

NYS Consolidated Funding Application

Legal Name of Applicant:

Project Name: Central Industrial Corridor ReVITALization Plan BOA Nomination

Application Number 70413

Registration Email: bthomas@cityofutica.com

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Application NOT Finalized

Region

Mohawk Valley

Questionnaire Questions & Answers

Threshold

Brownfield Opportunity Area Program

Q_6075 Will this grant be used to complete a BOA Nomination for an area that was the subject of a previous BOA grant?

Locked.

Yes

Q_6077 Is the applicant able to provide the required match of at least 10% of total eligible cost for the project?

Locked.

Yes

Q_6079 Has the applicant provided a comment period of at least thirty (30) days and held a public meeting on the draft BOA application?

Locked.

Yes

Location

Q_565 Project City

Locked.

City of Utica

Q_972 Project county or counties.

Locked.

Oneida County

Q_184

NYS Assembly District where the project is located. (please enter a number between 1 and 150 that represents your Assembly District)

Locked.

119

Q_190

NY Senate District where the project is located. (please enter a number between 1 and 63 that represents your Senate District)

Locked.

47

Basic

General Project Information

Contacts

	Primary Contact	Contact Authorized to Execute Contract if Awarded	Additional Contact
Salutation	Locked. Mr.	Locked. Mr.	Locked. Mr.
First Name	Locked. Brian	Locked. Robert	Locked. Charles 'Sonny'
Last Name	Locked. Thomas	Locked. Palmieri	Locked. Greco
Title	Locked. Commissioner - Department of Urban and E	Locked. Mayor	Locked. Chief of Staff

Organization	Locked. City of Utica	Locked. City of Utica	Locked. City of Utica
Street Address	Locked. 1 Kennedy Plaza	Locked. 1 Kennedy Plaza	Locked. 1 Kennedy Plaza
City	Locked. Utica	Locked. Utica	Locked. Utica
State	Locked. NY	Locked. NY	Locked. NY
ZIP Code	Locked. 13502	Locked. 13502	Locked. 13502
Telephone Number	Locked. (315) 792-0181	Locked. (315) 792-0100	Locked. (315) 792-0100
Email Address	Locked. bthomas@cityofutica.com	Locked. mayor@cityofutica.com	Locked. cgreco@cityofutica.com

Standard Question

Brownfield Opportunity Area Program

Q_5765 What is the name of the proposed Brownfield Opportunity Area?

Locked.

Central Industrial Corridor BOA

Q_6115 What is the name of the applicant municipality or organization?

Locked.

Q_6113

Two or more eligible applicants are encouraged to work and conduct approved activities in partnership and jointly apply for funding in support of a BOA Nomination that would improve an area of mutual interest or concern. Please indicate if this is a joint application.

Locked.

No

Q_6112

Is the applicant a community-based organization as described in the Brownfield Opportunity Area Request for Applications (see scoring tips)?

Locked.

No

Q_6081

Describe the relationship between the Applicant organization and the municipality within which the proposed Brownfield Opportunity Area is located; the organization's experience in working with the municipality; and the municipality's support for the project.

Locked.

No Answer

Summary Project Description

Q_6086

Briefly describe the proposed project. 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 description.

Locked.

The City of Utica intends to complete a Brownfield Opportunity Area (BOA) Nomination Study for an approximate 1,705-acre area along the old Erie Canal and main railroad corridor in Utica, hereby described as the "Central Industrial Corridor." The Pre-Nomination Study of the area has revealed 42 brownfield sites made up of over 130 individual tax parcels. The BOA program is delivering much needed assistance that will allow the City to continue its planning efforts that were initiated under its historical citywide Master Plan adopted by the City Council in October 2011. Completing the BOA program was a critical strategy that was outlined in the Master Plan. The proposed study area covers a large geographic area through the central area of the City of Utica. In an effort to break this area into manageable work areas, the Central Industrial Corridor (CIC) BOA has been divided into four sub-areas based on land use patterns:

- Oriskany Street Corridor
- Baggs Square District - (both east and west of Genesee Street) which includes most of the area also known as the Gateway and Lower Genesee Street Historic Districts
- Harbor District – North Genesee Street plus the Harbor and area between Genesee Street and Leland Avenue
- Broad Street Corridor

The primary community revitalization objectives to be achieved by this project include:

- Providing numerous and varied opportunities to engage the public, stakeholders, and Brownfield property owners to refine redevelopment visions, concepts and initiatives;
- Facilitation of future investment and growth through focused planning and strategic investment and marketing;
- Conversion of dozens of properties from Brownfield sites to sites and buildings ready for reuse and renovation;
- Revitalization of City areas that have high historic interest, underutilized natural resources, or architectural potential including such areas as the Erie Canal Harbor and the Baggs Square District which is recognized on the National Register of Historic Places.

Previous BOA Work

Q_6085

Briefly describe the previous BOA grant-funded activities to advance development of the BOA Nomination proposed to be completed with the requested BOA funding. Include name of final product(s), describe any problems or difficulties encountered, and explain and how these will be addressed in the future project. If additional work related to the BOA area was undertaken since the last grant ended, you may also describe that work here.

Locked.

As mentioned in the previous response, a Pre-Nomination Study was completed for the CIC area. The Pre-Nomination Study provided a preliminary analysis of the area affected by brownfield sites including: a description and justification of the study area and associated boundaries; a description and understanding of current land use and zoning; the delineation and description of existing brownfield sites and other underutilized properties; and, a description of the area's potential for revitalization. In accordance with the requirements of the BOA program, key project objectives include:

- Identifying and providing a clear description and justification for a manageable study area and associated boundaries;
- Establishing a community participation process to develop a common vision for the area, including goals and objectives;
- Identifying the multi-agency, private-sector, and other community partnerships necessary to inform the process and leverage assistance for revitalizing the community; and
- Completing preliminary recommendations to revitalize the area.

