

BIG Program Enrollment Grant Application

Please complete this application electronically and send it via email, with scanned attachments, to the BIG Program Grant Administrator at: Grants@NYCBIG.info

Alternatively, this application may be completed electronically, printed, and mailed, with all attachments, to:

Brownfield Incentive Grant (BIG) Program
 ATTN: Grant Administrator
 c/o Brownfield Redevelopment Solutions, Inc.
 739 Stokes Road, Units A & B
 Medford, NJ 08055

General Project Eligibility Requirements

- The property must be located in New York City.
- The property must be enrolled in the NYC Voluntary Cleanup Program (NYC VCP).
- The property must have an OER-approved Remedial Action Work Plan under the NYC VCP.

How to Apply for the Enrollment Grant:

- | | |
|---|---------------------|
| Step 1: Identify the Applicant(s) and Project Contact(s)..... | Section A |
| Step 2: Property Description..... | Section B |
| Step 3: Identify the project type..... | Section C |
| Step 4: Eligibility for bonus awards..... | Section D |
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| Step 6: Identify grant-eligible services..... | Section F |
| Step 7: Review insurance requirements..... | Section G |
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| Step 9: Attach invoice(s) and deliverables for grant-eligible services | Attachment 1 |
| Step 10: Attach additional eligibility documentation if applicable | Attachment 2 |
| Step 11: Attach Project Questionnaire..... | Attachment 3 |
| Step 12: Review Application Checklist..... | Section I |
| Step 13: Submit Application and Attachments to BIG Program Grant Administrator..... | Submit |

Section A: Applicant Information

Identify the organization applying for this Enrollment Grant (the Applicant), and identify a representative of the organization.

On the following page, you will be asked to list all organizations that have at least a 25% interest in the project subject to this application, Co-Applicants, as well as points of contact within those organizations.

Grant Applicant Organization and Representative

<input type="text"/>			
Organization Name			
<input type="text"/>		<input type="text"/>	<input type="text"/>
Street Address 1		First name	Middle initial
<input type="text"/>		<input type="text"/>	
Street Address 2		Job title	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
City	State	Email	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Website		Telephone	Fax

If an environmental consultant or other representative, outside the Applicant Organization, is authorized to work directly with the BIG Program Administrator to provide any additional information or materials necessary to complete the application, provide the representative's contact information below.

Authorized Representative (if applicable)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
First name	Middle initial	Last name	Job title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone	Mobile	Fax	Email
<input type="text"/>			
Organization			
<input type="text"/>			
Street Address			
<input type="text"/>	<input type="text"/>	<input type="text"/>	
City	State	Zip	

Section A: Applicant Information (continued)

Please list all organizations that have at least a 25% interest in the project subject to this application (Co-Applicant), as well as points of contact within those organizations. Attach additional pages, if necessary, available for download at http://www.nyc.gov/html/oer/downloads/pdf/BIG/NYCBIG_Addl_Pages_Applicant_Information.pdf.

Co-Applicant Organization and Representative

Organization Name					
Street Address 1		First name	Middle initial	Last name	
Street Address 2					
City	State	Zip		Job title	
Email					
Website				Telephone	Fax

Check box if Additional Co-Applicant Organization Information pages are attached

Applicant Eligibility Requirements for the BIG Program (check if true)

- The Applicant is NOT subject to any pending action, order or agreement relating to the investigation or remediation of contamination at a brownfield site as identified in section 43-1403(b) of the city Voluntary Cleanup Program (VCP) Rule.
- The Applicant has submitted all required information on the outcome of all prior Projects that have received BIG Program funds.
- The Applicant has enrolled any property that previously received a BIG Pre-Enrollment Grant and was subsequently developed in either a New York City or New York State remedial program.
- Prior to this application, the Applicant has received BIG Program Grants for no more than one other brownfield property in this fiscal year. (The City's fiscal year runs from July 1 to June 30.)
- The Applicant has site access and/or ownership of the property.

Section A: Applicant Information (continued)

Applicant Aliases

List names and locations of all aliases under which the Applicant Organization has done business in New York City.

