

# New York State *Community Seminar Series*

## Brownfield Opportunity Areas Program

### Maximize the Potential of your BOA

**June 18-20, 2008**

Holiday Inn Express

300 Broadway Avenue, Albany

#### Who should attend...

NYS Brownfield Opportunity Areas Program grant recipients, including local government officials, advisory committee members, nonprofit leaders and others involved in preparing revitalization plans associated with the BOA program.

#### About the NYS Community Seminars ...

The seminars provide direction and professional assistance for community leaders and others to successfully plan, design and implement projects funded through the New York State Brownfield Opportunity Areas (BOA) program.

The seminars are offered by the New York State Department of State Division of Coastal Resources and the New York State Department of Environmental Conservation Division of Environmental Remediation in partnership with the Center for Community Design Research at the SUNY College of Environmental Science and Forestry.

To register, please visit [www.esf.edu/outreach/nyseminars](http://www.esf.edu/outreach/nyseminars) or call 315.470.6817. Registration will be available on May 1. There are no registration fees for BOA participants or their representatives.

When seating space allows, seminars are open at \$125 per person per session.

#### Wednesday, June 18

Morning Session: **Organization for Community Leadership**

Strong leadership and support are critical to the success of your BOA project. Learn how to establish the foundation for effective leadership, develop communication and outreach strategies that work, and establish long and short-term action agendas.

Afternoon Session: **BOA Getting Started**

As you begin the BOA process, it is important to review the purpose and ultimate potential of the program. Understand the planning framework and operational tasks associated with the BOA process and learn how the program can guide a meaningful revitalization effort in your community.

#### Thursday, June 19

Morning Session: **Role of Consultants**

Consultants can provide needed expertise to your BOA project. Understand their role and the range of expertise available, learn about procurement and contracting requirements, choosing the right consultants and forming effective working relationships.

Afternoon Session: **DEC Remedial Programs**

As BOA projects advance, it is important to understand the range of assistance that is available through the State's other brownfield programs. Learn about the Environmental Remediation Program, the Brownfield Cleanup Program and other remedial programs.

#### Friday, June 20

Morning Session: **BOA Grant Administration**

Effective grant administration contributes to overall project success. Financial officers and projects managers attending this seminar will learn the nuts and bolts of the BOA grant contract, and the specifics of record-keeping, project documentation and reporting.

#### Seminar Schedule

Morning Sessions: 9:00 a.m. – 12:30 p.m.

Afternoon Sessions: 1:30 p.m. – 5:00 p.m.

Registration begins at 8:30 a.m.