The name of the final product was Central Industrial Corridor ReVITALization Plan, Brownfield Opportunity Area Pre-Nomination Study. No difficulties were encountered.

Following the completion of the Pre-Nomination study, the City began work on the Utica Harbor Master Plan and Generic Environmental Impact Statement. Public infrastructure is now being installed at Utica Harbor in advance of private mixed-used development.

Scope of Work

Q_6095

Provide a project Scope of Work and Timeframe that will result in a BOA Nomination.

Locked.

1.0 COMPONENT 1 – PROJECT COORDINATION AND SCOPE REVIEW

1.1 Project Outline/Scoping Meeting

An initial meeting will be held with the Steering Committee, NYSDOS, NYSDEC, and others to review project requirements and site conditions and to transfer any information to the Project Team (the City of Utica and planning, engineering, and public outreach consultants) 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 Project Team to clearly indicate the agreements/understandings reached at the meeting. The City of Utica 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.

Schedule: Month 1

Cost: \$3,700

1.2 Project Outline

The City of Utica will provide an expanded annotated project outline that reflects the outcome of the project scoping meeting and guides the preparation of the Nomination Study report with SEQR Review blended throughout the document. The outline shall also include a schedule for completing document, with particular emphasis on requirements for public notice in accordance with the BOA plan and SEQR review. The DOS shall review the project outline and comment. The City of Utica will revise the project outline to reflect the comments made by the DOS.

Deliverable: Approved project outline completed and distributed to scoping participants.

Schedule: Month 1

Cost: \$665

2.0 COMPONENT 2 – CAPACITY BUILDING AND TRAINING

2.1 NYS Community Seminar

Selected members of the Advisory Committee and Project Team shall participate in a training session provided by the Brownfield Opportunity Area Program, as requested by the City of Utica, as appropriate.

Deliverable: Attend Seminar.

Schedule: Month 2

Cost: \$250

2.2 Interagency Workshops

If requested, the Project Team, led by the City of Utica will prepare for and participate in up to four (4) interagency workshops with appropriate local, county, state, and federal agencies. The Project Team understands that interagency workshops/meetings are necessary to: improve communication and understanding among the agencies about the community's vision, and project objectives and needs; gain an improved understanding by the Project Team of various government programs, services, and potential financing (grants and loans) that could be beneficial to advancing the community's plan; obtain support from government agencies for permitting, technical assistance, and financing; coordinate government agency actions; and foster the redevelopment process.

It is anticipated these workshops would take place during the regularly scheduled Inter-Agency Working Group (IAWG) meetings, which are scheduled bi-annually in June and December. The Project Team will prepare a briefing package for IAWG members including a project status update and discussion points related to the BOA implementation. The Project Team will present this information as part of the agenda for the meeting.

Deliverable: Workshop participation and associated preparation as appropriate.

Schedule: Ongoing

Cost: \$500

3.0 COMPONENT 3 – COMMUNITY PARTICIPATION AND TECHNIQUES TO ENLIST PARTNERS

3.1 Community Participation Summary

The City of Utica 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., Steering Committee meetings, Focus Group meetings, Stakeholder interviews, Visioning Workshop, project web site, etc.), list all of the partners (County, City, 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 standalone 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 City, NYSDOS, and others, based on our experience, it will likely include the following:

- Steering Committee Communication (On-going throughout entire project)

Coordinate progress meetings including the distribution of an agenda prior to the meeting and meeting minutes after each meeting.

- Project Website and Additional Materials

The City of Utica will establish a project web site for the Steering 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 City's website.

- Stakeholder Interviews

As described in Task 4.3 below, the Project Team will conduct a series of interviews with selected stakeholders to obtain detailed information on the BOA and surrounding area. 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 4.6 below, the Project Team will conduct a visioning workshop for the general public to come and share their ideas, thoughts, and concerns for the BOA study area.

- Inter-Agency Working Group (IAWG)

As discussed in Task 2.2 above, the Project Team will attend the bi-annual Inter-Agency Working Group meetings to provide updates on the project status and receive input from these partners about the BOA study area.

Deliverable: Community Participation and Communications Plan, website materials, and meeting facilitation.

Schedule: Ongoing

Cost: \$26,720

3.2 Techniques to Enlist Partners

As part of the BOA process, the Project Team will describe the techniques that will be used to advise potential partners about the plan and to enlist their assistance. The Project Team understands that this task differs from the Community Participation task above as this task is designed to seek assistance from a variety of potential partners in formulating and implementing the plan. Partners may include but are not limited to: local, county, state or federal government agencies; property owners; private sector interests; not for-profit organizations; academic institutions; and other stakeholders.

Deliverable: Summary of Techniques to Enlist Partners Plan.

Schedule: Months 1 and 2

Cost: \$1,560

4.0 COMPONENT 4 – ANALYSIS OF THE BROWNFIELD AREA

The Nomination will provide an in-depth and thorough description and analysis of the study area, including an economic and market trends analysis for properties mentioned in the RFP, with an emphasis on the reuse potential of the Utica BOA and other strategic sites that are catalysts for job creation and economic development. To accomplish this component, the Project Team 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 Project Team is well informed and there is adequate information for public to reference in providing their input. The resulting Draft Nomination Study will be organized as per the outline in the NYSDOS Work program and will correlate with SEQR as required.

4.1 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.

Deliverable: Identify lead project sponsor.

