



REQUEST FOR PROPOSALS (RFP) CITY OF PEEKSKILL, NEW YORK



**COMPREHENSIVE PLANNING CONSULTING SERVICES
SMART GROWTH, TRANSPORTATION, AND HOUSING EXPERTISE**

DUE: TUESDAY, JANUARY 20, 11:59 P.M.

Responses must be submitted by email to:

Carol J. Samol, AICP, Director
Department of Planning & Development
City of Peekskill
csamol@cityofpeekskillny.gov

cc: Peter Erwin, AICP
perwin@cityofpeekskillny.gov

cc: peekskillrfp@gmail.com

Please submit any questions about this RFP by Thursday, December 18, 2025, to Peter Erwin at (914) 734-8417 or perwin@cityofpeekskillny.gov and peekskillrfp@gmail.com.

This RFP and answers to submitted questions can be found on-line at <https://ny-peekskill.civicplus.com/Bids.aspx>.

1. Project Description

The City of Peekskill (“City”) requests proposals from qualified planning consultant teams to assist in developing a new Comprehensive Plan for the City. The selected consultant team will work with the City and an advisory committee to prepare the Comprehensive Plan pursuant to New York State General City Law § 28.

The maximum budget for this project is \$500,000. The project is partially funded by Smart Growth Comprehensive Planning Grant #C1002354 from the New York State Department of State (“DOS”), Housing Study Grant #C1002698 from the New York State Department of State (“DOS”), and a Safe Streets for All transportation planning grant from the US Department of Transportation (“USDOT”). Additional grant awards are pending.

Peekskill, NY is a historic river community at the foothills of the Hudson Highlands. While some industries withdrew from Peekskill during the twentieth century – as regional freight transit shifted to major interstate highways – the city retained a unique mix of recreational waterfront and light industrial and creative businesses. Today’s development pressure, including housing growth particularly, offers Peekskill an opportunity to accommodate smart growth while improving the City’s public spaces, connectivity, and resilience to climate change. Peekskill’s prior Comprehensive Plan was completed in 1958 and last updated in 1981. Today, planning decisions are guided by the more recent Local Waterfront Revitalization Program (2004, updated 2015) and Downtown Revitalization Initiative Plan (2022).

Public engagement – built on clear and consistent messaging and visuals, significant Spanish-language materials and activities, and thoughtful in-person events – is critical to the success of the comprehensive plan.

The Comprehensive Plan will establish community-informed objectives and guide the City in overseeing sustainable growth, enhancing local cultural identity, and protecting its natural and cultural resources. The Comprehensive Plan must address the following Smart Growth principles:

- Promote mixed land uses where appropriate.
- Create an adequate range of housing opportunities and choices.
- Promote development where infrastructure is adequate and sustainable.
- Build on the existing traits that give Peekskill a sense of place.
- Promote public spaces.
- Promote mobility and circulation within Peekskill and connectivity to neighboring places.
- Promote mass transit.
- Promote walkable/bikeable neighborhood designs
- Stimulate the economy through visitorship
- Integrate clean energy resources using incentives.
- Improve resiliency to extreme weather events.
- Encourage social diversity and integration.
- Expand planning and implementation efforts across jurisdictional lines.
- Promote community and stakeholder collaboration in planning.
- Promote fiscally responsible and financially sustainable policies

As further described in “Section 2: Scope of Work,” the selected consultant team will work with the City and a project advisory committee to conduct a robust discovery phase and create a strategic, flexible, and equitable outreach framework for the comprehensive plan. Next, the consultant will develop chapters that address specific focus areas (see “Section 3: Primary Focus Areas”). Individual grant funding work under certain focus areas may contain specific procedural requirements. City staff will work closely with the consultant to ensure all grant conditions are satisfied. Secondary focus areas should be completed to the extent the budget allows.



Historic downtown Peekskill (left) and a recent illuminated public art installation (right).

2. Scope of Work

A. Project management and advisory committee [[Contract #C1002354 Task 5](#)]

The selected consultant will create a task-based work plan with goals to guide the planning process to a timely completion. The consultant must meet with City staff regularly to advance the project and report on progress on tasks and goals.

The consultant and the City will also schedule recurring advisory committee meetings during the planning process to advance the preparation, review, and approval of the Comprehensive Plan, and to organize and conduct community participation events. The consultant will create and distribute meeting summaries, agendas, and next steps.

B. Community Participation Plan [[Contract #C1002354](#) and [Contract #C1002698 Task 6](#)]

The selected consultant team will prepare a Community Participation Plan for City and DOS review that describes the public outreach and participation efforts that will be conducted during the development of the Comprehensive Plan. Engagement activities required by various grants may occur simultaneously, though in some cases engagement activities might necessarily be specific to certain focus areas, such as housing.

A successful outreach framework will: build public trust; engage populations across the city, especially those historically underrepresented; reflect an ability to gather feedback and change course as necessary; create specific and efficient engagement events; maintain clear public

messaging in both English and Spanish; and provide a consistent look and feel for the comprehensive planning process to support communications. The City will provide the consultant team with a style guide for development of the look and feel.

At a minimum, the Community Participation Plan shall include in-person or virtual interviews with local and regional stakeholders, a community survey, one or more public information meetings, one or more public workshops, one or more public hearings, and a webpage with links to announcements, presentations and documents prepared during the planning process. Through stakeholder mapping, the Community Participation Plan shall identify key individuals, organizations, and entities to be involved, and shall identify roles and responsibilities in coordinating the entire outreach process, logistics, and the proposed schedule of the proposed public outreach and participation efforts. Public access must be provided for each public meeting or workshop. Outreach efforts should encourage participation from populations who are frequently underrepresented in this process. Furthermore, the selected consultant must maintain language access by ensuring all meetings and materials are presented in both English and Spanish and seek to be culturally sensitive to speakers of multiple languages.

C. Community Survey and Stakeholder Interviews [Contract #C1002354 Task 7]

To reach a wide audience, the selected consultant team will develop a relevant and accessible community survey addressing current conditions and issues of concern. The survey should be made available to the public as hard copy and digitally, in English and Spanish. Following the completion of the survey, the consultant will develop a summary of results and analysis. This process should build on the City's recent outreach and survey efforts around climate vulnerabilities and economic development.

Following the survey and based on this stakeholder mapping, the selected consultant team will design and conduct targeted individual or group interviews. The number of interviews and their content will depend on the results of the survey.

