

March 30, 2011

Hon. Ruth Colón, Acting Secretary of State
New York State Department of State
One Commerce Plaza
99 Washington Ave.
Albany, NY 12231-0001

Hon. Joe Martens, Commissioner
New York State Department of Environmental Conservation
625 Broadway
Albany, NY 12233-1010

Re: Transmittal Letter of Intent to Participate in Step 3 of the NYS BOA Program

Dear Secretary Colón and Commissioner Martens:

The Village of Farmingdale is interested in participating in Step 3 of the NYS Brownfield Opportunity Areas Program and is pleased to submit the enclosed Brownfield Opportunity Areas Program Application for the Downtown Farmingdale BOA. This proposal reflects the continued efforts of the Village to revitalize its downtown area and seeks funding to complete an Implementation Strategy as a follow-up to our current Phase 2 BOA Nomination Study effort.

Enclosed please find three (3) paper copies of the application and three (3) CDs with a PDF of the application.

Feel free to call me if you have any questions or need additional information regarding this application. We look forward to continuing our work with the State in support of the revitalization of our downtown.

Very truly yours,

Hon. George Starkie
Mayor

Enclosures



***New York State
Departments of State and Environmental Conservation
Brownfield Opportunity Areas Program Application***

— Applications will be accepted on a continuous basis —

This application consists of: Parts A - H (pages 1- 7); and How to Fill Out the Application (pages 8 - 10).

Part A.1. - BOA STEP (Check Only One)	
<input type="checkbox"/> Step 1: PRE-NOMINATION STUDY	
<input type="checkbox"/> Step 2: NOMINATION - A Pre-Nomination Study prepared in accordance with the Guidance for Applicants must be included as an attachment, if applicant is entering at Step 2.	
<input checked="" type="checkbox"/> Step 3: IMPLEMENTATION STRATEGY (may include SITE ASSESSMENT) - If site assessment funding is being requested, a Step 3 Application Site Assessment Supplement for each site assessment must be included as an attachment.	
Part A.2. - BOA NAME, LOCATION and SIZE	
1. BOA Name: Downtown Farmingdale BOA	2. County(ies): Nassau
3. NYS Senate District Number(s): 8 th NYS Assembly District Number(s): 10 th	4. Census Tract Number(s): 5204.01, 5204.02
5. BOA size in acres: ⁶⁰ _____ (recommend: 50 - 500 acres)	6. DEC BOA No. ^{N/A} _____ (existing contracts only)
7. USGS 7.5 Minute Quadrangle Map (1 inch represents 2000 feet) showing the BOA location must be attached.	
Part B.1. - APPLICANT INFORMATION	
1. Applicant Name(s): Village of Farmingdale	
Fiscal Administrator and Point of Contact: <u>Brian Harty, Village Administrator</u> (for single or joint applications)	
2. Type of Applicant(s):	
<input checked="" type="checkbox"/> Municipality	<input type="checkbox"/> Community Based Organization
<input type="checkbox"/> New York City Community Board	<input type="checkbox"/> Joint Application (including two or more of the above)
3. Applicant's Transmittal Letter - Application package must include transmittal letter addressed to the New York State Secretary of State and Commissioner of the Department of Environmental Conservation indicating the applicant's intent to participate in the NYS Brownfield Opportunity Areas Program.	
4. Notice of Intent to Participate - Application package must include a copy of a notice from a local or regional newspaper, dated no later than the certification date of the application, that indicates: 1) the applicant's intent to apply for BOA Program funds; and 2) the availability of such application for review for a period of 30 days from the date of the notice.	
5. Public Meeting Summary - A Step 2 application must include a description of a public meeting held on the draft application. Attach summary from a public meeting conducted on the draft Step 2 application. It should include: the date, time, and location; attendees; and a summary of substantive comments.	

Part B.2. - FOR APPLICANTS THAT ARE MUNICIPALITIES
Each municipality, whether sole or a joint applicant, must complete this Part.

1. Name of Municipality: Village of Farmingdale		
2. Name and Title of Municipality's Authorized Representative: Brian Harty, Village Administrator		
3. Mailing Address: 361 Main Street		
4. City/Town: Farmingdale	5. Zip Code: 11735	
6. Federal Tax Identification Number: ?		
7. Phone: (516) 249-0093	8. Fax: (516) 249-0355	9. E-mail: bharty@farmingdalevillage.com

Part B.3. - MUNICIPAL AUTHORIZATION AND CERTIFICATION
Each municipality, whether sole or a joint applicant, must complete this Part.

New York State municipalities are defined as cities, towns, villages, counties, local public authorities or public benefit corporations, school districts, improvement districts, and Indian nations or tribes. Municipal applicants must clearly demonstrate that their respective chief executive official and governing or organizational body is fully aware of the Brownfield Opportunity Areas grant application, and has authorized the submission of the application through one or more of the methods listed below. Items 1 and 2 are required for all applicants except cities, villages, and towns. Item 3 is required for all applicants.

Place a check in the box for those items that are included with the application.

- 1. A statement of support from the chief elected official representing the city, town, or village within which the proposed Brownfield Opportunity Area is located is required, and is included.
- 2. The entity's charter, by-laws, or other governing instrument must clearly indicate the applicant's authority to apply for and accept grants. A copy of the provision from the applicant's appropriate document that substantiates its authority is required and is included. For Indian nations or tribes, documentation of authority from the appropriate governing tribal authority is required and included.
- 3. A completed BOA standard resolution is required and is included. It identifies the applicant's authorized representative by title, commitment to complete Step and fund applicant's share. (Form available on DOS website at http://www.nyswaterfronts.com/BOA_package.asp)

The undersigned on behalf of the municipality does hereby certify that:

- All statements made for the purpose of obtaining state assistance for the proposed Step either are set out in full in this application, or are set out in full in the documents attached to this application and incorporated by reference, and are true to the best of my knowledge and belief. False statements made herein are punishable as a Class A misdemeanor pursuant to Section 210.45 of the Penal law.
- The individual whose signature appears hereon is the municipality's chief executive officer or authorized representative and is authorized to sign this application for the municipality.

Authorized Representative _____ Department/Entity: Village of Farmingdale _____

Print name: Brian Harty _____ Title: Village Administrator _____

Signature: _____ Date: _____

Part B.4. - FOR APPLICANTS THAT ARE COMMUNITY BOARDS
Each community board, whether sole or a joint applicant, must complete this Part.

1. Name of Community Board:

2. Name and Title of Community Board's Authorized Representative:

3. Mailing Address:

4. City/Town:

5. Zip Code:

6. Federal Tax Identification Number:

7. Phone:

8. Fax:

9. E-mail:

Part B.5 - COMMUNITY BOARD AUTHORIZATION AND CERTIFICATION
Each community board, whether sole or joint applicant, must complete this Part.