Schedule: Month 2

Cost: \$1,005

4.2 Area Boundary Description and Justification

Beginning with the Project Area Boundary defined in the RFP, the Project Team will review the boundaries for any potential adjustments with the Steering 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 Community Context Map of project area boundary.

Schedule: Month 2

Cost: \$1,560

4.3 Community Input – Stakeholder Meetings

The Community Participation and Communications Plan that was developed in Task 3.1 will be the road map for community input throughout the BOA project. Listed below is the first form of public input that we would recommend. We recognize that this may be adjusted at our first Steering Committee meeting.

Stakeholder Meetings: Working with the Steering Committee, the Project Team 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 Project Team will set aside 2 days for this purpose and either go to each stakeholder or set up at City 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.

Schedule: Months 3 and 4

Cost: \$12,180

4.4 Community and Regional Setting

A summary description and analysis of the contextual relationship of the Utica 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.

Deliverable: Written description of the municipality and region.

Schedule: Month 2

Cost: \$590

4.5 Inventory and Analysis

Task 4.5 and 4.7 economic and market analysis will occur simultaneously. The Project Team will complete an 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 Utica 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 groundwater, and for recommended implementation projects, in the Utica BOA. The inventory and analysis will include the following:

4.5.1 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). Land Use will also be evaluated for the surrounding properties.

4.5.2 Existing Zoning and Other Relevant Laws

Similar to the Land Use Map a map of the zoning districts and other relevant local laws or development controls in this area will be reviewed and updated as necessary.

4.5.3 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.

4.5.4 Building Inventory

Buildings in the study area will be mapped using existing planimetric data from the City to locate building footprints. If planimetric data is not available, the building outlines will be located based on aerial photography. For each key building in the BOA the following information will be collected: building name, levels, gross square footage, original use, current use, condition, and ownership.

4.5.5 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.

4.5.6 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.).

4.5.7 Historic or Archeological Significant Sites

Using published data from the NYS Office of Parks, Recreation, and Historic Preservation, all known historic and archeological sites will be identified and mapped. When located, future redevelopment plans can be designed so as to minimize impact on these resources.

4.5.8 Natural Resources and Environmental Features

A description and analysis of the area's natural resource base and environmental features and current conditions including, but not limited to: 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.

4.5.9 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 Utica 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: Inventory and Analysis.

Schedule: Months 2 through 5

Cost: \$24,900

4.6 Visioning Workshop

Visioning Workshop: Using information from the stakeholder meetings and the inventory and analysis as a base, a vision workshop 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 will be held after completion of the site profile portion of this study and work with the Steering Committee to more fully understand the strengths, weaknesses, opportunities, and threats to redevelopment. At that time, the Project Team proposes to hold an evening Visioning Workshop to collect ideas and listen to concerns of the public.

Deliverable: Public Visioning Session.

Schedule: Month 5

Cost: \$21,840

4.7 Economic and Market Trends/Market Overview

The goals of the market overview are to evaluate the current economic drivers, the market demographics and the real estate market in order to gain an understanding of market and economic factors driving new development and re-development in Utica and the surrounding region. The Project Team will begin at this point so that a realistic understanding of the marketplace can be gained prior to suggesting which sites have the best potential for redevelopment. Just as an understanding of how environmental contamination levels can affect redevelopment, it is important to understand what market forces would lead to successful redevelopment – 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 Project Team. Assess regional trends for identified land uses and current design/development.
- Assess real estate market support, an overview of the supply and demand for various uses will be performed including office, retail, single and multi-family housing, hospitality and industrial. The following detail steps will be undertaken as part of the Economic and Market Trends Analysis:

4.7.1 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

4.7.2 Economic Overview

- Economic growth and sectors of growth and decline
- Gross housing trends
- Tourism

- Population trends
- Overall economic health
- Manufacturing and non-manufacturing growth and trends
- Education and skill supported trends
- Wages and other related trends
- Capital market trends and fund availability trends

The economic overview would 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. Economic trends often suggest clues as to future real estate trends such as new office or industrial development.

4.7.3 Demographic Overview

- 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

The objectives of the demographic overview are to assist with the determination of shifts in population in and around Utica and the need for the retail and/or commercial space or alternatively the demographic support for new entertainment based on area supply. In addition, demographic overview provides information as to the target pricing of supportable housing, projects future housing needs and the typical inventory and program of existing inventory to develop gaps in product types.

4.7.4 Real Estate Market Trends

In this task, our primary objective is to gain an understanding of the local and regional supply, demand, occupancy rate for categories of developments including:

- Retail, entertainment retail and related
- Office/commercial
- Hospitality
- Residential rental/sale
- Special uses, such as cultural and tourism, community/public space needs, public spaces, etc.,
- Industrial, R&D and related

Characteristics assessed will include:

- Existing and proposed development
- Overall absorption
- Vacancy and rental levels
- Physical characteristics of the site
- Site advantages and project amenities for particular scenarios

Data will be analyzed from primary and secondary sources including published data, data from local area brokers and proprietary sources.

4.7.5 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. 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. After the public input is received, the Project Team will evaluate public comments against the economic and real estate analysis and make additional investigations as necessary.

The economic and market trends analysis will consist of a macro (state and regional) and micro (neighborhood, street, block) analysis. For the macro analysis, the Project Team will consult with the NYS Empire State Development Corporation and the NYS Department of Labor and other sources to obtain the most up to date and relevant information on macro-economic issues, such as national, state and regional business, labor and employment trends. The analysis will also include a microeconomic and real estate trends analysis that addresses issues and opportunities at the municipal, neighborhood and block levels relevant to the proposed Brownfield Opportunity Area.

Using the collected information and analysis, the Project Team will evaluate the competitive positioning of Utica and characterize it concerning its probable future growth and the implications of regional growth patterns.