D. Review Local and Regional Planning Efforts [Contract #C1002354 Task 8]

The selected consultant will identify and review existing [local and regional planning documents](#) and ongoing initiatives. The consultant shall develop a brief written findings report describing and assessing existing planning documents and the issues and opportunities identified by community leaders.

E. Community Profile [Contract #C1002354 Task 9]

The selected consultant will draft a Community Profile consisting of an inventory and analysis of existing conditions with narratives, maps, and relevant data. The analysis should identify potential solutions to existing issues and potential opportunities using a Smart Growth framework. The Community Profile may include, but is not limited to:

- History of the municipal jurisdiction and boundaries
- Description of previous comprehensive plan development and adoption processes

- Demographic characteristics (population and growth trends, age distribution, average household size, ethnic composition, average household income, social diversity and integration, demographic trends)
- Local and regional economic characteristics (unemployment rates and trends, work force characterization, dominant and emerging business sector types, major employers and industries, sales tax information, property tax rates, economic trends, housing statistics)
- Land use and smart growth focus areas
- Agricultural and forest lands, uses, and districts
- Infrastructure and public utilities extent, capacity, age, and maintenance
- Transportation systems, levels of mobility and circulation, walkable/bikeable neighborhood, connectivity with areas outside jurisdictional lines, distance to jobs
- Natural resources, climate, and greenhouse gas emissions
- Extreme weather events, flooding, erosion hazards, and local resiliency
- Health and emergency services and facilities
- Parks and public spaces, recreation facilities, capacity and maintenance, accessibility etc.
- Historic, cultural, and scenic resources
- Waterfront resources and public access
- Zoning and other relevant local development controls
- Municipal operating budget, total assessment and tax roll, and other financial resources
- Anchoring local businesses or service organizations that are important to quality of life

Note that the Community Profile may incorporate already completed work such as the Peekskill [Natural Resources Inventory](#), but should synthesize and coherently present such information.

F. Community Visioning Workshops **[Contract #C1002354 Task 10]**

The selected consultant will collaborate with the City to conduct at least two public workshops to inform the public about the findings of the planning process conducted to date, present a clear assessment of how Smart Growth policies are integrated in the municipality's planning efforts, and solicit public input. Preference will be given to a consultant that demonstrates a robust public engagement plan and the ability to produce compelling and interactive engagement materials across various media platforms. Two public meetings must include a focus on housing and must qualify as "Community Workshops" under Housing Study Grant #C1002698



The Peekskill Department of Planning conducted an open house in September 2025 to solicit input and share information on the waterfront development plans.

G. Comprehensive Planning Document [Contract #C1002354 Task 11]

The selected consultant will assemble a draft of the Comprehensive Plan that addresses the Smart Growth policies and establishes a framework for a long-term strategy for future growth and protection of resources. The Comprehensive Plan will meet the requirements described in Smart Growth Planning Grant #C1002354 Task 11, attached as "Exhibit A."

Specifically, the Comprehensive Plan will include the focus areas presented in Section 3 below, to the extent possible according to the project budget.

3. Primary Focus Areas

Peekskill Smart Growth Comprehensive Plan

The selected consultant will work with City staff to convene an advisory committee, draft a community participation plan, and carry out a robust community engagement initiative to inform all aspects of the comprehensive plan. The selected consultant will also review existing plans and studies and analyze demographic data to formulate the front end of the comprehensive plan.

Public Engagement Framework

Seamless engagement and consistent messaging across focus areas as described in Section 2.

Primary Focus Areas

Specific grant-funded areas of focus

Secondary Focus Areas

Additional areas of focus desired by City of Peekskill

Land Use

Section A below funded by Smart Growth Planning Grant #C1002354

Transportation Traffic Safety

Section B below funded by USDOT Safe Streets for All

Housing

Section C below funded by Housing Study grant #C1002698

Resiliency and Sustainability

Consultant to work with City to integrate Climate Action Plan and Resiliency Action Plan into Comp Plan

Economic Development

Consultant to work with City Staff to define short- and long-term growth strategies focusing on local businesses.

Peekskill's Comprehensive Planning Strategy

A. Land Use

The Land Use study area should establish a framework for future growth and protection of resources. In particular, the selected consultant should examine the "gateway corridors" into Peekskill, including Washington Avenue, Highland Avenue, N Division Street, and Main Street. The comprehensive plan should include zoning recommendations where necessary to support reasonable development in those zones according to the analysis of this study area. The following topics may be explored under the Land Use study area:

- Existing and proposed location and intensity of land uses;
- Protection of agricultural and forest lands, historic and cultural resources, natural resources, and sensitive environmental areas;

- Consideration of the general location of public and private utilities and infrastructure, including suitable sights and zoning characteristics to renewable energy generation and battery storage;
- Existing and potential community facilities;
- Existing and potential recreational facilities and parkland;
- Existing and potential commercial and industrial facilities;
- Any and all other items which are consistent with the orderly growth and development of the community and housing supply.

B. Transportation & Traffic Safety



Proposed micro-mobility routes seek to avoid areas with high vehicle congestion and number of crashes, and capitalize on flatter slopes and wider streets.

Developing the Transportation & Traffic Safety focus area will be funded by a Safe Streets for All Grant from USDOT. The chapter containing this focus area must constitute a “Comprehensive Traffic Safety Action Plan” under USDOT guidelines (more information on such guidelines and transportation planning work completed to date is available on the City of Peekskill [website](#)).

U.S. Routes 6 and 202 converge in Peekskill and connect to N.Y. Route 9, the Bear Mountain Bridge, and the Metro-North commuter rail. Routes 6 and 202 bring more than 20,000 vehicles per day through Peekskill (despite the City's population of approximately 26,000 people total). The City seeks to mitigate the environmental and safety risks of such heavy traffic by improving intersection geometries, installing state-of-the-art-signals, and separating truck routes from dedicated pedestrian/cyclist rights-of-way.

In parallel with the comprehensive plan, NYSDOT will undertake a planning study to recommend truck congestion mitigation measures and improve multi-modal connections all along the Bear

Mountain Parkway – Route 6 – Route 202/35 corridor in Northern Westchester. The selected consultant may engage with representatives of the NYSDOT study during the planning process.

Peekskill seeks to create a “shared-use path” from the Metro-North station, along the waterfront, through downtown to its easternmost neighborhoods. This plan was originated through the Downtown Revitalization Initiative and is known as the “Pedestrian & Cyclist Connectivity” project (see image on previous page).

Work contributing to the transportation and traffic safety focus area may include but is not limited to conducting traffic counts, collecting data, and analyzing MV-104 Vehicle Incident Reports.