Community Boards are defined as New York City Community Boards as set forth in Section 2800 of the New York City Charter. Community Boards must clearly demonstrate that their respective chief executive official and governing or organizational body is fully aware of the Brownfield Opportunity Areas grant application, and has authorized the submission of the application as indicated below:

Place a check in the box for those items that are included with the application.

- 1. A statement of support from the chief elected official representing the City of New York is required and is included.
- 2. A completed BOA standard resolution is required and is included. It identifies the applicant's authorized representative by title, commitment to complete Step and fund applicant's share. (Form available on DOS website at http://www.nyswaterfronts.com/BOA_package.asp)

The undersigned on behalf of the community board does hereby certify that:

- All statements made for the purpose of obtaining state assistance for the proposed Step either are set out in full in this application, or are set out in full in the documents attached to this application and incorporated by reference, and are true to the best of my knowledge and belief. False statements made herein are punishable as a Class A misdemeanor pursuant to Section 210.45 of the Penal law.
- The individual whose signature appears hereon is the community board's chief executive officer or authorized representative and is authorized to sign this application for the community board.

Authorized Representative

Department/Entity: _____

Print name: _____ Title: _____

Signature: _____ Date: _____

Part B.6 - FOR APPLICANTS THAT ARE COMMUNITY BASED ORGANIZATIONS
Each community based organization, whether sole or a joint applicant, must complete this Part.

1. Name of Community Based Organization (CBO):

2. Name and Title of CBO Authorized Representative:

3. Mailing address:

4. City/Town:

5. Zip Code:

6. Federal Tax Identification Number:

7. Charities Registration Number:

8. Phone:

9. Fax:

10. E-mail:

Part B.7. - COMMUNITY BASED ORGANIZATION (CBO) AUTHORIZATION and CERTIFICATION
Each community based organization, whether sole or a joint applicant, must complete this Part.

Community based organizations (CBO) must clearly demonstrate that their respective chief executive official and governing or organizational body is fully aware of the Brownfield Opportunity Areas (BOA) grant application and has authorized the submission of the application. All items below are required except 3, if the municipality is also a joint applicant.

Place a check in the box for the items below which must be included with the application.

- 1. BOA standard resolution identifying the applicant’s authorized representative by title, and commitment to complete Step and fund applicant’s share. (Form available on DOS website at http://www.nyswaterfronts.com/BOA_package.asp)
- 2. A copy of the CBO’s by-laws and mission statement indicating that the CBO’s stated mission is to promote community revitalization (reuse of brownfield sites) within the geographic area in which the CBO is located.
- 3. A statement of support from the chief elected official representing the city, town, or village within which the proposed BOA is located, if municipality is not a joint applicant.
- 4. Proof of up-to-date filings with the Attorney General’s Charities Bureau, including all required periodic or annual written reports.
- 5. Appropriate documentation demonstrating that the CBO represents a community with a demonstrated financial need as indicated by high unemployment, low resident incomes, depressed property values, or high commercial vacancy rates.
- 6. Appropriate documentation demonstrating that the CBO is a not-for-profit corporation, incorporated and exempt from taxation under Section 501 (c) (3) of the Internal Revenue Code, at time of application through completion of the Step applied for. CBO must also be listed on the appropriate IRS website.
- 7. Appropriate documentation demonstrating that the CBO has 25 percent or more of its board of directors residing in the BOA community.
- 8. Not more than 25 percent of the CBO’s members, officers, or directors are or were employed by or receiving compensation from any person responsible for a site under Titles 13 or 14 of Article 27 of the Environmental Conservation Law, Article 12 of the Navigation Law or under applicable principles of statutory or common law liability. Appropriate documentation that demonstrates compliance is included.

The undersigned on behalf of the CBO does hereby certify that:

- All statements made for the purpose of obtaining state assistance for the Step either are set out in full in this application, or are set out in full in the documents attached to this application and incorporated by reference, and are true to the best of my knowledge and belief. False statements made herein are punishable as a Class A misdemeanor pursuant to Section 210.45 of the Penal law.
- The individual whose signature appears hereon is the CBO’s chief executive officer or authorized representative and is authorized to sign this application for the CBO.

Authorized Representative Department/Entity: _____

Print Name _____ Title: _____

Signature: _____ Date: _____

Part B.8. - DESCRIPTIVE PROFILE of COMMUNITY ORGANIZATION

Each community based organization and community board, whether sole or a joint applicant, must complete this Part.

Include, as an attachment, a response that addresses the four items below.

1. **RELATIONSHIP BETWEEN THE COMMUNITY ORGANIZATION AND MUNICIPALITY** - Describe the relationship between the organization and the municipality (city, town, or village) 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.
2. **RELATIONSHIP TO THE BOA AREA** - Describe the relationship between the organization and the BOA area.
3. **EXPERIENCE IN COMPLETING PLANNING PROJECTS** - Describe the organization's experience in conducting and completing community based planning projects.
4. **FINANCIAL AND INSTITUTIONAL ACCOUNTABILITY** - Describe how the organization is held, or holds itself, accountable for its financial and institutional decisions and practices. Describe how the organization will handle the cash flow issues associated with the BOA Program being a reimbursement program (i.e. applicants are reimbursed for 90% of costs incurred in accordance with BOA Program Record Keeping and Payment Guide available on DOS website at http://www.nyswaterfronts.com/BOA_package.asp).

Part C. - PROJECT DESCRIPTION AND OTHER CRITERIA

Include, as an attachment, a response that addresses the four items below.

1. **SUMMARY PROJECT DESCRIPTION** - Describe the proposed project in four sentences or less. Include primary objectives to be achieved, issues or problems to be addressed, and anticipated community benefits in terms of economic and environmental improvements and community revitalization. Present your project description in the following format:

The [applicant name] intends to complete a [Pre-Nomination Study, Nomination, or Implementation Strategy] for an approximate ___ acre area characterized with ___ potential brownfield sites that are located at [name of community, neighborhood or geographic area]. The primary community revitalization objectives to be achieved by this project include: description of economic and environmental objectives. Anticipated community benefits resulting from this project include ___.
2. **IN-DEPTH PROJECT DESCRIPTION** - Provide a clear and thorough description of the proposed project and describe how the project meets the Application Evaluation Criteria and Scoring System described in the Guidance for Applicants.
3. **COMPLEMENTARY PROJECTS** - Describe other public or private planning, development initiatives and projects proposed or in progress in or adjacent to the proposed Brownfield Opportunity Area, and how the project proposed for funding, as represented by this application, complements related activities funded or proposed for funding under other local, state, or federal programs.
4. **INVOLVEMENT BY THE PUBLIC AND GOVERNMENT AGENCIES** - Describe the process, manner and extent to which the public and government agencies with jurisdiction over relevant issues have been or will be involved in the process to establish the proposed Brownfield Opportunity Area.

