

WORK PROGRAM COVER SHEET

Name and Address of Contractor: City of Ogdensburg
City Hall, Room 11
330 Ford Street
Ogdensburg, NY 13669

Federal Tax ID#: 16-6000-410

Title of project: Ogdensburg LWRP Revision

Grant application number: 07DOS003

Contract number: T006854

Department liaison: Valeria Ivan

Community contact: J. Justin Woods, Director of Planning and Development

Community contact address (if different above):

Telephone number: (315) 393-7150

Fax number: (315) 393-1136

Appendix B

BUDGET SUMMARY

A. Salaries & Wages (including Fringe Benefits)	\$29,800.00
B. Travel	\$2,500.00
C. Supplies/Materials	\$1,200.00
D. Equipment	\$500.00
E. Contractual Services	\$35,500.00
F. Other	\$500.00
TOTAL PROJECT COST	\$70,000.00
Total State Funds	\$35,000.00
Total Local Share	\$35,000.00

Appendix B (Budget Detail Sheet)

A. SALARIES & WAGES

TITLE	ANNUAL SALARY	AMOUNT CHARGED TO THIS PROJECT
City Planner	\$60,800.00	\$7,500.00
Economic Program Manager	\$49,440.00	\$9,000.00
Contract Administrator	\$43,573.00	\$5,000.00
Housing Coordinator	\$48,847.00	\$3,300.00
Clerk	\$40,150.00	\$5,000.00
SUBTOTAL		\$29,800.00

B. TRAVEL

Travel to seminars, public hearings and various state offices	\$1,500	
Travel to NYS Community Seminar Series training sessions	\$1,000	
SUBTOTAL		\$2,500.00

C. SUPPLIES/MATERIALS

Printing public notices copies.		
SUBTOTAL		\$1,200.00

D. EQUIPMENT

Computer software.		
SUBTOTAL		\$500.00

E. CONTRACTUAL SERVICES

Consultant services for preparation of LWRP amendment.		
SUBTOTAL	\$35,500.00	

F. OTHER

Registration for NYS Community Seminar Series training sessions (Registration fee \$125 per person per session)		
SUBTOTAL	\$500.00	

APPENDIX D

PROGRAM WORK PLAN

Contractor: City of Ogdensburg

Contract Number: T006854

Program Contact Person: J. Justin Woods

Phone: (315) 393-7150

Fax: (315) 393-1136

Ogdensburg LWRP Revision

Project Description:

The City of Ogdensburg (the Contractor) will update its Local Waterfront Revitalization Program (LWRP) for the St. Lawrence River and Oswegatchie River waterfronts, pursuant to the provisions of New York State Executive Law, Article 42. This project includes a harbor management plan developed as set forth in 19 NYCRR Part 603 and further described in guidelines prepared by the Division of Coastal Resources, the recommendations of the City's Waterfront Redevelopment Plan, and the inventory and assessment of waterfront brownfields proposed for redevelopment.

The City of Ogdensburg is located on the southern bank of the St. Lawrence River and the mouth of the Oswegatchie River. The City's LWRP was approved in 1987 and is in need of revision to reflect changing conditions, new local regulations, and the goals established in the City's Waterfront Redevelopment Plan. The LWRP will also include a Harbor Management Plan.

Preparation of the updated LWRP will be undertaken through consultant planning services, and overseen by a Waterfront Advisory Committee. Members of the Waterfront Advisory Committee shall include, at a minimum, representatives from the City of Ogdensburg Planning Commission; St. Lawrence County; the New York State Department of State Division of Coastal Resources; the Ogdensburg Bridge and Port Authority; as well as community and civic interests and organizations.

2. Project Attribution and Number of Copies

The Contractor must ensure that all materials printed, constructed, and/or produced acknowledge the contributions of the Division of Coastal Resources to the project. The materials must include the following acknowledgment:

"This (document, report, map, etc.) was prepared for the New York State Department of State Division of Coastal Resources with funds provided under Title 11 of the Environmental Protection Fund."