C. Housing

The selected consultant team must draft a housing inventory and analysis of existing conditions in accordance with Housing Study Grant #C1002698. This work may overlap in key aspects with work conducted under grant #C1002354. City staff will work with the selected consultant to ensure compliance.

The housing focus area should be informed by a detailed housing inventory and analysis, and should include a series of recommendations and implementation strategies that would ensure the City can continue provide housing that is appropriate to Peekskill well into the future. In developing recommendations for housing strategies and producing the final narrative, the consultant team should consider:

- Recommendations to address needs identified by the housing inventory;
- Recommendations to support housing development in specific locations;
- Consideration of how the natural and built environment could be impacted by new housing development, including but not limited to parks and open space, utilities and infrastructure, public facilities, transportation systems, and natural resources.
- Proposed programs, devices, funding mechanisms, and instruments to implement the recommendations of the housing focus area.

4. **Secondary Focus Areas**

A. Resiliency and Sustainability

Resiliency and sustainability will be addressed, as Smart Growth principles, under the land use focus area. However, each respondent should also indicate whether they can complete an in-depth “Resiliency and Sustainability” focus area within the available budget of \$500,000 (see section 6: “Project & Fee Schedule”).

The City has recently completed several environmental reports and studies, including a [Natural Resources Inventory](#), a Government Operations Climate Action Plan, and a Resilience Action Plan. These reports constitute a substantial inventory of Peekskill’s geographic features, climate trends, vulnerabilities, and opportunities for change. The selected consultant should synthesize these reports and augment them with an updated review of Peekskill’s significant environmental characteristics that aligns with New York State’s Clean Energy Communities and Climate Smart Communities frameworks. Furthermore, sustainability initiatives should weave into each policy

sector of the comprehensive plan, prepare Peekskill for future state and federal funding opportunities, help significantly reduce greenhouse gas emissions, increase the City's resilience to climate impacts, and guide sustainable development.

B. Economic Development

Each respondent to this RFP should indicate whether they can complete an "Economic Development" focus area in addition to the primary focus areas and within the available budget of \$500,000 (see section 6: "Project & Fee Schedule").

Under this focus area, the selected consultant team should develop key performance indicators for employment, commercial occupancy, visitorship, and other reasonable policy objectives. Peekskill's economy has increasingly relied on retail, services, art and technology, and hospitality since large office and manufacturing employers left during the twentieth century. Peekskill is a vibrant shopping and dining destination in Northern Westchester, centered around its Division Street "restaurant row" and historic Paramount Theater. However, the retail and hospitality sectors face strong headwinds and Peekskill's business community continues to change demographically. The selected consultant should develop both a deep understanding of local businesses (for example, creating an inventory) and attractions (for example, the waterfront, walking and cycling trails, and public art) and regional commercial real estate trends to identify areas for growth, in order to develop the policies above.

Such Economic Development recommendations should seek to leverage Peekskill's financing capabilities through state and federal grant opportunities, the Peekskill Industrial Development Agency ("PIDA") and Peekskill Facilities Development Corporation ("PFDC").

5. Submittal Requirements

Each response must include the following information:

1. Describe your intended approach to meet the scope of work outlined in this RFP, including the secondary focus areas as applicable.
2. Provide a description of the firm's similar project experience.
3. Identify the project manager and state her/his experience with similar projects.
4. Provide the name, phone number and email address of at least three (3) references.
5. Complete the Project & Fee Schedule table shown below.
6. All reimbursable expenses for the services described in this Scope of Work should be included in the fixed fee.
7. Indicate any additional recommended services within the fee.
8. Indicate additional assistance expected from the City, if any.

6. Project & Fee Schedule

Work Item	Total Cost (not to exceed)	Time to Complete
1. Overall Comprehensive Planning Work, including project management and advisory committee meetings	\$	
a. Community Participation Plan (drafting plan and carrying out any additional engagement to C and F)	\$	
b. Community Survey and Stakeholder Interviews	\$	
c. Review of Existing Local and Regional Planning Efforts	\$	
d. Community Profile	\$	
2. Community Workshops (please propose a number of workshops not fewer than 2).	\$	
3. Comprehensive Plan (by focus area)	\$	
a. Land Use		
b. Transportation & Traffic Safety		
c. Housing		
d. Resiliency and Sustainability		
e. Economic Development		
Subtotal	\$	
Additional Work Product 1 (optional)		
Additional Work Product 2 (optional)		
Additional Work Product 3 (optional)		
Total	\$	

7. RFP Submission Procedure

Applicants must submit their proposal via email by 11:59 p.m. on Tuesday, January 20, 2026. Submissions should be addressed to:

Carol J. Samol, AICP, Director
Department of Planning & Development
City of Peekskill
csamol@cityofpeekskillny.gov
cc: Peter Erwin, AICP
perwin@cityofpeekskillny.gov
cc: peekskillrfp@gmail.com

Any questions or requests for additional information regarding this RFP must be emailed to Peter Erwin (perwin@cityofpeekskillny.gov) cc'ing peekskillrfp@gmail.com) and received by Thursday, December 18, 2025. Inquiries must include the subject line "Peekskill Comprehensive Planning Services." Please include your name, company address, phone number, and e-mail address. Responses will be provided on the City website by Monday, December 22, 2025. The City of Peekskill is not responsible for any failure in the delivery of an inquiry.

8. Review and Selection Process

The City will review proposals, conduct interviews, and hire a consultant to perform the required work, based on the following:

1. Proposal quality and completeness
2. Approach to completing the Scope of Work
3. Ability to address the full scope of work and any secondary focus areas
4. Time to completion
5. Qualifications of the firm and designated project manager, and applicability of previously completed projects
6. References

The City will award the contract to the consultant who is the most qualified and whose proposal best achieves City needs. The City reserves the right to authorize all or part of the work requested in this RFP, and to reject any or all proposals according to the best interests of the City.

7. Anticipated schedule

Requests for Proposals (RFP) issued:	Friday, November 14, 2025
All questions due by email:	Tuesday, December 18, 2025
Responses posted on City website:	Monday, December 22, 2025
RFP responses due:	<u>Tuesday, January 20, 2026</u>
Interviews conducted:	January 26 – February 6, 2026
Rec. to Common Council (estimated):	Monday, February 9, 2026
Contract Award (estimated):	Tuesday, February 17, 2026

8. M/WBE and SDVOB

In accordance with contract #C1002354, the City seeks to engage New York State certified M/WBE firms for 30% of the total cost of the Smart Growth focus area (\$30,000), with 15% (\$15,000) allocated to MBEs and 15% (\$15,000) allocated to WBEs.