Applicant Name	Applicant Alias Name	City, State

Co-Applicant Aliases

List names and locations of all aliases under which the Co-Applicant Organizations have done business in New York City.

Co-Applicant Name	Co-Applicant Alias Name	City, State

Section B: Property Information

Project Name (should be the name used in the application for the NYC VCP)		
Street Address 1	Street Address 2	
Borough	Zip	Area (Square feet)

NYC Voluntary Cleanup and Grant Program Information

Provide the OER assigned numbers for this project

NYC VCP Number(s) (if applicable; required for Enrollment Grant applications)	
BIG Program Grant Number(s) (if available)	
E-Designation/Restricted Declaration Project Number(s). (required for E-Designation / Restricted Declaration applications and E-Designation / Restricted Declaration projects that have enrolled in the NYC VCP)	
OER Project Manager Name (if known)	Provide the approval date of the Remedial Action Work Plan (RAWP) (MM/DD/YYYY)

Additional Environmental Information

Does the Project Site have any open NYS Department of Environmental Conservation (DEC) Spill Number(s)? YES NO UNKNOWN

If YES, provide the Spill Number(s):

Is the Project Site, or a portion of the Project Site, subject to an NYS DEC Stipulation Agreement? YES NO

Is the Project Site, or a portion of the Project Site, enrolled in the NYS BCP? YES NO

Project Description

Briefly explain what will be built at the project site. The description provided here may be taken from the proposed use sections of OER's cleanup program documents. Additional details are reported in the Project Questionnaire (Attachment 2). Limit: 250 words.

Section B: Property Information (continued)

Tax Lot Information

Block	Lot	Zoning	Current	Former	Tentative	To Be Subdivided	To Be Merged	Partial Lot
			<input type="checkbox"/>					
			<input type="checkbox"/>					
			<input type="checkbox"/>					
			<input type="checkbox"/>					
			<input type="checkbox"/>					
			<input type="checkbox"/>					

Section C: Project Type

Is the project a Qualifying Brownfield or a Preferred Community Development Project?

The BIG Program makes larger grants to Preferred Community Development projects which include: Affordable Housing Developments, Brownfield Opportunity Area (BOA) Compliant Developments, and Community Facility Developments. Included required documentation in Attachment 3.

- Check here if your Project is a Qualifying Brownfield Project.
(Use reimbursable allowance for the Qualifying Brownfield Project in Section F)
- Check here if your Project is a Preferred Community Development Project and select the appropriate category below. *(Use reimbursable allowance for the Preferred Community Development Project in Section F)*
- Affordable Housing Development** - a development where at least 20% of the housing units are affordable to families that earn no more than eighty percent of the average median income of an area, as determined by the US Department of Housing and Urban Development.
Required Documentation: Letter of interest from a federal, state, or local housing subsidy program.
- BOA Compliant Development** - a development located within an NYS Brownfield Opportunity Area (BOA) that is consistent with the community development vision articulated by the BOA. The BOA Program is an NYS Department of State program.
Required Documentation: Letter from the BOA grant recipient stating that the property is located within the identified BOA and that the proposed redevelopment is consistent with plans established for the BOA. Must appear on BOA organization letterhead and be signed by the Chief Executive Officer or an authorized representative.
- Community Facility Development**
Required Documentation: Description of the specific benefits the facility will provide the community including, but not limited to, a community facility use pursuant to the NYC Zoning Resolution.

For Qualifying Brownfield Properties, an administrative fee applies which will be deducted from the total grant award. The fee reimburses the BIG Program Grant Administrator for its services. For Preferred Community Development Projects the fee is not deducted from the total grant award.

Section D: Bonus Awards

Is the project eligible for a Bonus Award?