The Contractor must submit to the Division of Coastal Resources all required products, clearly labelled with the NYS Comptroller's Contract # as indicated on the Face Page of this Agreement and where applicable, the related Task # from this Work Plan. The Contractor shall submit:

- Draft products: two paper copies of each product.
- Final products: two paper copies of each product. In addition, all final products (including reports, designs, maps, drawings, and plans) must be submitted as an electronic copy (in Adobe® Acrobat® Portable Document Format - PDF), created using 300 dpi scanning resolution, and be submitted on a labeled CD-R type CD. The CD must be labeled with the contractor name, contract #, and project title.
- Pictures and photographs must be dated and captioned with the location and a brief description of the activity being documented.

The contributions of the Division of Coastal Resources must also be acknowledged in community press releases issued for the project. Project press releases shall be submitted to the Division of Coastal Resources for review and approval prior to release to ensure appropriate attribution.

3. Compliance with Procurement Requirements

The municipal attorney, chief legal officer, or financial administrator for the City of Ogdensburg shall certify to the Division of Coastal Resources that applicable public bidding procedures of General Municipal Law '103 were followed for all construction contracts involving more than \$20,000 and more than \$10,000 for purchase contracts. In the case of construction contracts involving not more than \$20,000, purchase contracts involving not more than \$10,000, and contracts for professional services, the municipal attorney, chief legal officer, or financial administrator shall certify that the procedures of the municipality established pursuant to General Municipal Law '104 b were fully complied with.

4. Training

A required component of the Title 11 Environmental Protection Fund program is Contractor participation in a training session or sessions focused on developing and implementing revitalization strategies (Appendix A1-I). The purpose of these training sessions is to build knowledge and provide support to community leaders to advance revitalization efforts and advance grant priorities. The Division of Coastal Resources has determined that the Contractor will attend a maximum of four training sessions, to be determined during project scoping. The Division of Coastal Resources will issue advance payment(s) for registration fee(s) to the Contractor, who will issue payment for registration fee(s) in accordance with the notification letter(s) from the Department.

5. Project Components

Preparation of the amended City of Ogdensburg Local Waterfront Revitalization Program (LWRP), including an integrated Harbor Management Plan (HMP), shall, at a minimum, involve the following tasks and provisions:

Task 1: Initial Project Scoping Meeting

The Contractor, the Division of Coastal Resources (DCR), project partners and any other appropriate entities shall hold an initial meeting to review the project scope, project requirements, LWRP preparation requirements, roles and responsibilities of project partners and entities involved in preparing the LWRP update, the selection process for procuring consultant services for the project, State Environmental Quality Review Act (SEQRA) compliance requirements, the schedule for submission of sections of the draft LWRP update, the number of public meetings and techniques for public involvement proposed for the project, attendance at NYS Community Seminar Series training sessions, and any other information which would assist in project completion. In addition, the composition of a Waterfront Advisory Committee shall be discussed during initial project scoping.

The Contractor, or a designated project partner, shall prepare and distribute to all project partners a brief meeting summary clearly indicating the agreements/understandings reached at the meeting. Work on subsequent tasks shall not proceed prior to DCR approval of the proposed approach as outlined in the meeting summary.

Products: Scoping meeting with appropriate parties. Written meeting summary outlining agreements/understandings reached.

Task 2: Waterfront Advisory Committee Meeting

The Contractor shall establish a Waterfront Advisory Committee to oversee all aspects of the project in cooperation with municipal officials. The committee shall be representative of project stakeholders, including representatives of State and municipal agencies with jurisdiction over project activities or the project area, and non-governmental and community based organizations. A draft list of proposed members shall be circulated to DCR for review and approval prior to establishment of the committee.