In accordance with contract #C1002698, the City seeks to engage New York State certified M/WBE firms for 30% of the total cost of the Housing focus area (\$30,000), with 15% (\$15,000) allocated to MBEs and 15% (\$15,000) allocated to WBEs.

Additionally, the City seeks to make every effort to engage with New York State certified Service-Disabled Veterans' Owned Businesses (SDVOBs).

Respondents should indicate their MBE, WBE, and SDVOB status.

9. Additional Information

The selected consultant will be required to provide workers' compensation and liability insurance as required by the City, listing the City of Peekskill as an "additional insured."

The City of Peekskill is not responsible for any expenses or costs incurred by any consultant in preparing and submitting a proposal or requesting supplemental information.

This RFP can be found on-line at <https://ny-peekskill.civicplus.com/Bids.aspx>.

EXHIBIT A

DOS Scope of Work – Smart Growth

See following page.

ATTACHMENT C - WORK PLAN

City of Peekskill Smart Growth Comprehensive Plan Update

1. Project Description

The City of Peekskill (Contractor) and its Comprehensive Planning Committee will prepare Phase One of Comprehensive Plan pursuant to General City Law § 28 / Town Law § 272-a / Village Law 7-722. Phase One of the Comprehensive Plan process will establish the objectives that the community wants to achieve, and lay the groundwork for the City of Peekskill to guide future sustainable growth within the municipality, enhance the local cultural identity, and protect natural and cultural local resources.

The Comprehensive Plan must address the following general Smart Growth principles, in addition to the elements suggested by the New York State statutes:

- Promote mixed land uses where appropriate.
- Create an adequate range of housing opportunities and choices.
- Promote development and redevelopment where infrastructure is adequate and sustainable.
- Build on traits that make a distinctive and attractive community with a strong sense of place.
- Promote well-planned and well-placed public spaces
- Promote sustainable compact neighborhoods
- Increase mobility and circulation within jurisdictional lines and improve connectivity with areas outside jurisdictional lines.
- Promote sustainable mass transit that reduces the local levels of greenhouse gas emissions
- Promote walkable/bikeable neighborhood designs
- Promote and integrate clean energy resources and related incentives.
- Improve green infrastructure and resident's participation to this effort
- Increase resiliency to extreme weather events.
- Encourage social diversity and integration.
- Expand planning and implementation efforts across jurisdictional lines, to increase effectiveness, sustainability, and resiliency.
- Promote community and stakeholder collaboration in planning

The Contractor will use the funding/grant for consultant services necessary for the coordination of the planning process and preparation of Phase One of a Comprehensive Plan.

2. Project Attribution and Number of Copies

The Contractor must ensure that all materials printed, constructed, and/or produced acknowledge the contributions of the Department to the project. All final and public facing materials must include the Department of State logo and the following acknowledgment:

"This [document, report, map, etc.] was prepared with funding provided by the New York State Department of State Environmental Protection Fund."

The contributions of the Department must also be acknowledged in community press releases and other notices issued for the project, including web site postings and other forms of digital distribution. Project press releases and other notices shall be submitted to the Department for review and approval prior to release, to ensure appropriate attribution.

The Contractor must submit to the Department all required products, clearly labeled with the NYS Comptroller's contract number as indicated on the Face Page of this Contract and where applicable, the related task number from this Work Plan.

Unless otherwise specified in the Work Plan tasks, the Contractor shall submit products in the following formats:

- Draft products: one digital copy of each product must be submitted in Microsoft Word and Adobe® Acrobat® Portable Document Format (PDF), created using 300 dpi scanning resolution.
- Final products: one electronic copy of each product must be submitted in Microsoft Word, PDF (20 MB maximum, per PDF), created using 300 dpi scanning resolution. In addition, one paper copy of each final product (including reports, designs, maps, drawings, and plans) must be submitted, upon request.
- Electronic data for all Geographic Information System-based mapping products and associated spatial data must be submitted in either ArcGIS format, or similar product acceptable to the Department, and comply with the requirements for Contract GIS Products. Formal metadata must be provided with all digital GIS data which includes, at minimum, a file summary/abstract, intended use, data, source data, and author information.
- Electronic data for all designs, drawings, and plans must be submitted in the original software that they were created (such as CAD format or other similar product acceptable to the Department), as well as in JPG format.
- Photographs and images must be submitted in JPG format with a minimum resolution of 300 dpi, must be dated and captioned with the location and a brief description of the activity being documented, and include any associated metadata (including the photo's GPS location where available).

3. Compliance with Procurement Requirements

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

4. Reporting Documents

Documents and guidance for regular reporting and payment requests are made available the OPDCI Contract Resources webpage available at <https://dos.ny.gov/opdci-contract-resources>. Documents available include payment requests, status reports, amendment requests, final project closeout document, project signage, procurement certification, contract reporting requirements and MWBE forms.

5. Smart Growth Comprehensive Planning Training

As part of the Smart Growth Planning Grant Program, the Contractor will participate in a virtual training session or sessions focused on developing smart growth strategies. The purpose of this training session is to build knowledge and provide support to community leaders to advance smart growth planning efforts and advance grant priorities.

6. Project Components

Task 1: Project Initiation Meeting

The Contractor, the Department, and any partners responsible for managing the project, shall hold an initial meeting to review and agree upon the project scope and schedule, project requirements, budget, roles and responsibilities, the selection process for procuring consultants, State Environmental Quality Review Act (SEQRA) compliance requirements, MWBE requirements, the number of public meetings and techniques for public involvement proposed for the project, and any other information which would assist in project completion. In addition, the composition and role of the Comprehensive Planning Committee shall be discussed during the project initiation meeting. The Contractor, or a designated project partner, shall prepare and distribute to all project partners a brief meeting summary clearly indicating the agreements reached at the meeting. Work on subsequent tasks shall not proceed prior to Department review of the proposed approach as outlined in the meeting summary.

Products: Project initiation meeting held with appropriate parties. Written meeting summary outlining agreements reached.

Task 2: Comprehensive Planning Committee

Establish a Comprehensive Planning Committee, as a special municipal board (if applicable), to conduct/oversee the development of the Comprehensive Plan in cooperation with municipal officials, other municipal boards, and the project consultant(s), if applicable. The Comprehensive Planning Committee shall have at least one member from the planning board and shall include representatives from a large range of ethnic, social, and cultural backgrounds and a diverse range of stakeholders, such as residents, civic leaders, business owners, elected officials, environmental experts, municipal board members.

