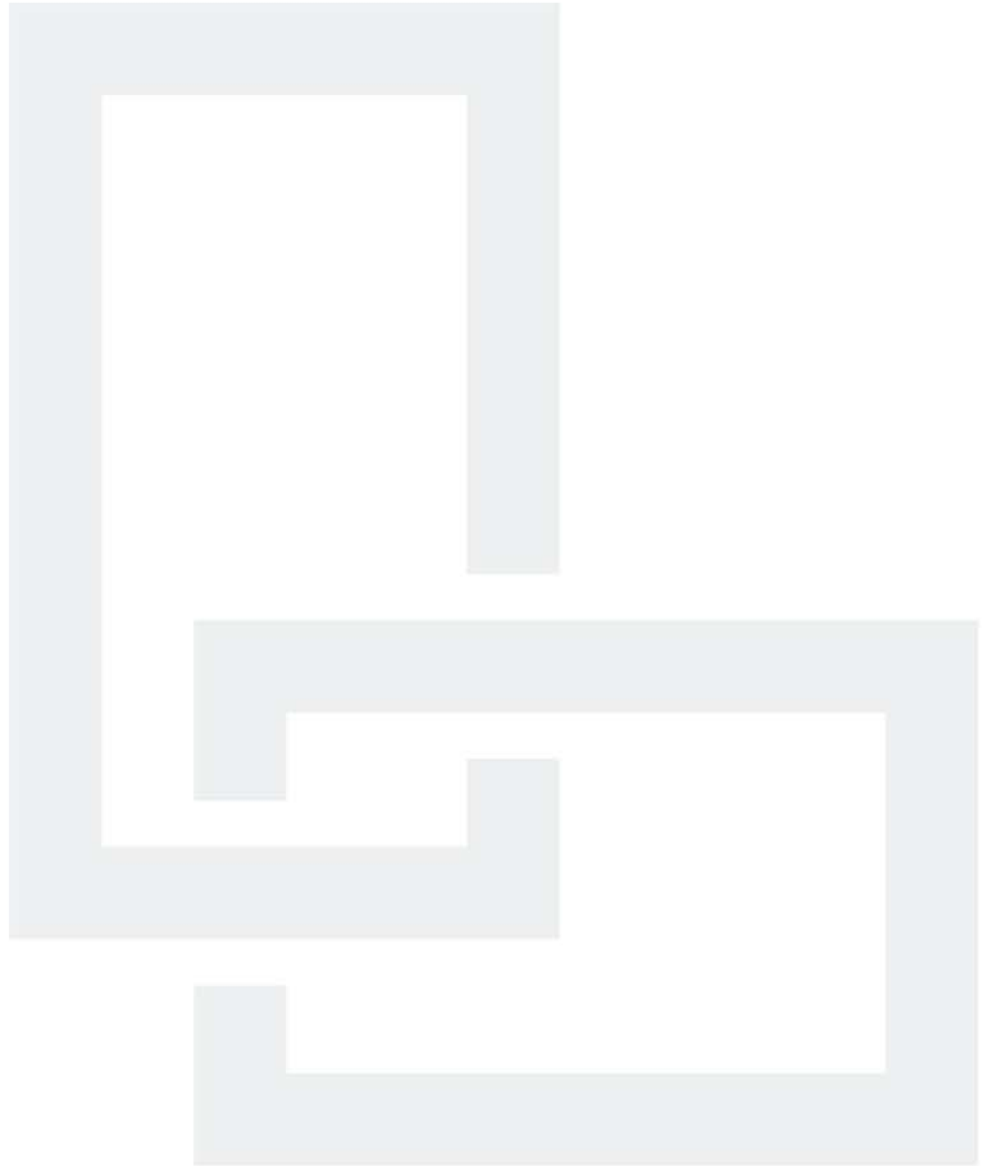


**Prepared For:**

Village of Menands  
280 Broadway  
Menands, NY 12204

**Submitted by:**

LaBella Associates  
4 British American Blvd.  
Latham, NY 12110



2025 Grant Application Services  
BOA Planning Grant Application

**JUNE 9, 2025**

May 22, 2025

Brian Marsh, Mayor  
Village of Menands  
280 Broadway  
Menands, NY 12204  
[bmarsh@menandsny.gov](mailto:bmarsh@menandsny.gov)

VIA- EMAIL

*Re: Proposal for 2025 Grant Application Services  
BOA Planning Grant Application*

Dear Mayor Marsh,

LaBella Associates is pleased to submit this proposal to assist the Village of Menands in pursuing strategic grant funding in 2025. We understand the Village would like to submit a Brownfield Opportunity Area (BOA) Planning grant application.

DOS BOA Planning Grant:

This program provides up to 90% of the costs for planning and analysis activities required for Brownfield Opportunity Area (BOA) nomination, with a funding cap of \$300,000. A BOA Plan is a revitalization study that encompasses a community vision, goals, and strategies for brownfield-affected areas. It delivers a comprehensive analysis, including economic and market trends, of existing conditions and reuse potential for properties within the proposed BOA, emphasizing strategic brownfield sites as revitalization catalysts. Integral to the plan are key findings and recommendations for area-wide revitalization and strategic site redevelopment, covering projects, initiatives, regulations, and renewable energy opportunities. Additionally, BOA Plans can incorporate detailed strategic site reviews, such as conceptual design, cost estimation, and marketing strategies, as appropriate.

Based on our initial discussions, the initial BOA study area was to incorporate the Broadway corridor from the Village's northern line with Colonie south to approximately E. Elmwood Rd. Given that each BOA can be up to 500 acres, we recommend extending the Broadway corridor study area to maximize its potential. The revised BOA study area could reach from the Village's northern line south to the vacant 175 Broadway site, encompassing the 378/787 Interchange and the Little River Recreation Study Area. It could also include all properties fronting Broadway from the 787 Exit 6 ramp north to the Town of Colonie line. This larger scope provides ample opportunity to evaluate vacant and underutilized properties, proactively identify redevelopment hurdles, conduct marketing analyses for select sites, and lay the groundwork for pre-development and implementation funding in the next BOA round.

## Scope of Services

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LaBella will prepare and submit a BOA Planning grant application on behalf of the Village, which will include the following:

- Prepare all narrative components and budget justifications
- Develop or compile supporting documentation and required attachments
- Design scope and cost estimates, where needed
- Coordinate with Village staff to obtain site data, cost estimates, and resolutions, as needed
- Ensure all submissions comply with current program guidance and deadlines



## Assumptions

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The following assumptions apply to the scope and fee proposal:

- The Village will provide timely access to required information, including but not limited to resolutions, cost estimates, and municipal financial statements, as needed.
- Village personnel will complete required application forms (e.g., vendor responsibility forms, municipal questionnaires) as needed and directed by LaBella.

## Professional Services Fees

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LaBella proposes to complete the application for a **flat fee of \$5,000**. This includes all staff time and expenses related to the preparation and submission of both applications.

## Agreement

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Thank you for your time and consideration of our proposal. Please feel free to contact me at (518) 900-2462, [mrogers@LaBellaPC.com](mailto:mrogers@LaBellaPC.com) if you have any questions or require additional information.

If this proposal is acceptable and as authorized by the Village, please return a signed copy as your authorization to proceed. This will constitute our contract with the City for Grant Application Services.

Sincerely,



Matthew G. Rogers  
Senior Planner

Approved by \_\_\_\_\_  
Mayor Brian Marsh

Date \_\_\_\_\_