Once members of the Waterfront Advisory Committee have been identified and approved by the DCR, a meeting of the Committee shall be held to review project requirements, and roles and responsibilities; identify waterfront and harbor management planning issues, new information needs and next steps. Project partners at this meeting will review the LWRP and harbor management plan preparation process, including compliance with SEQRA, and identify SEQRA lead agency and involved agencies. Work on subsequent tasks shall not proceed prior to DCR approval of the proposed approach as outlined in the meeting summary.

Products: Draft and final list of proposed members of project advisory committee. Waterfront Advisory Committee established and kick-off meeting held. Written meeting summary outlining agreements/understandings reached.

Task 3: Community Training

The Contractor will participate in the Community Training Program as stated in Section 4 above.

Products: Copy of transmittal letter submitting payment for registration fees. Participation in training sessions.

Task 4: Request for Proposals

The Contractor shall draft a Request for Proposals (RFP) including a complete project description with site conditions, expected final results, a schedule for completion, and criteria for selecting a preferred proposal. The Contractor shall submit the RFP to DCR for review and approval prior to release for solicitation of proposals.

Consultant services requested shall include all applicable tasks, activities and responsibilities outlined in the "Project Components" section of this work program.

Products: Approved RFP released through advisement in local papers, the New York State Contract Reporter, and other appropriate means.

Task 5: Consultant Selection and Compliance with Procurement Requirements

In consultation with DCR, the Contractor and an appropriate review committee shall review all proposals received as a result of the RFP. At a minimum, the following criteria are suggested for use in evaluating consultant responses:

- Quality and completeness of the response.
- Understanding of the proposed scope of work.
- Applicability of proposed alternatives or enhancements to information requested.
- Cost-effectiveness of the proposal.
- Qualifications and relevant experience with respect to the tasks to be performed.
- Reputation among previous clients.
- Ability to complete all project tasks within the allotted time and budget.

Incomplete proposals that do not address all of the requested components should not be accepted for review and consideration.

For preparation/certification of final designs and construction documents, and for supervision of construction, a licensed professional engineer or licensed architect/landscape architect is required.

The municipal attorney, chief legal officer or financial administrator of the municipality shall certify in writing to the DCR that applicable provisions of General Municipal Law were fully complied with.

The Contractor's procurement record and consultant selection is subject to approval by DCR.

Products: Consultant(s) selected and approved by DCR. Submit to DCR a written certification of procurement procedures.

Task 6: Subcontract Preparation and Execution

The Contractor shall prepare a draft subcontract or subcontracts to conduct project work with the consultant or consultants selected. The subcontract(s) shall contain a detailed work plan with adequate opportunity for review at appropriate stages of project completion, a payment schedule (payments should be tied to receipt of products), and a project cost. The subcontract(s) shall specify the composition of the entire consultant team, including firm name and area of responsibility/expertise, and those professionals from the consultant team or consulting firm that will be directly involved in specific project tasks. The Contractor shall submit the draft subcontract(s) to DCR for review and approval, and shall incorporate DCR's comments in the final subcontract(s). A copy of the final, executed subcontract shall be submitted to DCR.

Products: Draft and final, executed consultant subcontracts.

Task 7: Second Project Scoping Meeting

In consultation with DCR, the Contractor shall hold a second project scoping meeting with the consultant(s) and the Waterfront Advisory Committee to review project requirements, and roles and responsibilities; identify waterfront and harbor management planning issues, new information needs and next steps; and transfer any information to the consultant(s) which would assist in completion of the LWRP amendment. Project partners at this meeting will review the LWRP amendment and harbor management plan preparation process, including compliance with SEQRA, and identify SEQRA lead agency and involved agencies. The consultant(s) shall prepare and distribute a brief meeting summary clearly indicating the agreements/understandings reached at the meeting. Work on subsequent tasks shall not proceed prior to DCR approval of the proposed approach as outlined in the meeting summary.

Products: Scoping meeting with appropriate parties. Submit to DCR a written meeting summary outlining agreements/understandings reached.