The members of the Comprehensive Planning Committee (CPC) conduct/oversee the planning process and the development of the Comprehensive Plan, participate in meetings, generate ideas and build consensus, provide the consultant team with relevant information reflective of the community's current condition and needs (including a list of completed and ongoing local planning efforts and initiatives), review materials drafted by the consultant team and provide constructive feedback, support each of the proposed public participation and outreach efforts, and set the stage for cooperation and the plan's implementation.

Products: Draft and final list of proposed members of Comprehensive Planning Committee. Project advisory committee established.

Task 3: Procurement of Consultant (if applicable)

Prepare a Request for Proposals (RFP) or similar instrument (if applicable) including a complete project description with site conditions, expected final results, a schedule for completion, MWBE requirements, and criteria for selecting a preferred proposal. Consultant services requested shall include all applicable tasks, activities and responsibilities outlined in the "Project Components" section of this work program.

The Contractor must actively solicit bids for contracts and subcontracts from qualified State certified MWBEs which can be identified using the NYS Directory of Certified Firms (<https://ny.newnycontracts.com/>). The Contractor must retain records of the procurement process including direct solicitation to MWBEs; results; and any actions that its subcontractors have taken toward meeting

MWBE contract participation goals. To demonstrate good faith efforts to achieve MWBE contract goals the following should be retained:

- Evidence of outreach to MWBEs: mail, email, phone calls and follow-up.
- Written responses by MWBEs to the grantee/vendor's outreach.
- Copies of search(es) of the directory and advertisements for participation by MWBEs in appropriate general circulation, trade, and minority or women-oriented publications.
- Attendance at any pre-bid, pre-award, or other meetings, if any, scheduled by the grantee with MWBEs including dates and location.
- Description of how the scope of work maximizes opportunities for MWBE participation.
- Description of how non-MWBE subcontractors' have engaged MWBEs to undertake part of the project's work or to procure equipment/ materials/supplies.

Submit the RFP or similar instrument to the Department for review and approval prior to release for solicitation of proposals.

Products: Approved RFP or similar instrument released through advertisement in local papers, the New York State Contract Reporter, or other appropriate means. Documentation of procurement including direct solicitation to MWBEs and actions taken toward meeting MWBE contract participation goals.

Task 4: Subcontract and Compliance with Local Procurement Requirements

Prepare the draft subcontract(s) to conduct project work with the selected consultant(s). The subcontract(s) shall contain a detailed work plan with adequate opportunity for review at appropriate stages of product completion, a payment schedule with payments tied to receipt of products, and project costs.

Incorporate the Department's comments on the subcontract work plan, or scope of services, prior to execution of the final subcontract(s).

The municipal attorney, chief legal officer or financial administrator of the municipality shall certify in writing to the Department that the Contractor fully complied with applicable provisions of General Municipal Law and with local procurement procedures. A procurement certification form will be supplied by the Department.

The Contractor's procurement record and consultant selection are subject to approval by the Department.

The Contractor remains responsible for the legal sufficiency of the subcontract in accordance with the requirements in the Master Grant Contract and Attachment A-1.

Products: Consultant(s) selected and approved by the Department. Executed subcontracts and written certification of compliance with procurement procedures.

Task 5: Comprehensive Planning Committee Meetings

The Comprehensive Planning Committee will meet on a regular basis during the planning process to advance the preparation, review, and approval of Phase One of the Comprehensive Plan, and to organize and conduct community participation events.

During the first meeting, the Comprehensive Plan Committee will review project requirements and roles and responsibilities, transfer necessary information to the team of consultants (if applicable), and identify new information needs and next steps. The Comprehensive Plan Committee or the consultant (if applicable) will prepare and distribute a brief meeting summary clearly indicating the understandings reached at the meeting.

All subsequent meetings will advance the preparation of Phase One of the Comprehensive Plan and assess the evolution of the project, the new information needed, changes in roles and responsibilities, and next steps.

Work on subsequent tasks shall not proceed prior to Department review.

Products: Meetings held with appropriate parties. Written meeting summaries outlining what has been discussed and understandings reached and identifying the participants to the meeting.

Task 6: Community Participation Plan

Prepare a Community Participation Plan that describes the public outreach and participation efforts that will be conducted during the development of the Comprehensive Plan, pursuant to the local and State statutes. At a minimum, the Community Participation Plan shall include (in-person or virtual) interviews with local and regional stakeholders, a community survey, a public information meeting, one or more public workshops, one or more public hearings, and a webpage with links to announcements, presentations and documents prepared during the planning process. The Community Participation Plan shall identify key individuals, organizations, and entities to be involved, and shall identify roles and responsibilities in coordinating the entire outreach process, logistics, and the proposed schedule of the proposed public outreach and participation efforts.

All public outreach and participation efforts will be publicized in the community through press releases, announcements, individual mailings, and any other appropriate means. Public access must be provided to each public meeting or workshop. Outreach efforts should encourage participation from populations who are frequently underrepresented in this process, including immigrants, refugees, and minorities.

Meeting and public engagement should be scheduled at times that are convenient to underrepresented communities (e.g., at night or on weekends instead of during the day) and at locations that are ADA accessible. Meetings shall be advertised with generous advance notice to garner maximum publicity, awareness, and participation.

A summary of each public outreach and participation efforts will be made available to the public in written form and through other appropriate means, such as websites.

Products: Draft and final Community Participation Plan.

Task 7: Community Survey and Stakeholder Interviews

Develop a relevant and realistic community survey about current local conditions and issues. The survey should be made available to the public as hard copy and online. In addition, identify a set of topics that shall be discussed with stakeholders to obtain additional relevant information and elicit stakeholder reactions and suggestions. Following the completion of the survey, develop a summary of results and analysis.

Products: Draft and final Community Survey. Draft and final list of topics to be discussed during the stakeholder interviews. Summary of survey and interviews responses and analysis.

Task 8: Review Local and Regional Planning Efforts and Ongoing Initiatives

Identify and review existing local and regional planning documents and ongoing initiatives. This review process will also include consultation with community leaders and with neighboring communities, if applicable, to identify common issues and assess if Smart Growth principals are the basis for addressing those issues.

The Comprehensive Planning Committee and the consultant(s), if applicable, shall develop a written findings report describing and assessing existing planning documents and the issues and opportunities identified by community leaders.

Products: Written findings report.