Include required documentation in Attachment 3

- The Developer is a Not-for-profit Organization - **Not-for-Profit Technical Assistance Grants** are available only to Not-For-Profit developers of Preferred Community Development Projects.
Required Documentation: Proof of organization's Not-For-Profit status.
- The project is a **"Track One" Cleanup** -This bonus is awarded to properties that satisfy the NYC VCP's requirements for a "Track One" unrestricted remediation. Track One awards will not be made until remediation is complete.
Required Documentation: OER confirmation of cleanup to Track One standards.
- The project is a **BOA Compliant Development and a Strategic Brownfield Property** - This bonus is awarded to properties located within a BOA that are eligible for an Enrollment Grant and that are recognized as a Strategic Property by the local organization overseeing the BOA.
Required Documentation: Letter from the BOA grant recipient stating that the property is located within the identified BOA and that the proposed redevelopment is consistent with plans established for the BOA. The letter must also state that the BOA organization has recognized the property as a Strategic Property. Must appear on BOA organization letterhead and be signed by the Chief Executive Officer or an authorized representative.

Section E: Grant Award Limit

This section establishes the maximum amount of a project's Enrollment Grant. Keep this total in mind when filling out **Section F: Eligible Activities and Services Checklist** to ensure that you maximize your overall grant award without exceeding the cap in any one grant category.

Qualifying Brownfield Projects:

- The Enrollment Grant Award, including Environmental Insurance and Cleanup Grants, is not to exceed \$60,000.
- Within this limit, Pre-Development grants are capped at \$5,000, and Pre-Development grants plus Environmental Investigation grants are capped at \$10,000.
- Any prior awards for the same project must be subtracted from the cap amount.
- Bonus grants will increase the \$60,000 cap:
 - o Track One Cleanup Grants (add \$25,000)
 - o BOA Strategic Property Grants (add \$10,000)

Preferred Community Development Projects:

- The Enrollment Grant Award, including Environmental Insurance and Cleanup Grants, is not to exceed \$100,000.
- Within this limit, Pre-Development grants are capped at \$10,000, and Pre-Development grants plus Environmental Investigation grants are capped at \$25,000.
- Any prior awards for the same project must be subtracted from the cap amount.
- Bonus grants will increase the \$100,000 cap:
 - o Not-for-Profit Technical Assistance Grants (add \$5,000)
 - o Track One Cleanup Grants (add \$25,000)
 - o BOA Strategic Property Grants (add \$10,000)

**For a more detailed breakdown of the grant award limits
use the “Grant Award Calculator” which is available for download at:**

http://www.nyc.gov/html/oer/downloads/pdf/BIG/NYCBIG_Enrollment_Award_Limit_Calculator.pdf

Section F: Eligible Activities and Services Checklist

List all BIG Program Qualified Vendors, as well as contractors and sub-contractors (e.g. excavation contractor, trucker etc.), that have completed activities or services to be reimbursed. Use the identifier of each vendor in the activity/service checklist below.

Identifier	Firm / Organization
A	<input type="text"/>
B	<input type="text"/>
C	<input type="text"/>
D	<input type="text"/>
E	<input type="text"/>

Select the eligible services and activities from the list below for which reimbursement is requested. Selection may be made by checking the box in the left column for each of the listed items, indicating the number of units of each item and inserting the line sub-total. A total of all costs must be entered on the last line of each section. Please do not use ditto marks when filling out this form. In the event there is an error of the summation of the totals, the computation by the BIG Program Grant Administrator shall govern. All work funded by the BIG Program must meet certain minimum performance standards. Deliverables required to provide evidence of the completion of all activities and services funded by the BIG Program are summarized in blue text in the table below. These deliverables must accompany all requests for reimbursement. For a complete description of required minimum performance standards see the: "BIG Program Technical Specifications" document at <http://www.nyc.gov/BIGapplications>.