Task 8: LWRP - Section I - Waterfront Revitalization Area Boundary

The Contractor, Waterfront Advisory Committee or its consultant(s) shall review the existing City of Ogdensburg LWRP, Section I, and consider and prepare updates as necessary to the narrative description and map of the waterfront revitalization area. The waterfront area should include those portions of the water bodies within the City, as well as adjacent upland and other land, which affect the

water bodies through drainage, watershed, and any other factors. The narrative must be accompanied by a boundary map.

Products: Updated Section I - Waterfront Revitalization Area Boundary, including narrative and map(s), accepted by the Contractor and approved by the DCR.

Task 9: HMP - Harbor Management Planning Area and Map

As appropriate, the Contractor, Waterfront Advisory Committee or its consultant(s) shall prepare a draft narrative and graphic description of the proposed harbor management planning area including a map that depicts both the surface water area and adjacent uplands that are integral to the use and management of surface waters and underwater lands. The draft narrative, including graphics and map(s), shall be submitted to the DCR for review and approval.

Products: Draft narrative and map of the harbor management planning area as described.

Task 10: LWRP - Section II - Inventory and Analysis

The Contractor, Waterfront Advisory Committee or its consultant(s) shall review the existing City of Ogdensburg LWRP, Section II, and prepare updates as necessary to the inventory - describing existing natural and man-made resources and conditions within the waterfront area. In addition, updates to Section II will provide a thorough analysis of current waterfront issues, opportunities, and constraints to development, and resource protection needs. Topics to be addressed include, but are not limited to, the following:

- Existing land use
- Existing water use
- Existing zoning and other relevant local development controls
- Land ownership patterns, including underwater lands
- Public access and recreational resources
- Infrastructure (i.e. water supply, sewage disposal, flood control, drainage, waste water management, solid and hazardous waste management, energy, communications and transportation systems)
- Historic resources (National Register sites and districts, locally designated resources, archaeological resources)
- Scenic resources
- Topography and geology
- Water quality (point and nonpoint sources)
- Natural resources (wetlands, steep slopes, minerals, etc.)
- Flooding and erosion
- NYS Significant Coastal Fish and Wildlife Habitat areas and locally important fish and wildlife habitats
- Important agricultural lands

- Environmental issues (hazardous waste sites, brownfields, solid waste, etc.)
- Navigation and dredging issues
- Water-dependent uses and related issues

Products: Updated Section II - Inventory and Analysis with accompanying maps to depict the City's waterfront area resources and issues, accepted by the Contractor and approved by the DCR.

Task 11: HMP - Resource and Issues Inventory and Analysis

As appropriate, the Contractor, Waterfront Advisory Committee or its consultant(s) shall inventory and describe the existing natural and cultural resources, physical features, and uses of the surface waters and underwater lands for which the plan is being developed. The inventory shall include but not be limited to the following, and shall be supplemented by maps indicating their location and extent:

- commercial, industrial, and recreational water-dependent uses (such as Port activities, marinas, boat yards, swimming areas, commercial or recreational fishing)
- types of vessel activity (including recreational vessel traffic) and vessel anchorage and mooring areas
- water quality classifications and use standards
- wetlands and significant fish and wildlife habitats
- the pattern of public and private ownership of underwater lands
- historic underwater sites or structures (such as shipwrecks, historic dry docks, or archaeological sites, if any)
- underwater cables, pipelines, and any other underwater structures
- existing infrastructure such as navigation channels and basins, bulkheads, docks and docking facilities, sewage treatment and vessel waste facilities, public water supplies, and roadways supporting the harbor area
- a description of adjacent existing land uses and zoning
- a description of the scenic quality of the harbor, including positive and negative features

The Contractor or its consultant(s) shall submit the Inventory and Analysis, including all written descriptions, graphics and maps, to the DCR for review and approval.

Products: Completed inventory and analysis report.