<p>Part D. - LEVEL of SUPPORT - (Fill out for Step 2 only.)</p>
<p>Include a response as an attachment.</p> <p>Describe the level of support from owners of vacant, underutilized and brownfield sites, residents of the BOA, and local and state officials representing the BOA. Letters of support do not substitute for a summary description.</p>
<p>Part E. - APPLICANT’S PROJECT PERSONNEL and MANAGEMENT TEAM</p>
<p>Include a response as an attachment.</p> <p>Identify the applicant’s employees that are key personnel that will oversee the project and manage the grant. Briefly describe their qualifications and relevant experiences.</p>
<p>Part F. - PROJECT SCOPE of WORK and SCHEDULE</p>
<p>Include a response as an attachment.</p> <p>Describe the project’s primary tasks and provide a schedule with estimated time-frames (using months) to complete the project.</p>
<p>Part G. - APPLICANT SHARE</p>
<p>Include a response as an attachment.</p> <p>APPLICANT SHARE - Explain how the applicant will fund its 10% share of eligible costs incurred identified in Part H. Applicant should indicate revenue sources that will be used. Describe all revenue sources, other than the BOA grant, that are committed to the project.</p>
<p>Part H. - PROJECT BUDGET</p>
<p>The budget will be evaluated and scored based on the Application Evaluation Criteria and Scoring System in the Guidance for Applicant’s.</p> <p>By submission of this application, the applicant certifies that all components of the requested Total Eligible Project Budget are eligible, reasonable and relevant for the conduct of the proposed project and that prudent analysis has been undertaken, as described herein, to insure that all costs are consistent with current prevailing costs for such goods and services in the geographic area benefitting from the project. Describe how it was determined that the relevant costs were reasonable (i.e., quotes, historic pricing, etc.).</p>

Budget Category Provide, as an attachment, sufficient details to justify the estimated budget. See Budget Requirements for details.	Column 1 Planning Budget for Steps 1, 2, or 3	Column 2 Site Assessment Budget for Step 3 See Note 1	Total Project Budget Columns 1 &2
1. Personal Services a. Salaries and Wages b. Fringe Benefits <p style="text-align: right;"><i>Subtotal</i></p>	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____
2. Nonpersonal Services a. Supplies and Materials b. Equipment c. Travel d. Contractual e. Other Note: Indirect costs of the Applicant are not eligible costs. <p style="text-align: right;"><i>Subtotal</i></p>	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____
Total Eligible Project Budget	\$ _____	\$ _____	\$ _____
State Assistance Amount Requested (90% of Total Eligible Project Budget):			\$ _____
Required Applicant Share (10 % of Total Eligible Project Budget):			\$ _____
Note 1: This column must include the total estimated budget to complete all the site assessments requested in this application. A Step 3 Application Site Assessment Supplement must be completed for each site and included in the Step 3 Application package.			

Application Format and Submission

Application Format Requirements and Number of Copies: Applicants must submit 6 copies of their grant application (3 paper copies including one signed original; and 3 compact disks, each disk shall contain one copy of the application in Adobe Acrobat Portable Document Format). See Guidance for Applicants for more detail.

Application Submission: Applications will be accepted on a continuous basis and must be sent to the:

BROWNFIELD OPPORTUNITY AREAS PROGRAM
 Bureau of Fiscal Management, 11th Floor, Suite 1110
 New York State Department of State
 99 Washington Avenue
 Albany, New York 12231-0001

Facsimile and e-mail transmissions will not be accepted.

HOW to FILL OUT the APPLICATION

Instructions:

Please read and then refer to the Guidance for Applicants when completing the Application. When including attachments indicate the appropriate Part of the Application it relates to. For purposes of the Application, “project” refers to the BOA Step of the application. This application consists of: Parts A - H (pages 1- 7); and How to Fill Out the Application (pages 8 - 9). Complete all applicable Parts of the application. If any information is missing, the application will be deemed incomplete and may not be considered for funding.

<i>Application Part</i>	<i>Comment</i>	<i>List of Attachments</i>
Part A.1. - BOA Step	Place a check next to the BOA Step the applicant is applying for.	[] Pre-Nomination Study if entering program at Step 2 application.
Part A.2. (1-6) - BOA Name, Location and Size	Self-explanatory. Identify the counties, districts and tracts located wholly or partially within the BOA boundary. DEC BOA Number is required if previous Step has been awarded and number assigned. Recommended BOA size 50 - 500 acres.	[] USGS 7.5 Minute Quadrangle Map.
Part B.1. (1-5) - Applicant Information	Fill in names of all the applicants. Indicate the type of applicants. Identify which entity is the point of contact and fiscal administrator for the application and State Assistance Contract.	[] Applicant’s transmittal letter. [] Notice of intent to participate. [] Public meeting summary for Step 2.
Part B.2. (1-9) - Municipal Applicants	Self-explanatory. Each municipality, whether sole or joint applicant, must complete.	None required.
Part B.3. - Municipal Authorization and Certification	Self-explanatory. Each municipality, whether sole or joint applicant, must complete.	[] Statement of support. [] Documentation of authority. [] BOA standard resolution.
Part B.4. (1-9) - Community Board Applicants	Self-explanatory. Each community board, whether sole or joint applicant, must complete.	None required.
Part B.5. - Community Board Authorization and Certification	Self-explanatory. Each community board, whether sole or joint applicant, must complete. Community Boards must be in existence the date the application is signed.	[] Statement of support. [] BOA standard resolution.
Part B.6. (1-9) - CBO Applicants	Self-explanatory. Each community based organization, whether sole or joint applicant, must complete.	None required.
Part B.7. - CBO Authorization and Certification	Self-explanatory. Each community based organizations, whether sole or joint applicant, must complete. Must be 501(c) (3) at the time application is signed.	[] BOA standard resolution [] CBO by-laws/mission statement [] Statement of support [] Proof of filing [] Proof of financial need [] Proof of 501(c)(3) status [] Proof of residency [] Certification of no conflict

HOW to FILL OUT the APPLICATION continued

<i>Application Part</i>	<i>Comment</i>	<i>List of Attachments</i>
Part B.8. (1-4) Descriptive Profile of Community Organization	A written response that addresses the four issues must be provided. Community organizations, whether sole or joint applicant, must complete.	[] Descriptive profile.
Part C (1-4) - Project Description and Other Criteria	A written response that addresses the four issues must be provided. Prior to filling out this part, review Section 11 Application Evaluation Criteria and Scoring System in the Guidance for Applicants.	[] Project description and other criteria response.
Part D - Level of Support	Self-explanatory.	[] Description of project support.
Part E - Applicant's Project Personnel/Management Team	Self-explanatory.	[] Identification of applicant's key personnel and qualification
Part F - Project Scope of Work and Schedule	Self-explanatory.	[] Project scope of work and schedule
Part G - Applicant's Share	Self-explanatory.	[] Explanation of applicant's share
Part H - Project Budget	Self explanatory. List the estimated project budgets for Personal Services and Nonpersonal Services; the amount of state assistance requested; and required applicant share. Provide sufficient details to justify the estimated budget.	[] Project budget [] Description of reasonableness of cost.