Deliverable: Economic and Market Trends Overview including an evaluation of current economic drivers, market demographics, and real estate market.

Schedule: Months 3 through 6

Cost: \$10,250

4.8 Vision/Goals Refinement

A vision statement and the specific goals and objectives to be achieved relative to community redevelopment and revitalization will be prepared and reviewed with the Steering 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 Project Team 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.

Because the overall emphasis of this project is on quality community revitalization based on Smart Growth principles, the Project Team will introduce a discussion from the U.S. Green Building Council's program that was developed that focuses on principles of smart growth. Recently, the U.S. Green Building Council, the Congress for the New Urbanism, and the Natural Resources Defense Council—three organizations which represent that nation's leaders among progressive design professionals, builders, planners, developers, and the environmental community—have come together

to develop LEED (Leadership in Energy and Environmental Design) for Neighborhood Development (LEED ND).

Their rating system integrates the principles of smart growth, urbanism, and green building into the first national standard for neighborhood design. Whereas other LEED products focus primarily on green building practices, with only a few credits regarding site selection, LEED-ND emphasizes smart growth aspects and neighborhood design of development while still incorporating a selection of the most important green building practices. Guided by the Smart Growth Network's ten principles of smart growth and the Charter for New Urbanism it includes compact design, proximity to transit, mixed use, mixed housing type, and pedestrian- and bicycle- friendly design.

The rating system from LEED-ND will be referenced as utilized where possible to help refine the vision and set realistic goals whose aim is to affect smart growth and revitalize the economy.

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

Schedule: Month 6

Cost: \$1,720

4.9 Strategic Sites Matrix

The results of the community input, inventory and analysis, the market overview, and a vision statement, the Project Team will summarize the key findings and make preliminary recommendations for strategic sites for review by the Steering Committee. These findings and recommendations will be the basis from which a Step 3 Implementation Study could begin. The selection of the strategic sites will be based on a matrix that considers environmental, physical, planning, and economic issues as well as overall importance to the community. Within in each topic area, the Project Team will evaluate each site based on a variety of items such as:

Environmental:

- Likelihood of Soil Contamination
- Potential for Groundwater Contamination
- Other Environmental Factors (asbestos, lead, PCBs)
- Limitation of contamination on potential land use
- Proximity to environmental features - stream, river, etc.
- Environmental Justice issues
- Other known / suspect impairments (recalcitrant owner)
- Favorable topography/soils
- Cost to Remediate
- Regulatory Floodplain

Physical

- Vehicle access
- Access to arterial road system
- Connection to transit

- Access to Railroad
- Land Area to Facilitate Off-street parking

Planning

- Integration into City and City
- Neighborhood concerns
- Connection/ Potential open space/green areas
- Image ability/asset to City/aesthetics
- Proximity to adjacent uses
- Visibility
- Synergy with adjacent properties & uses
- Enhance tourism & visitor experience
- Land availability
- Architectural heritage

Economic

- Waterfront Development Opportunities for development
- Physical link to development in downtown
- Real Estate Market Supportable development based on supply and demand for MF residential, retail, office or R&D
- Site size and configuration compatible with market supportable real estate
- Clean up compatible with market supportable reuse
- Positive impact-qualitative
- Positive impact--property taxes, size of development
- Ability to create critical mass to support future development
- Positive support for revitalization--eg. New residents of daytime population to downtown
- Supported development can provide essential amenities to existing population

Based on information gathered and analyzed to date, the Project Team will prepare a one to two page descriptive profile for each priority site using the forms provided by NYS DOS with the greatest redevelopment potential and least environmental constraints. The Project Team will outline the process and factors used to determine strategic sites for redevelopment.

Deliverable: Descriptive site profiles, summary of findings, and recommendations which will form the basis for Step 3.

Schedule: Months 7 through 9

Cost: \$5,850

4.10 Special Area Master Plans

Harbor Point and Inner Harbor Master Plans

The City in partnership with National Grid and the Canal Corporation will continue to advance conceptual planning at Harbor Point (lands west of the Utica Harbor) and the Inner Harbor (lands east of the Utica Harbor). Some of the Inner Harbor planning may be advanced by means of Consolidated Funding Application (CFA) grants and site development is anticipated to include the re-programming of Canal Corporation facilities, rehabilitation of harbor walls, capping of an on-site dredge spoils area, enhancement of access roads, construction of a public marina, and the establishment of dedicated areas for private investment.

However, the BOA funding may be particularly needed to supplement these planning efforts at the Inner Harbor, especially in regard to public outreach, and will serve as the main mechanism to complete the conceptual planning of Harbor Point. The Harbor Point site, in accordance with the Utica Master Plan, will include development of recreational or entertainment facilities as well as open space preservation and trails. Alternatives for these facilities include a baseball/soccer stadium, outdoor amphitheater, and/or softball fields.

Bagg's Square East and West Master Plan

A conceptual master plan should be developed for Bagg's Square to identify the preferred build out of the Sub-Area. The study should include a market analysis to understand the land and market realities associated with and to help guide the revitalization of the Sub-Area. The purpose of the study will be to ensure that proper building and site design and layout; access, parking, relationships and linkages to surrounding properties are all taken into consideration as new development begins to occur. East and West Baggs Square includes significant and historic structures and places such as the Lower Genesee Street Historic District, Union Station, former Doyle Hardware building and the Utica Memorial Auditorium.

Deliverable: Conceptual Master Plans.