Task 12: Public Information Meeting

Following completion of the initial drafts of Section I - Waterfront Revitalization Area Boundary and Section II - Inventory and Analysis, including the draft Harbor Management Plan Map and the HMP Inventory and Analysis, the Contractor or its consultant(s) shall conduct a public information meeting regarding the identified local waterfront issues and opportunities and solicit public input regarding the completeness and accuracy of Sections I and II.

Products: Minutes of the public meeting.

Task 13: HMP - Identification of Issues, Conflicts and Opportunities

The Contractor or its consultant(s) shall prepare a summary of the issues of local and regional importance that should be addressed in the harbor management plan, such as:

- interference with existing navigation channels by structures such as docks, floats anchored or moored vessels;
- public health and safety, such as conflicts between fishing and vessel anchorage or mooring areas, the operation of vessels in or near swimming areas, and general boating congestion;
- substandard water quality and a need to improve water quality for a range of desired uses, such as fishing, swimming, or year-round or seasonal fishing;
- degraded or threatened natural areas such as wetlands or significant coastal fish and wildlife habitats;
- a need to maintain or provide harbor infrastructure such as roadways, navigation channels, bulkheads, boat ramps, docks, sewage treatment and vessel waste pump-out facilities;
- limits on public access to the harbor or public use of the harbor area;
- a high demand for, but a lack of, appropriate commercial vessel support facilities or sufficiently maintained navigation channel or basin depths;
- problems related to dredging and dredged material disposal;
- the need to protect important water-dependent uses in appropriate areas within the harbor; and
- adverse impacts on scenic quality and visual access to the harbor.

This summary shall also include a brief description of any conflicts between existing land or water uses and existing zoning standards. Such conflicts might include:

- existing nonconforming water-dependent uses in areas appropriate for water-dependent uses, but zoned for non-water-dependent uses; and
- intertidal wetland areas, bays or other offshore or intertidal areas that are used or zoned for residential or other inappropriate uses in these areas.

In addition, this summary shall include a narrative description of opportunities to resolve issues or advance desired projects or uses in the harbor area, such as:

- land available for water-dependent uses;
- wetland restoration projects;
- public access projects; and
- redevelopment of underused or deteriorated areas for projects that advance harbor management efforts.

The Contractor or its consultant(s) shall submit the summary of Issues, Conflicts and Opportunities, including all written descriptions, graphics and maps, to the DCR for review and approval.

Products: Completed written summary of Issues, Conflicts and Opportunities.

Task 14: HMP - Identification of Existing Authorities

The Contractor or its consultant(s) shall prepare a summary of the existing roles and responsibilities and existing authorities of federal, state, regional, and local agencies that have jurisdiction in the harbor area, including those of another local government which does or has the authority to regulate activities within 1,500 feet of the City's shore. Examples of the agencies with the greatest roles in advancing and implementing harbor management plans that should be addressed in this summary include:

- the National Oceanic and Atmospheric Administration, the U.S. Coast Guard, U.S. Army Corps of Engineers, and the Department of Interior;
- the State Departments of State, Environmental Conservation, and Transportation and the Offices of General Services and Parks, Recreation, and Historic Preservation;
- agencies of the city, town, or village, or a county if the county regulates activities in the harbor area; and
- the local harbormaster, bay constables, police department or sheriff's office.

The Contractor or its consultant(s) shall submit the summary of Existing Authorities to the DCR for review and approval.

Products: Completed written summary identifying Existing Authorities.

Task 15: HMP - Identification of Harbor Management Plan Objectives

The Contractor or its consultant(s) shall prepare a narrative written summary of the overall objectives of the harbor management plan that can be reflected in enforceable policies or capital/construction projects, such as:

- protecting existing or providing for new water-dependent uses such as marinas, boat yards, yacht clubs, or swimming beaches;
- providing necessary commercial fishing support facilities, such as vessel loading and offloading platform or dock at a specific publicly owned site;
- protecting water quality by providing sufficient vessel waste pump out and waste reception facilities to support designation of a harbor as a vessel waste no-discharge zone;
- providing a balance among the various uses of a harbor, i.e., what the primary uses are in a harbor area;
- indicating goals regarding public access and use of the harbor; and
- indicating how scenic quality can be improved.