HOW to FILL OUT the APPLICATION continued**Budget Guidance and Requirements**

Include, as an attachment, the information required below for each budget category. Include the total budget for each category in column 1 and 2 as appropriate.

1. Personal Services for Applicant's Employees Only
 - a. Salaries or Wages - Indicate the title, affiliation, services to be performed, rate (hourly or salary), estimated number of hours and total budget (hourly rate x est. number of hours) for each title and total Personal Services budget. Relate services to be provided to scope of work.
 - b. Fringe Benefits - Indicate the fringe benefits rate and what is included in the rate. Show calculation (rate x total PS) of fringe benefit budget.
2. Nonpersonal Services
 - a. Supplies and Materials - Describe the type of supplies and materials to be purchased, estimated budget and how they relate to the scope of work.
 - b. Equipment Rental - Describe the type of equipment to be rented, estimated budget and how it relates to the scope of work. Equipment must be essential and dedicated to the BOA project.
 - c. Travel - Describe the anticipated project related travel, including travel for program related training and estimated budget.
 - d. Contractual - Describe the type of services to be procured (e.g., planning, urban design, environmental, architectural, landscape architectural, economic, economic development, real estate, engineering, community outreach, legal, other), type of contract and the estimated budget. Indicate how the estimated budget was determined reasonable and how it relates to the scope of work.
 - e. Other - Include an estimated budget for costs not included in other budget categories. Provide sufficient details to justify the estimated budget and its relationship to the scope of work.

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BROWNFIELD OPPORTUNITY AREAS PROGRAM STEP 3 APPLICATION
FOR DOWNTOWN FARMINGDALE BOA**

Part B.3 – MUNICIPAL AUTHORIZATION AND CERTIFICATION

3. BOA Standard Resolution

Please note that a BOA standard resolution for participation in Step 3 of the BOA Program for the Downtown Farmingdale BOA is on the agenda for the Village of Farmingdale Board of Trustees meeting on April 4, 2011. After the meeting, a completed resolution will be forwarded to the BOA Program in the Bureau of Fiscal Management to complete this portion of the application.

DRAFT

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Part C – PROJECT DESCRIPTION AND OTHER CRITERIA

1. SUMMARY PROJECT DESCRIPTION

The Village of Farmingdale (the Village) intends to complete an Implementation Strategy (option #3) for an approximate 60-acre area characterized with approximately 14 potential brownfields sites that are underutilized, vacant, and/or blighted properties on and around Main Street in downtown Farmingdale (Downtown Farmingdale BOA). The Village wants to balance growth in this area with the preservation of the Village's character. The primary community objectives to be achieved by this study include: revitalization of the downtown, restoration of an eroding tax base, an enhanced aesthetic environment in the downtown, improved ability to walk to transportation, shops, and dining on Main Street, connection of the Long Island Rail Road (LIRR) station with Main Street, sustainability of services, and expanded open space opportunities. Anticipated community benefits include: development of underutilized properties, filling of vacant storefronts, improved image (both visually and economically) of downtown Farmingdale, a resurgence of Main Street, and an overall enhanced quality of life.

2. IN-DEPTH PROJECT DESCRIPTION

a. Project Overview

The Village currently has a population of approximately 8,900 residents. It is centrally located on Long Island near shopping, beaches, parks, houses of worship, colleges and universities, hospitals, and the "Corporate Corridor" on Route 110. It is only a 50 minute direct commute to New York City. The majority of the residential zones are fully developed, however, the zone known as Business D, which incorporates Main Street, Conklin Street, Fulton Street, and the area around the train station, contains a number of parcels that are underutilized, vacant, and/or blighted, including some potential brownfields sites.

Over the past several years the Village of Farmingdale has undergone a number of planning efforts to help revitalize its downtown. In 2006, the Village began a visioning process that offered residents, business owners, and other stakeholders the opportunity to help frame a vision for the future of Farmingdale. This process included a number of presentations, meetings, walking tours, surveys, and interactive charrettes. The visioning process, while covering the entire Village, focused on the northern part of Main Street, the area near the train station, and areas along Route 109.

Based upon this effort, the Village's administration realized that a master plan was needed for the downtown area. Working with local, regional, and state-wide elected officials, the Village applied for numerous planning and community development monies, including a BOA grant, CDBG funds, and CDBG-R monies. In late-2008 the

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Village issued a RFP for the preparation of a downtown master plan. At the same time a Downtown Revitalization Committee was established to continue the involvement that had been garnered during the visioning process. In 2009, after receipt of a number of proposals the Village Board and the Downtown Revitalization Committee selected the consultant team (comprised of planners, engineers, economists, and environmental experts) and made it clear that the planning process was to be a transparent, collaborative effort between the consultant team, Village Board, Downtown Revitalization Committee, and the general public. This effort was realized through the multitude of Downtown Revitalization Committee meetings and public meetings that followed.

Throughout 2009 a number of activities took place related to the downtown master plan. This included the development of an *Existing and Emerging Conditions Report* that provided the consultant team's observations, conclusions, and initial suggestions regarding the downtown area. Based upon these observations and coordination with the Downtown Revitalization Committee, 35 "Sites Subject to Change," which are similar to BOA "strategic sites," were identified (see the *Sites Subject to Change* map included as an attachment to this application). These Sites Subject to Change, which are similar to BOA "strategic sites" included:

- Existing vacant land
- Existing development that is below current development potential
- Developer interest
- Key placement within the downtown area

Once the Sites Subject to Change were identified, four hypothetical "Future Downtown Farmingdale Scenarios" were developed through extensive coordination with the Downtown Revitalization Committee and the Village Board of Trustees to present a range of hypotheses on how and growth would occur in the downtown area and how that growth could be facilitated. These scenarios were:

- Business as Usual
- Aesthetic Improvement of Downtown Only
- Moderate Growth
- High Growth

Impact analyses (both qualitative and quantitative) were performed for each of the Future Farmingdale Scenarios to provide information on the likely effects of potential redevelopment. As was expected, there were both beneficial and adverse aspects of each of the Future Farmingdale Scenarios; however, no one scenario completely worked to the satisfaction of the Village Board and Downtown Revitalization Committee. Therefore, a Hybrid Future Downtown Farmingdale Scenario was developed. At a September 14, 2009 Downtown Revitalization Committee meeting, the modified Hybrid Scenario was presented and the Committee, along with the Village Board of Trustees selected it as the Preferred Future Downtown Farmingdale Scenario on which to base the Downtown Master Plan.