Schedule: Months 7 through 9

Cost: \$16,390

4.11 Public Meeting #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 a project update and involve residents and business/property owners within the project area. This workshop will focus solely on the Development and Reuse Strategy BOA and 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 City and the Project Team. The Project Team 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: Descriptive site profiles, summary of findings, and recommendations which will form the basis for Step 3.

Schedule: Month 9

Cost: \$2,950

4.12 Review of Strategic Brownfield Sites

Prior to completion of the summary analysis and findings, the Project Team will hold discussions with the Grant Coordinator, Steering Committee, NYSDEC and NYSDOS 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 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.

Deliverable: A list of candidate sites to be considered for site assessment funding.

Schedule: Month 10

Cost: \$1,350

4.13 Summary Analysis, Findings, and Recommendations

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.
- Other Recommendations

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

Schedule: Months 10 and 11

Cost: \$8,400

5.0 COMPONENT 5 –COMPLETION AND DISTRIBUTION OF THE DRAFT NOMINATION

5.1 Draft Nomination and Executive Summary

The Project Team will prepare the initial draft Nomination and Executive Summary, reflecting the ideas and views expressed during the community participation process. The document will be developed throughout the process and 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 Grant Coordinator, 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.

Deliverable: Draft Nomination and Executive Summary

Schedule: Months 11 through 14

Cost: \$16,410

5.2 Final Draft Nomination and Executive Summary

The Project Team will prepare a final draft Nomination and Executive Summary, reflecting the comments received by the grant recipient and DOS.

Deliverable: Final Draft Nomination and Executive Summary

Schedule: Months 12 through 14

Cost: \$7,860

5.3 Print and Distribute Interagency Briefing Package

Upon review and acceptance of the draft Nomination, the Project Team shall provide a Briefing Package for use by meeting participants, including, but not limited to, local, State, and federal agencies. Such package will be designed to prepare meeting participants for an interagency meeting to advance implementation of the BOA Plan. To facilitate review by multiple agencies, the project summary will follow the format and content provided, and shall include, but is not limited to:

- Community Context including a brief history of the community's development and a description of current conditions;
- Project Description a description of the study area in terms of size and character, number of brownfields, and specific issues being addressed;
- Key Redevelopment Objectives described in terms of redevelopment, community revitalization, job creation, public infrastructure, amenities, and natural resource protection or enhancement, as appropriate; and
- Revitalization Needs a list of specific revitalization needs, including, but not limited to: site assessment and environmental remediation; publicly controlled and other lands and buildings which are, or could be, made available for development or for public purposes; public or private measures needed to stimulate investment, promote revitalization, and enhance community health and environmental conditions; and other assistance to meet housing, retail, mixed use, industrial, recreational, cultural, and infrastructure needs.

Deliverable: The Project Team will submit to the Grant Coordinator three (3) paper copies, and no fewer than 25 electronic copies of the package. The exact number of copies required shall be determined by the City in consultation with the DOS.

Schedule: Months 13 and 14

Cost: \$1,450

5.4 Interagency Roundtable

Upon review, the Grant Coordinator, Steering Committee, the Project Team 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. It is anticipated these roundtable discussions would take place at the bi-annual Inter-Agency Working Group Meeting as discussed in Task 2.2.

Deliverable: Attendance at the Inter-Agency Working Group Meetings.

Schedule: Month 15

Cost: \$2,820

6.0 COMPONENT 6 –FINAL NOMINATION & ADVANCING TO BOA PROGRAM STEP 3

6.1 Preparation of Final Nomination Study

Based on comments received during the review period, the Project Team 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.

Schedule: Months 14-18

Cost: \$6,890

6.2 Application for Project Advancement to Step 3

Upon completion of all tasks and receipt of acceptable report products, the Project Team will submit an application to complete an Implementation Strategy for the Brownfield Opportunity Area and, as appropriate, an Application for Site Assessment. If site assessment funding is sought, the Project Team shall complete, or cause to be completed, a Site Assessment Form for each strategic brownfield site.

Deliverable: Application for the BOA Step 3 program and Site Assessment as necessary.

Schedule: Months 14-18

Cost: \$7,930

7.0 COMPONENT 7 – SEQR PROCESS

The Project Team will complete the Plan in context with NYS SEQR regulations. This allows us to run a parallel approach so that the Nomination Study also serves as a Draft Generic Environmental Impact Statement (DGEIS).

7.1 Environmental Assessment Form

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

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

Schedule: Month 10

Cost: \$170

7.2 Lead Agency

With the assistance of the Project Team, the City 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, since the Brownfield Opportunity Area will be designated by the New York State Commissioner of Environmental Conservation, in consultation with the New York State Secretary of State, and will be locally adopted. It is assumed that the Project Team will prepare the letter and that the City will distribute it.

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

Schedule: Month 10

Cost: \$170

7.3 Determine Significance

Within twenty (20) days of designation of lead agency, or within twenty (20) days of receipt of sufficient information, the lead agency shall make a Determination of Significance. If determined by the Lead Agency that the proposed BOA will have a significant adverse environmental impact, a Positive Declaration must be prepared and a Generic Environmental Impact Statement will be required OR if determined by the Lead Agency that the proposed BOA will not have a significant adverse environmental impact, a Negative Declaration must be prepared. If a Negative Declaration is prepared and filed, then a Draft Generic Environmental Impact Statement will not be necessary.

After designation of Lead Agency, a determination of significance will be made. Because a GEIS is going to be prepared, a positive declaration will be made.

Deliverable: State Environmental Quality Review Act Determination of Significance filed. After designation of Lead Agency, a determination of significance will be made.

Schedule: Month 10

Cost: \$170

7.4 Scoping Session

With the assistance of the Project Team, the lead agency shall initiate a scoping session by providing a draft scope to all involved agencies and the general public, and within sixty (60) days of the scoping session, provide a final scope of issues to be addressed in the draft GEIS. The final scope will serve as the basis for the Step 3 Implementation Strategy should the City move forward in that manner.