Select	Qualified Vendor (indicate by identifier from list above)	Activity/Service	Unit	Reimbursable Allowance for Qualifying Brownfield Project (See Section C)	Reimbursable Allowance for Preferred Community Development Project (See Section C)	No. of Units	Sub-Total
Pre-Development							
Title insurance / Title search							
<i>Required Deliverable:</i>							
<i>Copy of title insurance or title search report issued by title insurance/search company or professional.</i>							
<input type="checkbox"/>	<input type="text"/>	Full coverage	each	\$765	\$1,020	<input type="text"/>	\$ <input type="text"/>
<input type="checkbox"/>	<input type="text"/>	Limited coverage	each	\$382.50	\$510	<input type="text"/>	\$ <input type="text"/>
<input type="checkbox"/>	<input type="text"/>	Non-Insured reports	each	\$255	\$340	<input type="text"/>	\$ <input type="text"/>
Project Feasibility Study							
<i>Required Deliverable:</i>							
<i>Copy of Project Feasibility Study prepared by Certified Planner, Professional Engineer, QEP, or Not-for-Profit Service Provider.</i>							
<input type="checkbox"/>	<input type="text"/>	Market analysis	each	\$765	\$1,020	<input type="text"/>	\$ <input type="text"/>
<input type="checkbox"/>	<input type="text"/>	Concept plans	each	\$765	\$1,020	<input type="text"/>	\$ <input type="text"/>
<input type="checkbox"/>	<input type="text"/>	Pro-forma financial	each	\$765	\$1,020	<input type="text"/>	\$ <input type="text"/>
<input type="checkbox"/>	<input type="text"/>	Zoning analysis	each	\$765	\$1,020	<input type="text"/>	\$ <input type="text"/>

Select	Qualified Vendor (indicate by identifier from list above)	Activity/Service	Unit	Reimbursable Allowance for Qualifying Brownfield Project (See Section C)	Reimbursable Allowance for Preferred Community Development Project (See Section C)	No. of Units	Sub-Total
Other Services							
<i>Required Deliverables:</i>							
<i>For Site Survey: Copy of signed, certified and updated survey plan by New York State licensed Professional Land Surveyor.</i>							
<i>For Community Outreach: Report of outreach activities from Certified Planner, Not-for Profit Service Provider, or QEP.</i>							
<i>For Phase I Environmental Site Assessment: Copy of Phase I ESA prepared in conformance with ASTM Standard E1527-05.</i>							
<input type="checkbox"/>		Site survey	day	\$956.25	\$1,275		\$
<input type="checkbox"/>		Community outreach	each	\$956.25	\$1,275		\$
<input type="checkbox"/>		Phase I Environmental Site Assessment	each	\$1,593.75	\$2,125		\$
Total Reimbursement Request For Pre-Development Grant: The reimbursement limit for a Pre-Development Grant is \$5,000 for Qualifying Brownfield Projects and \$10,000 for Preferred Community Development Projects. If total request exceeds the limit, the reimbursement will equal the limit minus applicable fees.							\$

Environmental Investigation							
Work Plans and Reports							
<i>Required Deliverables:</i>							
<i>Copies of relevant reports and work plans, prepared by a QEP in accordance with acceptable environmental standards</i>							
<input type="checkbox"/>		Phase II Work Plan	each	\$1,275	\$1,700		\$
<input type="checkbox"/>		Remedial Investigation Work Plan	each	\$1,593.75	\$2,125		\$
<input type="checkbox"/>		Phase II / Site characterization report	each	\$1,275	\$1,700		\$
<input type="checkbox"/>		Remedial Investigation Report	each	\$1,593.75	\$2,125		\$
Phase II / Remedial Investigation							
<i>Required Deliverables:</i>							
<i>Copies of relevant reports and boring logs as applicable and prepared in accordance with acceptable environmental standards</i>							
Soil							
<input type="checkbox"/>		Geophysical survey report	1/2 day	\$765	\$1,020		\$
<input type="checkbox"/>		Geophysical survey report	day	\$1,116	\$1,488		\$
<input type="checkbox"/>		Geophysical anomalies investigation (excavator/operator)	day	\$606	\$808		\$
<input type="checkbox"/>		Soil boring installation	1/2 day	\$637.50	\$850		\$
<input type="checkbox"/>		Soil boring installation	day	\$956.25	\$1,275		\$
<input type="checkbox"/>		Soil sample collection / field screening	day	\$510	\$680		\$
Groundwater							
<input type="checkbox"/>		Monitoring well installation (unconsolidated)	well	\$1,593.75	\$2,125		\$
<input type="checkbox"/>		Monitoring well installation (bedrock)	well	\$2,550	\$3,400		\$
<input type="checkbox"/>		Disposal of drill cuttings and transportation	drum	\$79.50	\$106		\$
<input type="checkbox"/>		Monitoring well survey	day	\$956.25	\$1,275		\$