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It was at this time that the Village was notified that it had been awarded a Step 2 BOA grant. Realizing that there were a number of additional areas that needed to be studied as part of the downtown master planning process, the Village coordinated with NYSDOS to combine the master planning and BOA processes. As a result, in 2010 and 2011, the Village has made significant progress with regards to the Step 2 and downtown revitalization studies and implementation. The progress includes:

- Establishing a Downtown Revitalization/BOA Steering Committee and sub-committees
- Going through the bid process (via RFPs) to select additional sub-consultants for BOA Study, including economics, environmental, public outreach, and traffic
- Holding a number of Steering Committee and sub-committee meetings and conference calls (including two calls with MTA/LIRR and NYSDEC)
- Completing a site plan for Front Street
- Preparing and finalizing downtown sign ordinance (which has been adopted), including SEQRA compliance
- Drafting Design Guidelines for downtown
- Drafting downtown mixed-use zoning district
- Completing Traffic Impact Study
- Completing Parking Yield Analysis
- Completing 18 Phase I ESAs
- Completing Plume Study
- Completing other BOA studies (i.e., land ownership, building inventory)
- Beginning Economic and Market Trends Analysis
- Beginning SEQRA processing on Downtown Master Plan/Nomination Study and downtown mixed-use zoning
- Beginning Drafting of the Downtown Master Plan/Nomination Study/GEIS

As can be seen from this list, much of the work that has been completed or is currently underway relates to the entire downtown (the study area in the Downtown Master Plan/Nomination Study), which fits well into the objectives of the Downtown Master Plan and the Step 2 BOA process.

b. Project Description

In order to further these efforts, the Village realizes that will be important to convey the framework and strategy of implementation to the public, the development community, and future local and regional decision makers. As a result, Step 3 BOA funds are being sought by the Village to retain a number of consultants to help create a clear, comprehensive implementation strategy for the Downtown Farmingdale BOA. Specifically, the Implementation Strategy for the Downtown Farmingdale BOA will help direct the efforts of the Village on both a micro (site-specific) and macro (area-wide) level to:

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- Focus resources on a few selected strategic sites along South Front Street and the northern portion of Main Street that will be particularly catalytic to revitalization of the downtown area.
- Evaluate land use, development, and design recommendations for these catalytic sites against the community's vision (as indicated in the Downtown Master Plan), the development and economic realities of the study area, and the environmental conditions on those sites.
- Further develop the concepts for the physical and visual connection of the LIRR station and Main Street that will be crucial in "pedestrianizing" the downtown and linking these catalytic sites.
- Develop conceptual plan alternatives for additional open space opportunities in the downtown, especially in the rear of the stores along Main Street and at the LIRR station.
- Develop a retail marketing plan and strategy that highlights the downtown and the potential for redevelopment in order to spur additional investment.
- Examine other area-wide actions that will improve the appearance and access to and in the downtown.

In order to accomplish this, a scope of work has been developed that indicates specific tasks to be undertaken as part of the project. The scope of work and specific tasks are identified in Part F of this application.

c. Funding Preferences

The above-described project meets each of the four BOA Funding Preferences, per the application evaluation criteria and scoring system put forth in the October 2008 *Brownfield Opportunity Areas Program Guidance for Applicant*, as follows:

Concentration of Brownfields

Through the downtown master planning/BOA process, 35 Sites Subject to Change were identified and evaluated, many of which can be considered brownfields sites, since they are vacant or underutilized and/or have potential contamination. These sites are located within the downtown/BOA study area, mostly along Main Street and South Front Street. For Step 3, the Village proposes focusing on the approximately eleven sites at the northern end of Main Street and along South Front Street, leading to the LIRR station. These catalytic sites are concentrated in a few block area and represent the greatest opportunity for redevelopment and the possibility to create a stronger connection between the LIRR station and Main Street.

Strategic Opportunities

The Farmingdale Downtown BOA Step 3 project presents a number of strategic opportunities to stimulate economic development, community revitalization, opportunities for new public amenities, and opportunities for environmental clean-up, as follows:

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- *Community revitalization* – The primary purpose of the downtown master planning/BOA process has been to determine the best ways to revitalize the downtown. While a number of implementation strategies and actions have already occurred, including the development of a downtown sign ordinance and design guidelines for the downtown, the project will allow the Village to complete the revitalization strategy implementation framework.
- *Stimulate economic development* – Of utmost importance to the revitalization of downtown Farmingdale is the ability to stimulate economic development along Main Street. The project will continue to work performed under Step 2 to evaluate the barriers to economic development in the downtown area and provide implementable strategies to overcome these barriers. In addition, the development of catalytic sites with a mix of uses, including residential and retail, will help to stimulate the local economy.
- *Opportunities for new public amenities* – One of the key observations of the downtown area is the lack of open spaces. Throughout the downtown master planning/BOA process, there has been support to provide additional recreational opportunities, while making downtown Farmingdale a more aesthetically-pleasing environment. The Step 3 project will include detailing a greenspace along the backs of the buildings along the east side of Main Street and trying to connect that linear greenspace to a new park at the LIRR station. In addition, the project will examine the possibilities of removing the overhead wires along Main Street and the ability to provide easier access to those residents (including seniors) living on the south side of Fulton Street.
- *Opportunities for environmental clean-up* – Many of the catalytic sites in the downtown have some form of environmental contamination that present a barrier to redevelopment. The project will help to evaluate the exact level of contamination and the potential for clean-up, thereby making them more attractive to developers to redevelop.

Indicators of Economic Distress

Due to a number of characteristics of the downtown area, downtown Farmingdale contains a large number of vacant storefronts and has seen a number of failing businesses over the past few years. Additionally, historically, Farmingdale was home to a number of industrial uses, notably the aviation industry. Over the past few decades, many of the industrial uses that used to characterize those areas off of Main Street left the Village, leading to disinvestment, as the Village transitioned from an industrial center to primarily a bedroom community for New York City and the rest of Long Island. The project represents a tremendous opportunity to not only recapture and revitalize many of the vacant and underutilized properties in the Village, but also to put in place the mechanisms that are necessary to ensure that Main Street storefront remain full.

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Community Partners

The Village has received support from State, regional, and local partners as it has undertaken the downtown master planning/BOA process. The Downtown Revitalization/BOA Steering Committee consists of engaged representatives from throughout the Village, as well as the Town of Oyster Bay. County and State elected officials have attended project meetings. MTA/LIRR and NYSDEC have participated in conference calls related to the project and have provided technical information from complementary projects. Nassau County has highlighted the Village's efforts as one of the County's four municipalities to have completed a visioning study and used the Village as a case study in the recently prepared draft County Master Plan. In addition, the County has been a partner with regards to the Village's façade improvement program, funded through CDBG funds. Finally, the Village has potential private partners – those developers that are interested in projects in downtown Farmingdale – who have been supportive of the downtown master planning/BOA process to date. The project will serve to strengthen the existing community partnerships and allow the Village to continue to coordinate with the public in a transparent, open forum.

d. Secondary Rating Criteria

The proposed project satisfies BOA Secondary Rating Criteria, per the application evaluation criteria and scoring system put forth in the October 2008 *Brownfield Opportunity Areas Program Guidance for Applicant*, in the following ways:

Economic Value

The project will continue to build upon the previous planning efforts that have been conducted in the Village for the downtown area, as well as the various regional planning and economic initiatives that have or are occurring. Additionally, the downtown master planning/BOA process has specifically been designed to provide a comprehensive set of actions for revitalization of the downtown. Implementation of the project is expected to attract new development and contribute to improving, redeveloping, and revitalizing downtown Farmingdale. Finally, implementation of the project will make efficient use of public investment in existing infrastructure and any additional investment in infrastructure that is necessary (i.e., new water supply wells) by redeveloping vacant and underutilized sites that are served by existing infrastructure.