Deliverable: Written scope of issues to be addressed in the draft GEIS.

Schedule: Ongoing

Cost: \$3,020

8.0 COMPONENT 8 – PROJECT REPORTING

8.1 Project Summary

Using the Executive Summary and the Interagency Briefing Package prepared as part of Component

5 of this BOA program, the Project Team will prepare a 1-2 page summary of the Nomination Study to be used in presentations to various stakeholders. The format will follow NYSDOS guidelines.

Deliverable: Completed project summary in a format provided by the DOS.

Schedule: Ongoing

Cost: \$3,060

8.2 Semi-Annual Reports

The Project Team shall submit to the Grant Coordinator semi-annual reports on the form provided and will include the extent of work accomplished, any problems encountered, and any assistance needed. If a payment request is submitted, the semi-annual report may be submitted as part of the payment request.

Deliverable: Semiannual reports during the life of the contract.

Schedule: June and December throughout life of contract

Cost: \$1,680

Total for Professional Services = \$194,010

Total Estimated Expenses = \$5,600

Q_6082

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.

Locked.

Public participation played a significant role in the development of the Central Industrial Corridor ReVITALization Plan. A Community Public Participation and Visioning Plan was developed to identify strategic activities that would engage all members of the community. To ensure the plan was written in concert with the community it serves, a project Steering Committee was formed consisting of municipal staff, elected officials, business and property owners, representatives from local organizations, and community members. The Steering Committee was responsible for reviewing key deliverables, and ensuring the goals and objectives outlined in the plan accurately reflected the vision expressed by the greater community.

Throughout the planning process the project team organized stakeholder meetings with business and property owners, as well as public workshops / open houses to serve as an alternative to a traditional public hearing. Two meetings were dedicated solely to meeting with property owners to identify any issues or concerns. Those in attendance were supportive of the proposed projects.

These unique efforts allowed community members to directly voice any concerns, as well as clarify the outcomes of the program. As a result, property owners ultimately voiced their support of the BOA program and the City's participation in the process. The resulting Central Industrial Corridor ReVITALization Plan captures their support and vision for the future of the ReVITALization Study Area.

Concentration of Known or Suspected Brownfield Sites

Q_6087

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 the following: presence of vacant, underutilized, deteriorating and abandoned properties;

presence of sites known to be contaminated; and/or evidence of distress, risk to public health, or other negative impacts of known or suspected brownfields on the surrounding neighborhood, community or region.

Locked.

As outlined in the Central Industrial Corridor ReVITALization Plan, 460 (47%) of the 1,103 acres within the BOA have been identified as known or potential brownfields, underutilized or vacant sites. Of the 45 brownfields, suspected brownfields, vacant and underutilized sites identified by the Committee, eight (8) are located within the Oriskany Street sub-area, nine (9) are within Bagg's Square, eleven (11) were identified in the Harbor District, and the Broad Street Sub-Area contains seventeen (17) sites.

During the Pre-Nomination planning process, residents, business owners and Steering Committee members expressed concern that the Central Industrial Corridor (CIC) has experienced social and economic problems, such as blight, vagrancy, and a reduction in the local government tax based due, in part, to the high concentration of brownfield, abandoned and vacant sites present in the BOA. It is envisioned that when redeveloped these sites will greatly contribute to the revitalization of the City as a whole.

Indicators of Economic Distress

Q_6088

Describe the indicators of economic distress of the proposed Brownfield Opportunity Area.

Locked.

Utica's long economic decline is well documented. Once an economic boom City as a significant harbor along the Erie Canal, a major world textile center in the early 1900s, and later home of several major tool and die or metal/alloy industries; Utica suffered a series of serious setbacks, including the replacement of the canal with rail, truck, and St. Lawrence Seaway, loss of textile industries to southern cities, loss of population to the suburbs, and then the departure of major U.S. industry including General Electric, Lockheed Martin, Chicago Pneumatic, and TRW/Bendix over the past twenty years. With the exodus of the manufacturing industry, the City's population declined by approximately 40% from 100,410 residents in 1960 to 62,235 in 2010.

In 2010, Utica's median income of \$31,381 was below the median for all New York cities of \$37,607 and the State median of \$55,603. In addition, 24.3% of the City's families live in poverty. This compares to a 10.8% average statewide.

Data collected for the Pre-Nomination indicates that households within the Central Industrial Corridor generally have incomes below the City's median value. These findings may be reflective of the housing conditions and how their close proximity to existing vacant and underutilized industrial property may be negatively impacting neighborhood quality.

Partnerships

Q_6208

Describe the partnerships that will be involved in the proposed project, including: whether the project will be undertaken by two or more entities in partnership, whether the goals of the project are supported by multiple sectors within the community (residents, property owners, businesses, institutions, government, etc.), and whether the applicant and partners have a demonstrated record of building partnerships.

Locked.

The City of Utica recently completed a Citywide Master Plan. This Brownfield Opportunity Area funding request will allow the city to continue its efforts with the Master Plan Advisory Committee and the extensive neighborhood outreach that has already taken place. The public outreach strategy for the Step 2 BOA will enhance and continue the framework developed for the Step 1 Pre-Nomination. The Scope of Work, as outline in Q 6086 provides for public meetings, Steering Committee meetings,

inter-agency workshops, and stakeholder interviews. during the Step 2 BOA phase. The Steering Committee established for the Step 1 BOA will remain active throughout the Step 2 BOA process.