Select	Qualified Vendor (indicate by identifier from list above)	Activity/Service	Unit	Reimbursable Allowance for Qualifying Brownfield Project (See Section C)	Reimbursable Allowance for Preferred Community Development Project (See Section C)	No. of Units	Sub-Total
Groundwater (continued)							
<input type="checkbox"/>		Temporary well-point installation	each	\$382.50	\$510		\$
<input type="checkbox"/>		Groundwater sample collection/ water level measurement	day	\$510	\$680		\$
<input type="checkbox"/>		Disposal of purge water and transportation	drum	\$51	\$68		\$
<input type="checkbox"/>		Aquifer test	each	\$382.50	\$510		\$
Vapor							
<input type="checkbox"/>		Vapor probe installation	day	\$956.25	\$1,275		\$
<input type="checkbox"/>		Vapor sample collection	day	\$510	\$680		\$
<input type="checkbox"/>		Ambient air sample collection	day	\$510	\$680		\$
Total Reimbursement Request For Environmental Investigation Grant: The reimbursement limit for an Environmental Investigation Grant is \$10,000 for Qualifying Brownfield Projects and \$25,000 for Preferred Community Development Projects, inclusive of any Pre-Development Grant requests or awards. If total request exceeds the limit, the reimbursement will equal the limit minus applicable fees.							\$

Select	Qualified Vendor (indicate by identifier from above)	Activity/Service	Unit	Reimbursable Allowance	No. of Units	Sub-Total	
Environmental Insurance Grants							
Environmental Insurance Policies							
<i>Required Deliverables:</i>							
Certificate of Insurance (Accord certificate) showing policy coverage							
<input type="checkbox"/>		Environmental Insurance Policy Premium(s)	year	n/a		\$	
Total Reimbursement Request for Environmental Insurance Grant: For environmental insurance grants, eligible services and/or activities shall include purchase of environmental insurance policies (e.g. a Pollution Legal Liability policy, a Contractor's Pollution Liability policy, or a Cleanup Cost Cap policy). If total request exceeds the limit, the reimbursement will equal the limit minus applicable fees.							\$
Cleanup Grants							
Work Plans and Reports							
<i>Required Deliverables:</i>							
Copies of relevant reports and work plans, prepared by a QEP in accordance with acceptable environmental standards							
<input type="checkbox"/>		Remedial Action Work Plan	each	\$2,500		\$	
<input type="checkbox"/>		Remedial Action Progress Report	each	\$850		\$	
<input type="checkbox"/>		Remedial Action Report	each	\$2,500		\$	
Soil Removal							
<i>Required Deliverables:</i>							
Copies of written documentation prepared and/or certified by QEP of relevant disposal activities							
<input type="checkbox"/>		Disposal - Soil, Hazardous (does not include transportation)	ton	\$102		\$	
<input type="checkbox"/>		Disposal - Soil, Non-Hazardous (does not include transportation)	ton	\$43		\$	
<input type="checkbox"/>		Waste characterization	sample	\$208		\$	