Partnership Value

The Village has received significant support from involved local, regional, and State entities with regards to redevelopment and revitalization within the downtown area. The Village's commitment to developing and building public-private partnerships is evident through the involvement of the private sector in the downtown master planning/BOA process and the continued interest in the private sector in working with the Village. The project would enable the Village and the community to make better

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use of public funds and programs by continuing to identify specific projects and sites where additional funding or support is necessary. Finally, the project would enable the Village and community to leverage financial resources to make better use of private funds by providing the more general comprehensive evaluation of sites and impacts to allow the private sector to focus more on specific site program and the ability to provide additional amenities.

Environmental Value

Although there are few natural resources present in downtown Farmingdale, the project will lead to the enhancement of natural resource values in the built environment by increasing open spaces, as well as ensuring that the appropriate amount of development will occur in the downtown that will not adversely impact environmental resources. The development of a linear greenspace along the backs of the stores on the eastside of Main Street and its connection to an open space at the LIRR station represents important public amenities for that community that will result from implementation of the project.

e. Criteria to Advance to the Next Program Step

It is expected that by the awarding of the next round of BOA grants that the proposed project will satisfy the criteria for applications to advance to the next program step, per the application evaluation criteria and scoring system put forth in the October 2008 *Brownfield Opportunity Areas Program Guidance for Applicant*. Although currently Step 2 has not been completed, it is expected that it will be completed in the next six months, within budget.

f. Criteria to Site Assessment Supplements

The proposed project meets the criteria for Step 3 Application Site Assessment Supplements, per the application evaluation criteria and scoring system put forth in the October 2008 *Brownfield Opportunity Areas Program Guidance for Applicant*, as follows:

- Each of the 11 sites selected meet the eligibility requirements listed in Part II of the Step 3 Application Site Assessment Supplement;
- The need for additional environmental information on these sites is appropriately justified in the November 2010 *Phase I Environmental Site Assessment* performed for the downtown area under Step 2;
- The scope of work, budget and schedule submitted for these site assessments are reasonable.

3. COMPLEMENTARY PROJECTS

The continued study of the downtown/BOA area aims to directly complement, tie into, and expand upon completed and on-going planning initiatives that have been prepared for

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the study area or will directly impact the study area. This includes much of the work that has been produced over the past few years, starting with the visioning process for the downtown (as described above). Step 2 and Step 3 of the BOA program will continue to inform the Downtown Master Plan. As part of the downtown master planning/BOA processes, a number of issues have been raised regarding the zoning and sign ordinances. Although the downtown master planning/BOA processes have focused on amending those ordinances for the downtown, the Village expects at some point in the future to re-visit and re-codify the Village's Zoning Ordinance.

In addition, there are a number of regional plans that have or are being produced, including the *Nassau County Master Plan* (currently in draft form) and *LI 2035* (on-going). Further, there are a number of NYSDEC activities and studies that are on-going related to the plumes that are north and south of the study area, as well as environmental site review of the Waldbaum's Superfund site. The Village has been working closely with Nassau County and individual storeowners on a façade improvement program through CDBG funds, the concept of which has been highlighted as part of the BOA studies. The Village will continue and hopes to expand the façade improvement program. As part of that work, the Village has coordinated with the New York State Office of Parks and Historic Preservation on some of the structures in the downtown that are historic in nature. The Village recently submitted a letter of interest to the USEPA as a community interested in participating in the Partnership for Sustainable Communities' Sustainable Communities Building Blocks Program for technical assistance related to making the zoning code more sustainable.

In terms of private initiatives, the Village has been reviewing an as-of-right application for a hotel use near the LIRR station and will continue to coordinate that review with the downtown master plan/BOA processes. The Village will treat all incoming application in such a manner. The Village has been an interested party in a number of other nearby initiatives, including a proposal in the Town of Babylon to the east for housing, the potential for a re-opened Republic Airport LIRR station, potential BRT along Route 110, etc.

4. **INVOLVEMENT BY THE PUBLIC AND GOVERNMENT AGENCIES**

When the Village began the visioning process, it was evident that community involvement had to play an important part of the overall process. Public participation in planning for the BOA has and will continue occur in two distinct ways: 1) the Downtown Revitalization/BOA Steering Committee and 2) Public Outreach and Meetings

Downtown Revitalization/BOA Steering Committee

A Downtown Revitalization Committee was formed early on in the planning process, consisting of business owners and residents. The Downtown Revitalization Committee played an important role in discussing the downtown and any ideas for revitalization and was active, as described above, in informing and helping to select a scenario for the

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future of the downtown. The Downtown Revitalization Committee has transitioned to the Downtown Revitalization/BOA Steering Committee and continues to help steer the downtown master planning/BOA process.

The Steering Committee has held monthly meetings on the Downtown Master Plan/BOA Nomination Study, with each one focused on a specific topic, as well as a general update of the project. Members of the Steering Committee have been involved in technical meetings and/or conference calls with the consultant team, NYSDEC, and the LIRR. The Steering Committee would be expected to continue in the same function and format as part of Step 3.

Public Outreach and Meetings

Although the Downtown Revitalization/BOA Steering Committee was formed to represent a cross-section of the Village's residents and business owners, the Village has also reached out to the more general public as well. Each Village Board and Steering Committee meeting is advertised on the Village's website (sometimes with accompanying materials) and open to the public.

A series of public meetings are proposed to solicit feedback and generate public involvement in the revitalization of downtown Farmingdale. To date, a public meeting on the Downtown Master Plan was held on September 29, 2009, with representatives from County and State Legislature present. The purpose of this meeting was to provide a review of the downtown master planning process and discuss the potential scenario for the future revitalization of downtown Farmingdale. Additional public meetings are planned to coincide with the SEQRA process, including a public hearing on the DGEIS. **SLI to add/revise.**

Involvement by Government Agencies

In addition to the involvement by governmental agencies described above as part of the Steering Committee and public outreach efforts, the Village has notified, circulated, and discussed the project with various agencies as part of the SEQRA process. This includes specifically, MTA/LIRR and the Nassau County Planning Commission. The active role of NYSDOS will help ensure that communication between other governmental agencies and the Village will occur.