Redevelopment of the Central Industrial Corridor BOA will involve a number of agencies, many of which are already involved with other projects in the immediate vicinity. Below is a list of public and government agencies expected to be involved:

- City of Utica
- Oneida County Planning Department
- Utica Industrial Development Authority
- Mohawk Valley EDGE
- Oneida County Industrial Development Agency
- New York State Department of State
- New York State Department of Environmental Conservation
- Empire State Development Corporation
- New York State Department of Transportation
- New York State Canal Corporation
- National Grid

Local Leadership and Support

Q_6090

Describe the support of and commitment of municipal leadership, public and private stakeholders, and members of the community to the vision and goals of the BOA project, including achieving BOA designation and addressing sustainable, inclusive and equitable development.

Locked.

The Mayor and Common Council are committed to the vision, goals and objectives as outlined in the Central Industrial Corridor ReVITALization Plan. Over the past five years, Common Council has worked with the community to adopt the Utica Master Plan, Local Waterfront Access Plan, the Utica Harbor Point Redevelopment Plan, and the Central Industrial Corridor ReVITALization Plan, which has established a vision and framework for city-wide redevelopment. Project implementation is visible throughout the city, including the recently constructed roadwork and infrastructure at Utica Harbor, pedestrian pathways connecting Wurz Avenue to the intersection of Whitesboro / John / Broad Street off-ramp, and adaptive reuse of historic properties in the Baggs Square District.

While the City has made significant progress in revitalizing the downtown and waterfront, the Common Council recognizes the need to continue investing in planning for vacant, underutilized, and brownfield sites in order to achieve the desired end use as a local and regional destination. In order to realize the vision outlined in the Pre-Nomination Study, BOA designation is a necessary and critical component for project implementation and will be a key factor in driving and attracting private investment.

Economic Value

Q_6091

Describe the potential positive economic impacts that the project will have on the proposed

BOA, the community, and the region.

Locked.

The City of Utica, which is the County Seat, serves as the socio-economic hub for the 250,000 people living in the greater Utica-Rome metropolitan area. Business clusters in the greater Utica area include retail distribution, metals manufacturing, insurance and finance operations, and information technology services. Redevelopment of Utica's Central Industrial Corridor will serve as an economic catalyst for revitalization of both the City of Utica and the region as a whole.

Evaluation of the Central Industrial Corridor will allow municipal leaders and regional economic development agencies, such as Mohawk Valley EDGE, to gather valuable information necessary to understand some of the basic redevelopment limitations. The corridor is served by both rail and efficient connections to the I-90. These transportation connections coupled with the area's large tracts of vacant and underutilized properties make it a prime target area for long term redevelopment efforts.

The Brownfield Opportunity Area program will allow the City and regional development agencies to develop an investment program, coordinated with overlapping Empire Zone and Urban Renewal District designations, to bring this area back to the front for private sector investment. The goal is to create substantial fiscal and economic impacts through the addition of new residents and new employment opportunities that will increase tax rolls. The City of Utica recognizes that a focused redevelopment strategy for the Central Industrial Corridor will help the City and region restore its tax base, establish a renewed sense of community and enhance Utica's economic development efforts.

Environmental Value

Q_6092

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

Locked.

The City of Utica suffered a series of serious setbacks that lead to the eventual decline and deterioration of its downtown. In addition to the loss of textile industries to southern cities, loss of population to the suburbs, and subsequently the departure of major U.S. industry including General Electric, Lockheed Martin, Chicago Pneumatic, and TRW/Bendix over the past twenty years, the City was left with significant vacant, underutilized, and contaminated sites. As identified in the Pre-Nomination Study, the ReVITALization Study Area contains 45 brownfield sites comprised of over 130 individual tax parcels that require reformation.

The City recognizes the importance of reducing and eliminating real and perceived contamination on these sites. The designation of the BOA will allow the City to work with brownfield landowners to remediate contaminated properties, identify opportunities to enroll in the brownfield cleanup process, and redevelop these sites in concert with the natural environment. As the City implements the strategies outlined in the BOA program, it will be well-positioned to advance a wide range of sustainable practices including integrating modern stormwater management techniques to capture rainwater and reduce runoff, redeveloping the corridor as a green street that improves pedestrian accessibility, and integrating ecological considerations with the goals of restoring the City's waterways and riparian zones. These efforts will result in a positive impact on the health and vitality of traditionally underrepresented neighborhoods by offering new and clean sites for recreation, increased access to the waterfront, and an overall improved quality of life.

Public Value

Q_6093

Describe the extent to which the completion of a BOA Nomination will have a positive public impact on the proposed BOA.

Locked.

The City of Utica is a classic melting pot, home to the most immigrants and refugees in an Upstate,

NY city, as well as thousands of families and individuals of all ages, ethnic groups, and income levels. The BOA nomination will afford the city the opportunity to develop critical elements of a vibrant and active downtown to support its unique demographic and socio-economic profile. Adaptively reusing existing structures to support a range of affordable and market rate housing, developing pedestrian pathways throughout the downtown to connect residents to goods and services, and creating new open space that allows for active and passive recreation will provide a distinct and positive quality of life that is as diverse as the community it serves.

The BOA designation will further be coordinated with city-wide planning efforts including the Utica Master Plan, Local Waterfront Access Plan, and Utica Harbor Point Redevelopment Plan.

The Step 2 – Nomination will include detailed plans for strategic sites that will guide future development and attract the desired uses along the corridor. Planning for strategic sites will be coordinated with the City’s existing planning initiatives to ensure all future plans contain a consistent and cohesive vision.

Local Capacity

Q_6094

Describe the local capacity to complete the proposed project and advance the goals and objectives, including the organizational structure of the grantee organization and any partners, and qualifications of key personnel to successfully carry out the project.