Select	Qualified Vendor (indicate by identifier from above list)	Activity/Service	Unit	Reimbursable Allowance	No. of Units	Sub-Total
Soil Removal (continued)						
<input type="checkbox"/>		Mobilization/demobilization -one time allowable per site per machine	each	\$425		\$
<input type="checkbox"/>		Loader/backhoe w/operator	day	\$808		\$
<input type="checkbox"/>		Small Trackhoe w/operator J Deere 200LC or equivalent)	day	\$1,190		\$
<input type="checkbox"/>		Large Trackhoe w/operator (Cat 325 or equivalent)	day	\$1,445		\$
<input type="checkbox"/>		Skid Steer Loader w/operator	day	\$595		\$
<input type="checkbox"/>		Dump Truck w/operator (approx. 12 yd ³)	day	\$340		\$
<input type="checkbox"/>		Dump Truck, Tandem - Triaxle w/operator (25 yd ³)	day	\$765		\$
<input type="checkbox"/>		Roll off Box (20 yd ³)	each	\$510		\$
<input type="checkbox"/>		Vacuum Truck w/operator	hr	\$77		\$
<input type="checkbox"/>		Post-excavation soil sample collection	day	\$680		\$
Backfill						
<i>Required Deliverables: Copies of written documentation prepared and/or certified by QEP of relevant backfill information.</i>						
<input type="checkbox"/>		Recycled Concrete Aggregate	ton	\$13		\$
<input type="checkbox"/>		Certified Clean Fill Material	ton	\$17		\$
<input type="checkbox"/>		Top Soil	cy	\$21		\$
Engineering Controls (cap emplacement)						
<i>Required Deliverables: Copies of written documentation prepared by QEP including quantity of material utilized.</i>						
<input type="checkbox"/>		Clean fill/ gravel	ton	\$17		\$
<input type="checkbox"/>		Top soil	cy	\$21		\$
<input type="checkbox"/>		Asphalt (2 in. compacted asphalt on 2 in gravel base minimum)	sf	\$3.80		\$
<input type="checkbox"/>		Cement paving (4 in. minimum)	sf	\$4.25		\$
Institutional Controls						
<i>Required Deliverables: Copy of declaration of covenants and restrictions, in draft or final form, prepared by an attorney</i>						
<input type="checkbox"/>		Declaration of Covenants and Restrictions	each	\$2,125		\$
Lab Analysis						
<i>Required Deliverables: Copies of lab analysis reports</i>						
Metals (Soil/Water)						
<input type="checkbox"/>		Priority Pollutant metals (13 metals)	sample	\$83		\$
<input type="checkbox"/>		Total RCRA metals (8 metals)	sample	\$53		\$
<input type="checkbox"/>		Target analyte list metals (23 metals)	sample	\$129		\$
Organics (Soil/Water)						
<input type="checkbox"/>		Base neutrals	sample	\$115		\$
<input type="checkbox"/>		Base neutrals + 10 or 15	sample	\$128		\$
<input type="checkbox"/>		Base neutrals/acid extractables (semi-volatile organics)	sample	\$204		\$

Select	Qualified Vendor (indicate by identifier from list)	Activity/Service	Unit	Reimbursable Allowance	No. of Units	Sub-Total
Lab Analysis (continued)						
Organics (Soil/Water) (continued)						
<input type="checkbox"/>		BTEX	sample	\$41		\$
<input type="checkbox"/>		BTEX + MTBE + TBA	sample	\$41		\$
<input type="checkbox"/>		Herbicides	sample	\$77		\$
<input type="checkbox"/>		PAHs	sample	\$115		\$
<input type="checkbox"/>		PCBs	sample	\$51		\$
<input type="checkbox"/>		PCBs in oil	sample	\$41		\$
<input type="checkbox"/>		Pesticides	sample	\$51		\$
<input type="checkbox"/>		Volatiles	sample	\$68		\$
<input type="checkbox"/>		Volatiles + 10 or 15	sample	\$77		\$
<input type="checkbox"/>		Volatiles (drinking water)	sample	\$105		\$
<input type="checkbox"/>		Volatiles (drinking water) + 10 or 15	sample	\$115		\$
<input type="checkbox"/>		Target compound list (VO+10, BNAE+20, Pest/PCB)	sample	\$408		\$
Organics (Air)						
<input type="checkbox"/>		TO-15	sample	\$272		\$
Group Tests						
<input type="checkbox"/>		ID-27 (TCLP Metals, TPH, PCBs, reactive CN & S, ignitability, pH)	sample	\$208		\$
<input type="checkbox"/>		Priority pollutants + 40 (VO+15, BNAE+25, pest/PCB, 13 metals, CN, phenol)	sample	\$535		\$
<input type="checkbox"/>		RCRA characteristics (reactive CN & S, ignitability, corrosivity)	sample	\$51		\$
<input type="checkbox"/>		TCLP-Full (8 metals, VO, BNAE, pesticides, herbicides)	sample	\$509		\$
Total Reimbursement Request for Cleanup Grant: Select activities/services sufficient to meet grant award limit, including Track One Bonus Cleanup Grants and BOA Strategic Property Bonus Grants. If the total reimbursement request exceeds the award limit, only the amount up to the award limit will be reimbursed, minus applicable fees.						\$
Technical Assistance Grants for Not-for-Profit Developers						
<i>Required Deliverables:</i>						
<i>Summary letter report on grantee's letterhead describing work completed and relevance to the development of the project.</i>						
<input type="checkbox"/>		Professional Services	hour	\$71.25		\$
Total Reimbursement Request for Technical Assistance Grant: The reimbursement limit for a Technical Assistance Grant for a Not-for-Profit Developer of a Preferred Community Development Project is \$5,000. If total request exceeds the award limit, only the amount up to the award limit will be reimbursed.						\$