The Village will continue to work with the Steering Committee, general public, and other governmental agencies to maintain this high level of community participation as part of Step 3 and beyond.

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Part D – LEVEL of SUPPORT

Not applicable for Step 3.

Part E – APPLICANT’S PROJECT PERSONNEL and MANAGEMENT TEAM

(Identify the applicant’s employees that are key personnel that will oversee the project and manage the grant. Briefly describe their qualifications and relevant experiences)

The Village of Farmingdale will be responsible for administering Step 3, just as we have done as part of Step 2. The following table identifies key Village personnel who will work with the consultants, oversee the project and consultants, coordinate the Steering Committee, and manage the grant to ensure that the project complies with the BOA contract requirements:

Name	Title	Qualifications/Relevant Experiences
Brian Harty	Village Administrator, Clerk/Treasurer	Village to complete
Barbara Kelly	Deputy Clerk/Treasurer	Village to complete

The Village expects to assemble a number of consultants to help perform the work and hopes to utilize many of the same consultants that have assisted the Village with Step 2. The benefit of this sole-source arrangement is project continuity, understanding of conditions, issues, and opportunities, and a continuation of the positive working relationship. For those new task areas and task areas where the Village hopes to utilize a different consultant, the Village will issue Request for Proposals (RFPs) and select from those firms that submit proposals. The Village will consult with NYSDOS prior to issuing any RFP and making a selection, just as we have done in Step 2.

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Part F – PROJECT SCOPE of WORK and SCHEDULE

(Describe the project's primary tasks and provide a schedule with estimated time-frames (using months) to complete the project).

The proposed scope of work associated with the Downtown Farmingdale BOA Step 3 project is summarized below. Specific tasks identified will help the Village to achieve its overall vision for revitalization of the downtown area and are based upon an understanding of the issues and opportunities of the BOA area, Step 2 progress, site-specific concerns, area-wide concerns, as well as input from consultation with the Village's consultants, the Downtown Revitalization/BOA Steering Committee, and representatives from NYSDOS.

In order to complete all tasks identified below, the Village anticipates an 12-month project schedule would be required. Estimated months for each task are identified in parentheses.

Task 1: Project Management (Months 1 through 12)

Project management activities will include the coordination of consultants, solicitation of additional consultants and review of proposals (if necessary), development and execution of professional service agreement contracts, coordination of the Steering Committee, and supervision of Village staff activities and overall work products. Project management activities will also include interaction with NYSDOS and NYSDEC administrative personnel. Meetings and/or conference call will include meetings with NYSDOS, Steering Committee meetings, internal Village meetings, as well as public outreach meetings, as described below in Task 7.

Task 2: Select Catalytic Sites (Month 1)

In order to efficiently utilize resources, an important element of the scope of work is to focus detailed activities on a few selected catalytic strategic sites. Although, as mentioned in Part C of this application, 35 Sites Subject to Change were identified during the downtown master planning process, a number of these sites can be isolated as particularly catalytic to revitalization of the downtown area.

For the purposes of this application, the catalytic sites have preliminarily been identified as:

- Parking Lot #5 (Site Subject to Change 3)
- Bartone Parking Lot (Site 4)
- 120 Secatogue Avenue (Site 5)
- 100 Secatogue Avenue/143 Front Street (Site 6)
- 59-107 Division Street/125 Front Street (Site 8)
- 137-169 Main Street (Site 9)
- Parking Lot #6 (Site 10)
- 199 Main Street (Site 19)

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- 195 Main Street (Site 18)
- 185 Main Street (Site 17)
- Parking Lot #3 Frontage (Site 13)

As indicated on the *Sites Subject to Change* map included as an attachment to this application, these selected catalytic sites are concentrated and form the key connection between Main Street and the LIRR train station.

The consultant team, working with the Steering Committee will review this preliminary list catalytic sites and select the catalytic sites to be focused on as part of the Step 3 evaluation.

Task 3: Perform Catalytic Site Planning Activities (Months 2 through 9)

Taking the catalytic sites identified as part of Task 2, the consultant team will perform a number of activities that will provide detail and depth.

Subtask A

Site/conceptual design alternatives for catalytic sites in order to advance discussions with private developers. In order to inform the program for each site, a cost-benefit analysis would be performed, including specific outreach to the development industry. Each of these sites has been discussed with NYSDEC to ensure eligibility. Given the concentration of these sites near the LIRR station, this task would include additional outreach to MTA/LIRR on the potential impact of redevelopment of these sites on the Farmingdale LIRR station, MTA/LIRR held property and easements, and within the context of the larger MTA/LIRR regional Long Island goals. Further, Phase II Environmental Site Assessments would be conducted for each of the catalytic sites (and Phase I's for those properties where access was previously denied). Task 5 describes the scope of the Site Assessment in further detail.

Subtask B

Detailed design and plans to enhance the “pedestrianization” of downtown by improving the physical and visual connection for pedestrians and bicyclists along Front Street between the train station and Main Street. It is likely that should a catalytic site be redeveloped there would be a fair-share contribution by the developer for any landscaping, visual, or infrastructural improvements along this connection.

Subtask C

Economic feasibility and structure of establishing a community land trust to help develop and ultimately manage potential affordable housing on catalytic sites (as well as potentially other sites in the Village) in order to provide additional housing opportunities in downtown Farmingdale.

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Subtask D

Develop Requests for Proposals (RFPs) for catalytic sites, based upon tasks 1 through 3 in order to solicit developer interest and input into redevelopment. As part of this task, test RFP responses and other site proposals against the new Downtown Mixed-Use (D-MU) Zoning District (currently drafted as part of Step 2) and adjust as necessary.

Task 4: Perform Area-Wide Planning Activities (Months 2 through 9)

Beyond the detailed planning for catalytic sites, the proposed scope of work includes a number of area-wide activities that will improve the downtown as a whole and enhance the development potential of the catalytic strategic sites.

Subtask A

Retail marketing strategy for downtown Farmingdale, geared towards marketing the downtown to businesses, developers, and other entities that match the Village's vision for the downtown. The retail marketing strategy would also include interacting with current property owners to help recruit appropriate tenants. This task would also include utilizing a graphic designer to develop a signage program for wayfinding to identify and make the downtown legible, as well as the study of the potential for a Business Improvement District (BID) for the downtown and description and procedures required for the establishment of a BID.

Subtask B

Parking efficiency study to improve access and flow in the Village's parking lots so that they better serve the businesses on Main Street and to also determine the potential for developing portions of such lots as strategic sites in the future. In order to conduct such a study, a metes and bounds survey of the Village's parking lots would need to occur.