Locked.

Brian Thomas: Since August 2011, Brian Thomas has served as the Commissioner of Urban & Economic Development for the City of Utica. For over nine years prior to appointment to his current position, Mr. Thomas served the City as Director of Urban Planning. Throughout the course of the project, Mr. Thomas will directly oversee the day-to-day administration of the grant program. Prior to his employment with the City of Utica’s Department of Urban & Economic Development, Mr. Thomas was employed for nearly ten (10) years in the City of Rome in various planning-related functions including as Planner and Senior Planner. Mr. Thomas holds a Bachelor’s Degree in Architecture (B.Arch) from the New York Institute of Technology and a Master’s Degree in Urban & Regional Planning (MRP) from the University at Albany. Mr. Thomas is a member of the American Planning Association and the American Institute of Certified Planners. In his twenty five years of experience in municipal planning for the cities of Utica and Rome, Mr. Thomas has developed a wealth of experience in various planning disciplines including brownfield investigation/remediation, waterfront development, land use, urban design, and grant administration.

Budget Narrative

Q_6207

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 a describes how the applicant will monitor expenditures to ensure the project stays on schedule and budget.

Locked.

The City of Utica is requesting \$199,610 in grant monies to cover the staff hours and direct expenses for a consultant team and the City of Utica to complete the Nomination for the Utica Central Industrial Corridor. A detailed scope and fee is provided in Q 6095. 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 insure that all costs are consistent with current prevailing costs for such goods and services in the geographic area benefiting from the project.

The City of Utica will commit in-kind services to preparation of the Nomination. Administration, coordination, meeting participation, and consultant management will be completed by the City of Utica Department of Urban and Economic Development. The City also intends to be an active participate in

the development of the Nomination. Therefore, the City anticipates dedicating Personal Services to satisfy a large portion of the applicant share requirement. The remaining share will come from the City or matching grants. The City of Utica Common Council agreed on February 15, 2017 to carry the project to completion and fund a 10% share of the total project cost. Please refer to the Council Resolution presented as an attachment in Q 6096.

Budget summary of staff hour costs by task (exclusive of City staff time):

Component 1 – Project Coordination and Scope Review (\$4,517)

Component 2 – Capacity Building and Training (\$3,258)

Component 3 – Community Participation and Techniques to Enlist Partners (\$34,536)

Component 4 – Analysis of the Brownfield Area (\$98,189)

Component 5 –Completion and Distribution of the Draft Nomination (\$29,578)

Component 6 –Final Nomination & Advancing to BOA Program Step 3 (\$14,056)

Component 7 – SEQR Process (\$8,558)

Component 8 – Project Reporting (\$3,882)

Certification

General Certifications

Q_1037

By entering your name in the box below, you certify and agree that you are authorized on behalf of the applicant and its governing body to commit the applicant to comply with the requirements of Article 15-A of the New York State Executive Law: Participation By Minority Group Members and Women With Respect To State Contracts by providing opportunities for Minority-owned Business Enterprise (MBE)/Woman-owned Business Enterprise (WBE) participation. You further certify that the applicant will maintain such records and take such actions necessary to demonstrate such compliance throughout the completion of the project.

Locked.

Robert Michael Palmieri

Q_1038

By entering your name in the box below, you certify that you are authorized on behalf of the applicant and its governing body to submit this application. You further certify that all of the information contained in this Application and in all statements, data and supporting documents which have been made or furnished for the purpose of receiving assistance for the project described in this application, are true, correct and complete to the best of your knowledge and belief. You acknowledge that offering a written instrument knowing that the written instrument contains a false statement or false information, with the intent to defraud the State or any political subdivision, public authority or public benefit corporation of the State, with the knowledge or belief that it will be filed with or recorded by the State or any political subdivision, public authority or public benefit corporation of the State, constitutes a crime under New York State Law.

Locked.

Robert Michael Palmieri

Net New Jobs

No job answers necessary due to your associated programs.

Qualified Investments

No investment answers necessary due to your associated programs.

Total Project Cost

Total project cost: \$ 219571

Funding Requested from Program

Program	Amount Requested
Brownfield Opportunity Area Program	\$ 199610 maximum funding allowed: \$200,000

Program Budget

Brownfield Opportunity Area Program

Use	Source	Amount	Indicate Source / Comments
Contractual Services	BOA	\$199610	Professional services including estimated expenses
Other	BOA	\$19961	Inkind staff salaries, local match

Attachment Questions & Answers

Brownfield Opportunity Area Program

Q_5871

Upload a map showing the proposed BOA boundary and its location within the municipality or region. The map scale should be 1:24,000 or larger. A smaller-scale location map may be provided as well if appropriate.

Locked.

CIC BOA Maps.pdf

[Download](#)

Q_6096

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.

Locked.

No attachment, cannot upload

Q_6107

If the Applicant is not the municipality, attach a statement of support of the application from the Chief Elected Official representing the city, town or village within which the proposed BOA is located.

Locked.

No attachment, cannot upload

Q_6078

Attach a copy of published notice from a local or regional newspaper dated at least 30 days prior to the date of submission of this application that indicates the Applicant's intent to apply for BOA Program funds and the availability of such application for public review.

Locked.

No attachment, cannot upload

Q_6102

Attach a summary of the required public meeting held during the 30 day comment period on the draft application. The summary should include date, time and location of meeting; a list of attendees; and summary of substantive comments.

Locked.

No attachment, cannot upload

Type of Applicant

Q_6105

Please select the category that describes the primary applicant from the list below. Refer to the scoring tips for more information and definitions.

Locked.

Municipality

Legend

[x] = Expired Program