Section G: Insurance Information

The purpose of this section is to describe in general the insurance requirements for the BIG Program. Documentation of proof of insurance must be provided, when applicable, in order to complete the grant application process. For more detailed information, please visit

<http://www.nyc.gov/html/oer/html/big/Insurance.shtml>

or contact:

Mark P. McIntyre
General Counsel, Mayor's Office of Environmental Remediation
212-788-3015 or mmcintyre@cityhall.nyc.gov

BIG Program Insurance Requirements

The BIG Program requires Qualified Vendors (QVs), contractors, and sub-contractors, to maintain insurance that is adequate for the nature and scope of services that the QV will perform. The extent and type of insurance required varies according to the type of work performed and the type of QV.

- For a cleanup, contractors hired to perform remedial work, and their sub-contractors, must carry commercial general liability (CGL) coverage at \$1,000,000 per occurrence and contractors pollution liability (CPL) coverage of \$1,000,000 per occurrence. In addition, these policies must list the City, NYCEDC, and the Program Administrator as additional insureds.
- For the preparation of reports and documents, such as a Phase II Site Investigation Report, site investigation, or a deed restriction, QVs, including architects, engineers, attorneys and qualified environmental professionals, must carry professional liability insurance in the amount of \$1,000,000 per occurrence.

When applying for a Cleanup Grant that seeks reimbursement for the excavation and disposal of soil, the applicant must identify the excavation contractor and trucking firm(s) that performed the active remediation and produce Accord certificates evidencing that these entities are covered by CGL and CPL policies.

Insurance Requirements Fact Sheet:

http://www.nyc.gov/html/oer/downloads/pdf/BIG/NYCBIG_QV_Insurance_Fact_Sheet.pdf

Example of a Certificate of Insurance (COI):

http://www.nyc.gov/html/oer/downloads/pdf/BIG/BIG_COI_examples.pdf

Section H: BIG Program Application Certification Form

Read the following statements and certify below that you have read, understand, and agree to all terms:

- The individual signing on behalf of the Applicant is fully authorized to do so and to certify as to the following on behalf of the Applicant.
- Applicant has read and is aware of the eligibility criteria, rules and regulations applicable to the BIG Program, and to the particular type(s) of grants applied for, and agrees to be bound by the terms of the BIG Program and by the determinations of the BIG Program Administrator and the New York City Office of Environmental Remediation.
- Applicant is eligible for the type of grant(s) applied for and is not debarred from receiving federal or New York City funding.
- Applicant certifies that all statements and certifications made in this application are in all respects complete, accurate, true and not misleading as of the date of this application, and shall remain so as of the date of the Grant Agreement, if any. Should any material changes occur prior to entering into a Grant Agreement, Applicant shall submit a revised and updated application.
- Applicant recognizes and acknowledges: (i) that Applicant will be required to enter into a Grant Agreement as a condition of any grant that may be awarded; (ii) that grant monies, if awarded, may cover only a portion of the cost of the project; and (iii) that the BIG Program Administrator is acting only as a conduit of City funds and not as a principal, and that payment of grant monies, if awarded, will be forthcoming only when and if the grant monies are provided to the BIG Program Administrator by the New York City Economic Development Corporation.