Subtask C

Conceptual plan alternatives for a linear greenspace/hardscape at rear of Main Street stores/interface with parking lots to provide additional open space in the downtown and connect, eventually, Village Green to "Station Green." This task would also include an overall schematic landscape and design defining entrances to parking areas, including a previously identified location for a pocket park. Finally, it would include an updated conceptual plan for "Station Green," based upon the enhanced connections and updated information on an application for one of the catalytic sites.

Subtask D

Cost comparison of removing the overhead wires along Main Street (burying vs. moving to rear of buildings) and the possibility of creating a development fund that would set aside monies from private development to support the wire removal. The overhead wires currently are a significant barrier to the aesthetic appearance of the

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downtown. By removing them from Main Street, the downtown could become more attractive to residents, shoppers, and perhaps most importantly, prospective businesses.

Subtask E

Feasibility of creating walkways across Fulton Street (NYS Route 109), including conceptual design graphics and illustrations of such walkways and their potential visual impact on Fulton Street in order to be eligible to advance discussions with NYSDOT on the possibility of leveraging potential NYSDOT programs, including the Context Sensitive Solutions and Local Safe Streets & Traffic Calming (LSSTC) programs. The creation of walkways would help improve the “pedestrianization” of the Village and provide better access to the downtown by the residents who live on the south side of Fulton Street. Many of these residents are elderly and are within a ½-mile of the downtown area, but are currently unable to access the downtown on foot due to safety concerns with crossing Fulton Street.

Task 5: Perform Site Assessments (Phase II and Additional Phase I) for Catalytic Sites (Months 2 through 4)

The consultant team will prepare Phase II Environmental Site Assessments for each of the catalytic sites (and Phase I’s for those catalytic sites where access was previously denied) in accordance with the ASTM standard for Phase II Environmental Site Assessments (ASTM E1903-97). This information will be used to identify any particular environmental constraints and inform the site-specific program for each catalytic site during Task 3. Further information is provided on the *Step 3 Application Site Assessment Supplement* sheets attached to this application. **H2M to add/revise.**

Task 6: Prepare Implementation Strategy and Formalize BOA Plan (Months 8 through 12)

Subtask A

An Implementation Strategy document will be prepared that includes all required work plan elements as defined by NYSDOS. This will include, at a minimum, the following:

- *Defining Future Uses*, including a proposed land use map for the entire BOA and for each catalytic site; schematic site plan design layouts for each catalytic site; a redevelopment opportunity context map; and, a redevelopment opportunity site plan map.
- *Land Use Implementation Techniques to Ensure Desired End Land Uses*, including a proposed zoning map and other graphics and illustrative materials.
- *Implementation Projects*, including a proposed projects map.
- *Local Management Structure to Implement the Brownfield Opportunity Area*
- *Regional, State, and Federal Actions and Programs for Implementation*

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Subtask B

Upon completion of the Implementation Strategy document, a final document, the BOA Plan, will be prepared. The Nomination (Step 2) and Implementation Strategy (Step 3) will comprise the BOA Plan. It is expected that the Nomination Study will have been completed prior to preparation of the BOA Plan.

Task 7: Continue Public Outreach (Months 1 through 12)

The public outreach effort established during the downtown master planning/BOA process will be continued to Step 3, including regular meetings of the Steering Committee to discuss progress of the overall project and specific topics of importance or concern. As with Step 2, public outreach will take many forms, including the use of social media, informational information posted on the Village's website and local newspapers, and public meetings open to the entire community. **SLI to add/revise.**

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Part G – APPLICANT SHARE

(Explain how the applicant will fund its 10% share of eligible costs incurred identified in Part H. The applicant should indicate revenue sources that will be used. Describe all revenue sources, other than BOA grant, that are committed to the project).

As presented in Part H, the total funding request from NYSDOS for the proposed scope of work for the Step 3 studies is estimated to be \$X, which will cover consultant expenses to complete the various studies identified in Part F. The Village’s required share of 10% and project match will be \$X and will be met using in-kind personnel services by Village staff, as presented in the table below. Village staff will work with the consultants, oversee the project and consultants, coordinate the Steering Committee, and manage the grant to ensure that the project complies with the BOA contract requirements.

Breakdown of In-Kind Share and Services

	Hourly Rate	Projected # Hours	Equivalent Salary
Village Administrator	\$X	\$X	X
Deputy Clerk/Treasurer	\$X	\$X	X
		\$X	X
		Total Village Salary	\$X
FICA, Worker's Comp., Health Ins., Disability, Pension		Fringe 35%	\$X
Total Salaries and Wages to be applied to in-kind match			\$X

From Village – Describe all revenue sources, other than the BOA grant, that are committed to the project.

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Part H – PROJECT BUDGET

(The budget will be evaluated and scored based on the Application Evaluation Criteria and Scoring System in the Guidance for Applicant's. By submission of this application, the applicant certifies that all components of the requested Total Eligible Project Budget are eligible, reasonable, and relevant for the conduct of the proposed project and that prudent analysis has been undertaken, as described herein, to insure that all costs are consistent with current prevailing costs for such goods and services in the geographic area benefitting from the project. Describe how it was determined that the relevant costs were reasonable (i.e., quotes, historic pricing, etc.).

The Village of Farmingdale has determined the proposed budget for the project based on discussion with representatives from NYSDOS and consultation with professionals that have relevant New York State experience in completing tasks as defined in the Scope of Work (Part F). All proposed costs are consistent with standard planning and design services on Long Island.

A detailed breakdown of costs by project task is identified below. Further information associated with applicant share of project cost can be found in Part G and on the enclosed budget worksheet.

Task	Lead	Amount
Task 1: Project Management	Village	\$X
Task 2: Select Catalytic Sites	Consultants	\$X
Task 3: Perform Catalytic Site Planning Activities		TOTAL – \$X
Subtask A		\$X
Subtask B	Consultants	\$X
Subtask C		\$X
Subtask D		\$X
Task 4: Perform Area-Wide Planning Activities		TOTAL – \$X
Subtask A		\$X
Subtask B	Consultants	\$X
Subtask C		\$X
Subtask D		\$X
Subtask E		\$X
Task 5: Perform Site Assessments for Catalytic Sites	Consultants	\$X
Task 6: Prepare Implementation Strategy and Formalize BOA Plan		TOTAL – \$X
Subtask A	Consultants	\$X
Subtask B		\$X
Task 7: Continue Public Outreach	Consultants	\$X
TOTAL PROJECT COST		\$X
Applicant Share (10%) ¹		\$X
Request from NYSDOS (90%)		\$X

Note: ¹See Part G for description and breakdown of Applicant Share.

By submission of this application, the Village of Farmingdale certifies that all components of the requested Total Eligible Project Budget are eligible, reasonable, and relevant for the conduct of the proposed project and that prudent analysis has been undertaken, as described above, to insure

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that all costs are consistent with current prevailing costs for such goods and services in the geographic area benefitting from the project.

Village to describe how it was determined that the relevant costs were reasonable (i.e., quotes, historic pricing, etc).

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