous or ineligible expenses, or are too low to support the activities necessary to complete the project, will be evaluated less favorably.

Q10. We were looking at the RFA#16-BOA Eligible Areas and noticed that for BOA Contract #C106022 only the County Revitalization Strategies for Livingston, Monroe, Ontario, Seneca, Wayne, and Yates are identified. That project also included County Revitalization Strategies for Genesee; Orleans; and Wyoming. Are those areas also eligible?

A10. Yes, those counties are also eligible.