I certify that I have read, understand, and agree to all statements provided above.

Provide the following information for the Primary Grant Applicant and the Primary Contact for the Applicant Organization filling out this certification.

Primary Contact for Applicant Organization			
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
First Name	Middle Initial	Last Name	Job Title
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Telephone	Mobile	Fax	
<input style="width: 95%;" type="text"/>			
Email			
<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>	
Grant Applicant Organization from Section A		Applicant Signature	

Section I: Enrollment Application Checklist

Required Attachments

- Documentation of OER approval of Remedial Action Work Plan (RAWP).
- Documentation demonstrating access or control of Project site.
- Required documentation, if applying as a Preferred Community Development Project.
- Required documentation, if applying for Bonus Grants.
- Required documentation, if applying as a Not-for-Profit organization.
- Invoices on service provider letterhead for each activity/service for which reimbursement is requested as indicated in the Eligible Activities and Services Checklist.
- Minimum Performance Standard Documentation for each activity/service for which reimbursement is requested as indicated in the Eligible Activities and Services Checklist.
- Completed BIG Program Project Questionnaire.
(http://www.nyc.gov/html/oer/downloads/pdf/BIG/NYCBIG_Project_Questionnaire.pdf)
- Insurance specimen for requested activities as applicable, per **Section G**, listing the City, the NYC Economic Development Corporation (EDC), and BIG Program Grant Administrator as additionally insured. If you have any questions regarding proof of insurance for your project, please contact Mark P. McIntyre, General Counsel, Mayor's Office of Environmental Remediation, at 212-788-3015 or mmcintyre@cityhall.nyc.gov. The Applicant has an option of submitting this item with this application or later upon execution of the Grant Agreement.
- Signed Application certification (Section H), scanned and included with attachments.

**Please complete electronically and send via email, with scanned required attachments, to the
BIG Program Administrator at: Grants@NYCBIG.info**

**Alternatively, this application may be completed electronically, printed, and mailed,
with all required attachments, to:**

**Brownfield Incentive Grant (BIG) Program
ATTN: Grant Administrator
c/o Brownfield Redevelopment Solutions, Inc.
739 Stokes Road, Units A & B
Medford, NJ 08055**

**Attachment 1: Invoice(s) and Minimum Performance Standards Documentation
 for Grant-Eligible Services**

[Qualified Vendor name Company Letterhead]
 [Company Address]

[Date]

[BIG Applicant representative name]
 [BIG Applicant organization name]
 [BIG Applicant organization address]

Dear [BIG Applicant organization representative],

[Qualified Vendor company name] provided the following services to [BIG Applicant Organization/Name] to support the redevelopment of the property at [property address, Block and Lot(s)]:

Invoice Item (Activity)	Unit	Reimbursable Allowance	No. of Units	Cost
Type of activity	ton	\$XX/ton		\$XXX
Type of activity	sample	\$XX/sample		\$XXX
Type of activity	day	\$XX/day		\$XXX
Total				\$XXX

Invoice Item (Service)	Rate	Hours	Cost
Type of services/consultation	\$71.25/hr		\$XXX
Type of services/consultation	\$71.25/hr		\$XXX
Total			\$XXX

Sincere regards,

[Signature: Qualified Vendor Qualified Environmental Professional]

[Type: Qualified Vendor Qualified Environmental Professional]

Attachment 2: (if applicable)
Preferred Community Development Documentation
Not-for-Profit Developer Documentation
Bonus Grant Documentation

Attachment 3: Project Questionnaire (7 pages)

http://www.nyc.gov/html/oer/downloads/pdf/BIG/NYCBIG_Project_Questionnaire.pdf