Task 9: Community Profile

Draft a Community Profile consisting in an inventory and analysis of existing conditions, including narrative, maps, and relevant data. The inventory will be used to assist in the identification of local issues and potential opportunities. The analysis of the local conditions and issues will be conducted from a Smart Growth perspective and identify potential solutions to existing issues and potential opportunities. A chart of smart growth principles will be provided to be included in the comprehensive plan which will summarize the opportunities and challenges to addressing each principle. The inventory and analysis of existing conditions may include the following, at a minimum:

- History of the municipal jurisdiction and boundaries.
- Description of previous comprehensive plan development and adoption processes.
- Demographic characteristics (population and growth trends, age distribution, average household size, ethnic composition, average household income, social diversity and integration, demographic trends).
- Local and regional economic characteristics (unemployment rates and trends, work force characterization, dominant business sector type, major employers and industries, sales tax information, property tax rates, economic trends and jobs range).
- Local and regional economies and development trends (including housing, commercial, industrial and agricultural development).
- Land use and smart growth focus areas.
- Agricultural and forest lands, uses, and districts.
- Infrastructure and public utilities (i.e., drinking water supply, sewage disposal, solid waste disposal, stormwater management and green infrastructure, communications, gas and electricity) extent, capacity, age, and maintenance.
- Transportation systems, local levels of greenhouse gas emissions, levels of mobility and circulation, walkable/bikeable neighborhood, connectivity with areas outside jurisdictional lines, distance to jobs.
- Natural resources and climate (air quality, watercourses, wetlands, floodplains, aquifers, forests/tree cover, steep slopes, soil types, and rare plant and animal habitats, precipitations, winds, temperatures, etc.).
- Extreme weather events, flooding, erosion hazards, and local resiliency.
- Health and emergency services and facilities.
- Parks and public spaces, recreation facilities, range of passive and active recreation, capacity and maintenance, accessibility etc.
- Historic, cultural, and scenic resources.
- Waterfront resources and public access.
- Zoning and other relevant local development controls.
- Fiscal resources.

The draft Community Profile shall be submitted to the Department for review before being used to design workshop activities and prepare materials needed to conduct community visioning workshops or to draft the Comprehensive Plan.

Products: Community Profile report, including a comprehensive inventory and analysis in the form of relevant data, narrative, maps, and graphics.

Task 10: Community Visioning Workshops

Conduct at least two public workshops that will inform the public about the findings of the planning process conducted up to this point, present a clear assessment of how Smart Growth policies are integrated in the municipality's planning efforts, governmental decisions, and ongoing initiatives, and will solicit public input on existing resources, community character, and future growth. The workshops are also intended to identify Smart Growth solutions to current issues and future growth.

Each workshop shall be advertised with generous advance notice to garner maximum publicity, awareness, and participation. The site of the workshops must be accessible to the public.

Products: Published workshops announcements and fliers. Materials prepared for each public workshop. Workshops held.

Task 11: Phase One of the Comprehensive Plan

Assemble a draft of Phase One of the Comprehensive Plan that addresses the Smart Growth policies and establishes a framework for a long-term strategy for future growth and protection of resources, and may include the following topics commensurate with the community's needs and vision for future actions:

- Goals, objectives, principles, policies, and standards upon which proposals for the immediate and long-range enhancement, growth, and development of the community.
- Consideration of regional needs and the official plans of other government units and agencies within the region.
- The existing and proposed location and intensity of land uses.
- Consideration of the protection of agricultural and forest lands, historic and cultural resources, natural resources, and sensitive environmental areas.
- Consideration of population, demographic and socio-economic trends and future projections.
- Location and types of transportation facilities that reduce the local levels of greenhouse gas emissions
- Consideration of the general location of public and private utilities and infrastructure, including clean energy generation.
- The present and potential future general location of educational and cultural facilities, historic sites, health facilities, and facilities for emergency services.
- Existing and potential recreation facilities and parkland
- The present and potential future general location of commercial and industrial facilities
- Specific policies and strategies for improving the local economy in coordination with other plan topics.
- All or part of applicable plans of other public agencies.
- Any and all other items which are consistent with the orderly growth and development of the community.

Submit the draft Phase One of the Comprehensive Plan to the Department for review and approval and incorporate the Department's comments into the final Phase One document.

Products: Phase One of the Draft Comprehensive Plan, including relevant data, narrative, maps, and graphics.

Task 12: MWBE Reporting

Comply with MWBE Reporting Requirements by completing the following actions:

- Submit Form D - MWBE Utilization Plan to indicate any state-certified MWBE firms selected to work on this contract. Form D must be updated and submitted to the Department whenever changes to the selected MWBE firms occur (addition or removal).
- Record payments to MWBE subcontractors using DOS funds through the New York State Contract System (NYSCS).

Technical assistance for use of the NYSCS system can be obtained through the NYSCS website at <https://ny.newnycontracts.com> by clicking on the “Contact Us & Support” link.

Products: Ongoing reporting through NYSCS during the life of the contract. Form C submitted on a quarterly basis and Form D submitted as necessary.

Task 13: Project Status Reports

Submit project status reports semi-annually (every June 30 and December 31) on the form provided, including a description of the work accomplished, the status of all tasks in this work plan, schedule of completion of remaining tasks, and an explanation of any problems encountered.

Products: Completed project status reports submitted during the life of the contract.

Task 14: Final Project Summary Report and Measurable Results

Submit the Final Project Summary Report and Measurable Results electronically at: <https://forms.office.com/g/eZERFeEeKM>.

Products: Final Project Summary Report and Measurable Results submitted to the Department

7. Project Responsibilities

The Contractor shall administer the grant, execute a contract with the Department, and ensure the completion of work in accordance with the approved Work Plan and budget.

The Contractor:

- will be responsible for conducting all project work in conformance with the Work Plan included in the executed contract with the Department.
- will be responsible for all project activities including drafting request for proposals and managing subcontracts with consultants and sub consultants.
- will certify to the Department that the procurement record for project consultants and subcontractors complies with the applicable provisions of General Municipal Law.

- will receive approval from the Department 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 be responsible for ensuring that all public engagement communications and opportunities are made accessible to underrepresented communities (e.g., meeting locations, meeting materials, meeting notices, plan documents)
- will keep the Department informed of all important meetings for the duration of this contract.
- will receive approval from the Department 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 acknowledge the contributions of the Department to the project.
- will ensure that all products prepared as a part of this contract shall include the NYS Comptroller's contract # as indicated on the Face Page of this contract.
- will ensure the project objectives are being achieved.
- will ensure that comments received from the Department 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 Department will not be reimbursed unless and until the Department finds the work or products to be acceptable.