The Contractor or its consultant(s) shall submit the summary of Harbor Management Plan Objectives to the DCR for review and approval.

Products: Completed written summary of Harbor Management Plan Objectives.

Task 16: LWRP - Section III - Local Waterfront Revitalization Policies

The Contractor or its consultant(s) shall review the existing City of Ogdensburg LWRP, Section III, and prepare updates as necessary to refine LWRP and applicable State waterfront revitalization policies to reflect local conditions and circumstances, including specific standards and proposed land and water uses for determining consistency with the policies. Provisions of the State policies may be modified to correspond with local circumstances, but may not be diminished.

Products: Updated Section III - Local Waterfront Revitalization Policies accepted by the Contractor and approved by the DCR.

Task 17: LWRP - Section IV - Proposed Land and Water Uses and Proposed Projects

The Contractor or its consultant(s) shall describe proposed land and water uses and proposed projects necessary to implement the amended LWRP.

Products: Updated Section IV - Proposed Land and Water Uses and Proposed Projects accepted by the Contractor and approved by the DCR.

Task 18: LWRP - Section V - Techniques for Local Implementation of the Program

The Contractor or its consultant(s) shall update the descriptions of existing and draft proposed local laws and regulations which are necessary to implement the policies, proposed uses, and projects set forth in the updated Sections III and IV.

The Contractor or its consultant(s) shall also update, as appropriate, the descriptions of other public and private sector actions necessary to implement the LWRP, the local management structure for reviewing proposed waterfront projects for consistency with the LWRP, and the financial resources required to implement the amended LWRP. In completing updates to Section V, the Contractor or its consultant(s) shall include drafts of any and all necessary amendments to existing laws or new local laws.

Products: Updated Section V - Techniques for Local Implementation of the Program, including all drafts of any necessary amendments to existing laws or new local laws. All elements must be accepted by the Contractor and approved by the DCR.

Task 19: HMP - Identification of Harbor Management Plan Implementation Techniques

The Contractor or its consultant(s) shall identify appropriate techniques to address issues described in the summary of issues and to implement the Harbor Management Plan and Map. These techniques may include but are not limited to:

- Local laws or regulations - The adoption of local laws or regulations that implement the harbor management plan map by regulating vessels, structures, and uses within the harbor management area;
- Procedural actions that change how activities in harbor area are managed, that create special districts, or establish responsibilities to manage activities in the harbor area;
- Studies and research - Special studies, design projects, or research necessary to advance or refine a harbor management plan or a component of it;
- Capital projects - Capital improvement or construction projects that are necessary to maintain or improve uses or conditions within a harbor area;
- Other implementation actions - Actions by federal and state agencies are often necessary in order to fully implement and advance projects in the harbor area. These actions may include approving anchorage and mooring areas prior to designation, designating vessel waste no-discharge zones, dredging or maintaining major navigation channels and basins, constructing or maintaining breakwaters, funding certain studies, or providing technical assistance. All of these necessary actions should be described in the harbor management plan.

The Contractor or its consultant(s) shall develop drafts of any amendments to existing laws, or new laws or regulations, needed to implement the identified Harbor Management Plan objectives.

The Contractor or its consultant(s) shall submit the summary of Harbor Management Plan Implementation Techniques, and the draft text of any proposed new or amended laws or regulations, to the DCR for review and approval.

Products: Completed summary of Harbor Management Plan Implementation Techniques. Draft text of proposed new laws or regulations, or amendments to existing laws or regulations.

Task 20: Section VI - Federal and State Actions and Programs Likely to Affect Implementation of the LWRP

The DCR shall provide to the Contractor or its consultant(s) a generic list of federal and State agency actions and programs (Section VI. A.) which are to be undertaken in a manner consistent with the amended LWRP. The Contractor or its consultant(s) shall describe specific federal and State actions (Section VI. B.) necessary for further implementation of the LWRP amendment (technical assistance, funding, and procedural changes).

Products: Updated Section VI - Federal and State Actions and Programs Likely to Affect Implementation of the LWRP accepted by the Contractor and approved by the DCR.

Task 21: LWRP - Section VII - Local Commitment and Consultation

The Contractor or its consultant(s) shall describe the public consultation efforts undertaken in the preparation of the LWRP amendment, such as public hearings, public informational meetings, and/or scoping meetings with governmental agencies. The Contractor or its consultant(s) shall also describe any local committees created to oversee preparation of the LWRP amendment, as well as the role of other City agencies.

Products: Updated Section VII - Local Commitment and Consultation accepted by the Contractor and approved by the DCR.

Task 22: LWRP - Section VIII - Determination of Significance and Compliance with SEQRA

The Contractor or its consultant(s) shall identify and select a Lead Agency for purposes of SEQRA. The Lead Agency shall prepare, distribute and file a Full Environmental Assessment Form for purposes of evaluating the importance/significance of the impacts associated with preparing and adopting the LWRP amendment.

Upon completing the Full Environmental Assessment Form, the Lead Agency shall make a Determination of Significance in accordance with the SEQRA regulations. If the Determination of Significance results in a Positive Declaration, the Lead Agency shall prepare a Draft Generic Environmental Impact Statement for the Draft LWRP amendment in accordance with State Environmental Quality Review Act (SEQRA) regulations and guidelines.

If the findings of the Determination of Significance are such that the LWRP amendment will not have a significant adverse environmental impact, a Negative Declaration may be prepared and filed. If a Negative Declaration is prepared and filed, then a Draft Generic Environmental Impact Statement will not be necessary and no further actions are necessary under the SEQRA regulations.

Products: Completed Full Environmental Assessment Form and associated SEQRA determination statements (Positive Declaration or Negative Declaration). If the Determination of Significance results in a Positive Declaration, the Lead Agency, with the assistance of the consultant(s), shall prepare a Draft Generic Environmental Impact Statement for the Draft LWRP amendment in accordance with State Environmental Quality Review Act (SEQRA) regulations and guidelines. If a Draft Generic Environmental Impact Statement is prepared, a public hearing shall be held.

Task 23: Draft LWRP Amendment

The Contractor or its consultant(s) shall submit a hard copy of a complete Preliminary Draft LWRP amendment, with integrated HMP, including a complete Draft Generic Environmental Impact Statement (if one is to be prepared), to the DCR for approval. If revisions to the Preliminary Draft LWRP amendment are needed, based on DCR review, the Contractor or its consultant(s) shall make the required changes and resubmit the document to the DCR for review.

All comments and requested revisions to the Preliminary Draft must be addressed to the satisfaction of DCR prior to advancing the document to 60-Day Review.

Following acceptance of the Preliminary Draft LWRP amendment by the DCR, the Contractor shall formally accept the Draft LWRP amendment as complete and ready for public review and authorize its submission to the DCR for review by potentially affected State, Federal, and local agencies by resolution of the local municipal legislative body. The Contractor or its consultant(s) shall also provide three (3) hard copies and one electronic copy (formatted in either Corel WordPerfect or Microsoft Word) of the Draft LWRP amendment document to the DCR.

Upon receipt of the City's resolution and required number of copies of the Draft LWRP amendment (/Draft Generic Environmental Impact Statement, if applicable), the DCR shall initiate a 60-Day Review by State, Federal, and other local agencies concurrent with the SEQRA review (if applicable).

Products: (1) Preliminary Draft LWRP Amendment/HMP acceptable to the DCR;
 (2) Draft LWRP Amendment/HMP; and
 (3) Resolution of the local municipal legislative body accepting the Draft LWRP
 (4) Amendment/HMP as ready for public review.