The Department:

- will review and approve or disapprove of subcontracts between the Contractor and consultant(s) and any other subcontractor(s).
- will participate in project initiation meeting 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 or disapprove any and all design, site plan, and preconstruction documents. Department approval must be obtained before construction may begin.

EXHIBIT B

DOS Scope of Work – Housing

See following page.

ATTACHMENT C - WORK PLAN

City of Peekskill Housing Study

1. Project Description

The City of Peekskill (Contractor) and its Comprehensive Planning Committee will prepare a Housing Study to support the development of a Comprehensive Plan. The Housing Study will analyze the city's housing issues, needs, and opportunities to inform an updated comprehensive plan and local policy decisions. The housing study will also examine other components of land use and development that inform housing development to guide future sustainable growth within the municipality and address removing impediments to housing and establish strategies to affirmatively promote appropriate housing development.

The Housing Study should address the following general Smart Growth principles in relation to housing to the extent possible, in addition to the elements suggested by the New York State statutes:

- Promote mixed land uses in focus areas.
- Create an adequate range of housing opportunities and choices.
- Promote development and redevelopment where infrastructure is adequate and sustainable.
- Build on traits that make a distinctive and attractive community with a strong sense of place.
- Promote well-planned and well-placed public spaces
- Promote sustainable compact neighborhoods
- Increase mobility and circulation within jurisdictional lines and improve connectivity with areas outside jurisdictional lines.
- Promote sustainable mass transit that reduces the local levels of greenhouse gas emissions
- Promote walkable/bikeable neighborhood designs
- Promote and integrate clean energy resources and related incentives.
- Improve green infrastructure and residents' participation in this effort
- Increase resiliency to extreme weather events.
- Encourage social diversity and integration.
- Expand planning and implementation efforts across jurisdictional lines, to increase effectiveness, sustainability, and resiliency.
- Promote community and stakeholder collaboration in planning

The Contractor will use the funding/grant for consultant services necessary for the coordination of the planning process and preparation of the Housing Study.

2. Project Attribution and Number of Copies

The Contractor must ensure that all materials printed, constructed, and/or produced acknowledge the contributions of the Department to the project. All final and public facing materials must include the Department of State logo and the following acknowledgment:

"This [document, report, map, etc.] was prepared with funding provided by the New York State Department of State Environmental Protection Fund."

The contributions of the Department must also be acknowledged in community press releases and other notices issued for the project, including web site postings and other forms of digital distribution. The Contractor must provide adequate notice, at least two weeks, to the Department prior to any press release and/or events including

groundbreakings and ribbon-cuttings to coordinate appropriate DOS attribution and participation. Project press releases and other notices shall be approved by the Department prior to release.

The Contractor must submit to the Department all required products, clearly labeled with the NYS Comptroller's contract number as indicated on the Face Page of this Contract and where applicable, the related task number from this Work Plan.

Unless otherwise specified in the Work Plan tasks, the Contractor shall submit products in the following formats:

- Draft products: one digital copy of each product must be submitted in Microsoft Word and Adobe® Acrobat® Portable Document Format (PDF), created using 300 dpi scanning resolution.
- Final products: one electronic copy of each product must be submitted in Microsoft Word, PDF (20 MB maximum, per PDF), created using 300 dpi scanning resolution. In addition, one paper copy of each final product (including reports, designs, maps, drawings, and plans) must be submitted, upon request.
- Electronic data for all Geographic Information System-based mapping products and associated spatial data must be submitted in either ArcGIS format, or similar product acceptable to the Department, and comply with the requirements for Contract GIS Products. Formal metadata must be provided with all digital GIS data which includes, at minimum, a file summary/abstract, intended use, data, source data, and author information.
- Electronic data for all designs, drawings, and plans must be submitted in the original software that they were created (such as CAD format or other similar product acceptable to the Department), as well as in JPG format.
- Photographs and images must be submitted in JPG format with a minimum resolution of 300 dpi, must be dated and captioned with the location and a brief description of the activity being documented, and include any associated metadata (including the photo's GPS location where available).

3. Compliance with Procurement Requirements

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

4. Reporting Documents

Documents and guidance for regular reporting and payment requests are made available the OPDCI Contract Resources webpage available at <https://dos.ny.gov/opdci-contract-resources>. Documents available include payment requests, status reports, amendment requests, final project closeout document, project signage, procurement certification, contract reporting requirements and MWBE forms.

6. Project Components

Task 1: Project Initiation Meeting

The Contractor, the Department, and any partners responsible for managing the project, shall hold an initial meeting to review and agree upon the project scope and schedule, project requirements, budget, roles and responsibilities, the selection process for procuring consultants, State Environmental Quality Review Act (SEQRA) compliance requirements, MWBE requirements, the number of public meetings and techniques for public involvement proposed for the project, and any other information which would assist in project completion. In addition, the composition and role of the Housing Advisory Committee shall be discussed

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

Products: Project initiation meeting held with appropriate parties. Written meeting summary outlining agreements reached.

Task 2: Housing Advisory Committee

Establish a Housing Advisory Committee, as a special municipal board (if applicable), to conduct/oversee the development of the Housing Study in cooperation with municipal officials, other municipal boards, and the project consultant(s), if applicable. The Housing Advisory Committee shall have at least one member from the planning board and shall include representatives from a large range of ethnic, social, and cultural backgrounds and a diverse range of stakeholders, such as residents, civic leaders, business owners, elected officials, environmental experts, municipal board members.

The members of the Housing Advisory Committee conduct/oversee the planning process and the development of the Housing Study, participate in meetings, generate ideas and build consensus, provide the consultant team with relevant information reflective of the community's current housing conditions and needs (including a list of completed and ongoing local planning efforts and initiatives), review materials drafted by the consultant team and provide constructive feedback, support each of the proposed public participation and outreach efforts, and set the stage for cooperation and the plan's implementation.

Products: Draft and final list of proposed members of Housing Advisory Committee. Project advisory committee established.

Task 3: Procurement of Consultant (if applicable)

Prepare a Request for Proposals (RFP) or similar instrument (if applicable) including a complete project description with site conditions, expected final results, a schedule for completion, MWBE requirements, and criteria for selecting a preferred proposal. Consultant services requested shall include all applicable tasks, activities and responsibilities outlined in the "Project Components" section of this work program.