Task 24: Public Information Meeting

In conjunction with 60-Day Review, the Contractor or its consultant(s) shall conduct a public information meeting or meetings on the Draft LWRP Amendment/HMP.

Products: Minutes of the public information meeting(s) and identification of changes to be made to the Draft Program(s) as a result of the public meeting submitted to the DCR for approval.

Task 25: Final LWRP Amendment

Following the 60-Day Review of the Draft LWRP Amendment/HMP (/Draft Generic Environmental Impact Statement, if applicable), the DCR shall meet with the Contractor or its consultant(s) to determine appropriate responses to all of the comments received, which shall be reflected in the Final LWRP Amendment document (and Final Environmental Impact Statement, if applicable) to the satisfaction of the DCR.

The Contractor and/or its consultant(s) shall also submit a schedule of adoption to the DCR including adoption of the LWRP Amendment and any local laws necessary for its implementation.

Products: (1) Responses to comments received during the 60-day review period;
 (2) Final LWRP Amendment/HMP (and Final Environmental Impact Statement, if applicable); and

(3) Schedule of adoption.

Task 26: Semi-annual Reports

The Contractor or its consultant(s) shall submit to the DCR semi-annual reports (every six months) on the form provided, including the extent of work accomplished, any problems encountered, and any assistance needed. If a payment request is submitted, the report may be submitted as part of the payment request.

Products: Semi-annual reports during the life of the contract submitted to the DCR.

Task 27: Measurable Results

The Contractor or its consultant(s) shall work with the DCR project manager to complete the Measurable Results Form. Final payment shall not be authorized until the Measurable Results Form has been completed and filed with project deliverables.

Products: Completed Measurable Results Form.

6. Project Management Responsibilities

The Contractor shall administer the grant, execute a contract with DCR, and ensure the completion of work in accordance with the approved Work Plan. Unless otherwise specified in the Project Description or under Project Components, the Contractor and/or its approved consultant(s) or subcontractor(s) shall conduct all work as described in the component tasks.

The Contractor:

- will be responsible for conducting all project work in conformance with the Work Plan included in the executed contract with the DCR.
- will be responsible for all project activities including drafting request for proposals and managing subcontracts with consultants and subconsultants.
- will certify to the DCR that the procurement record for project consultants and subcontractors complies with the applicable provisions of General Municipal Law.
- will receive approval from the DCR for any and all consultant subcontracts before beginning project work.
- will be responsible for submission of all products and payment requests.
- will be responsible for coordinating participation and soliciting comments from local government personnel, project volunteers, and the public.
- will keep the DCR informed of all important meetings for the duration of this contract.
- will receive approval from the DCR before purchase of any equipment.
- will secure all necessary permits and perform all required environmental reviews.

- will ensure that all materials printed, constructed, and/or produced reflect the Division of Coastal Resources logo, feature the Secretary of State and the Governor, and acknowledge the contributions of the Division to the project.
- will ensure that all products prepared as a part of this agreement shall include the NYS Comptroller's Contract #T006854 as indicated on the Face Page of this Agreement.
- will ensure the project objectives are being achieved.
- will ensure that comments received from the DCR and the project advisory committee, or other advisory group, are satisfactorily responded to and reflected in subsequent work.
- will recognize that payments made to consultants or subcontractors covering work carried out or products produced prior to receiving approval from the DCR will not be reimbursed unless and until the DCR finds the work or products to be acceptable.
- will participate, if requested by DCR, in a training session or sessions focused on developing and implementing revitalization strategies. The purpose of the training session(s) is to build knowledge and provide support to community leaders to advance revitalization efforts and complete priority projects.

The Division of Coastal Resources:

- will review and approve or disapprove of subcontracts between the Contractor and consultant(s) and any other subcontractor(s).
- will participate in initial project scoping and attend meetings that are important to the project.
- will review all draft and final products and provide comments as necessary to meet the objectives.
- must approve any and all design, site plan, and preconstruction documents before construction may begin.