The Contractor must actively solicit bids for contracts and subcontracts from qualified State certified MWBEs which can be identified using the NYS Directory of Certified Firms (<https://ny.newnycontracts.com/>). The Contractor must retain records of the procurement process including direct solicitation to MWBEs; results; and any actions that its subcontractors have taken toward meeting MWBE contract participation goals. To demonstrate good faith efforts to achieve MWBE contract goals the following should be retained:

- Evidence of outreach to MWBEs: mail, email, phone calls and follow-up.
- Written responses by MWBEs to the grantee/vendor's outreach.
- Copies of search(es) of the directory and advertisements for participation by MWBEs in appropriate general circulation, trade, and minority or women-oriented publications.
- Attendance at any pre-bid, pre-award, or other meetings, if any, scheduled by the grantee with MWBEs including dates and location.
- Description of how the scope of work maximizes opportunities for MWBE participation.

- Description of how non-MWBE subcontractors' have engaged MWBEs to undertake part of the project's work or to procure equipment/ materials/supplies.

Submit the RFP or similar instrument to the Department for review and approval prior to release for solicitation of proposals.

Products: Approved RFP or similar instrument released through advertisement in local papers, the New York State Contract Reporter, or other appropriate means. Documentation of procurement including direct solicitation to MWBEs and actions taken toward meeting MWBE contract participation goals.

Task 4: Subcontract and Compliance with Local Procurement Requirements

Prepare the draft subcontract(s) to conduct project work with the selected consultant(s). The subcontract(s) shall contain a detailed work plan with adequate opportunity for review at appropriate stages of product completion, a payment schedule with payments tied to receipt of products, and project costs.

Incorporate the Department's comments on the subcontract work plan, or scope of services, prior to execution of the final subcontract(s).

The municipal attorney, chief legal officer or financial administrator of the municipality shall certify in writing to the Department that the Contractor fully complied with applicable provisions of General Municipal Law and with local procurement procedures. A procurement certification form will be supplied by the Department.

The Contractor's procurement record and consultant selection are subject to approval by the Department.

The Contractor remains responsible for the legal sufficiency of the subcontract in accordance with the requirements in the Master Grant Contract and Attachment A-1.

Products: Consultant(s) selected and approved by the Department. Executed subcontracts and written certification of compliance with procurement procedures.

Task 5: Housing Advisory Committee Meetings

The Housing Advisory Committee will meet on a regular basis during the planning process to advance the preparation, review, and approval of the Housing Study, and to organize and conduct community participation events.

During the first meeting, the Housing Advisory Committee will review project requirements and roles and responsibilities, transfer necessary information to the team of consultants (if applicable), and identify new information needs and next steps. The Housing Advisory Committee or the consultant (if applicable) will prepare and distribute a brief meeting summary clearly indicating the understandings reached at the meeting.

All subsequent meetings will advance the preparation of the Housing Study and assess the evolution of the project, the new information needed, changes in roles and responsibilities, and next steps.

Work on subsequent tasks shall not proceed prior to Department review.

Products: Meetings held with appropriate parties. Written meeting summaries outlining what has been discussed and understandings reached and identifying the participants to the meeting.

Task 6: Community Participation Plan

Prepare a Community Participation Plan that describes the public outreach and participation efforts that will be conducted during the development of the Housing Study. At a minimum, the Community Participation Plan shall include (in-person or virtual) interviews with local and regional stakeholders, one or more public workshops or information meetings, and a webpage with links to announcements, presentations and documents prepared during the planning process. The Community Participation Plan shall identify key individuals, organizations, businesses, and entities to be involved, and shall identify roles and responsibilities in coordinating the entire outreach process, logistics, and the proposed schedule of the proposed public outreach and participation efforts.

All public outreach and participation efforts will be publicized in the community through appropriate means to reach the population, such as press releases, announcements, individual mailings, social media, and any other appropriate means. Public access must be provided to each public meeting or workshop. Outreach efforts should encourage participation from populations who are frequently underrepresented in this process, including immigrants, refugees, and minorities.

Meeting and public engagement should be scheduled at times that are convenient to underrepresented communities (e.g., at night or on weekends instead of during the day) and at locations that are ADA accessible. Meetings shall be advertised with generous advance notice to garner maximum publicity, awareness, and participation.

A summary of each public outreach and participation efforts will be made available to the public in written form and through other appropriate means, such as websites.

Products: Draft and final Community Participation Plan.

Task 7: Housing Inventory and Analysis

Draft a Housing Inventory and Analysis consisting of an inventory and analysis of existing conditions, including narrative, maps, and relevant data. The inventory will be conducted from a Smart Growth perspective and used to assist in the identification of local issues and potential opportunities that inform or support the development of housing as well as other topics that inform or support the development of housing. The inventory and analysis of existing conditions may include the following:

- Relevant existing documentation and plans, studies, efforts, organizations, and programs relevant to the housing market.
- Demographic characteristics (population and growth trends, age distribution, average household size, ethnic composition, average household income, poverty, social diversity and integration, demographic trends).
- Local and regional economic characteristics and trends (unemployment rates and trends, work force characterization, dominant business sector type, major employers and industries, sales tax

information, property tax rates, economic trends, jobs range, and development trends (including housing, commercial, and industrial development.)

- Local school district conditions
- Housing characteristics and trends, which may include but is not limited to the age, type, and condition of structures, type of occupancy - renters versus owners, vacancy rates and trends in the community and length of residency, the extent and availability of low-income housing throughout the community and in identified neighborhoods, the extent and availability of workforce housing throughout the community and in identified neighborhoods, assessment of substandard or abandoned housing, assessment of housing opportunities and choices, access to jobs, and recent real estate metrics such as sales prices or length of time on the market.. The housing characteristics and trends should include an analysis of units across the housing spectrum, including low-income, workforce, and market-rate housing.
- Natural and built environment aspects such as natural resources and climate, transportation systems, parks and public space, health and emergency services and facilities, utilities, and infrastructure that inform and/or support the development of housing in areas consistent with Smart Growth principles.
- Land use and smart growth focus areas.
- Zoning and other relevant local development controls.
- Fiscal resources.

The draft Housing Inventory and Analysis report shall be submitted to the Department for review before being used to design workshop activities and prepare materials needed to conduct community workshops or develop recommendations and implementation strategies.

Products: Housing Inventory and Analysis report, including a comprehensive inventory and analysis in the form of relevant data, narrative, maps, and graphics.

Task 8: Community Workshops

Conduct at least two public workshops that will inform the public about the housing inventory and analysis work, present a clear assessment of how Smart Growth policies are integrated in the municipality's housing planning efforts, governmental decisions, and ongoing initiatives, and will solicit public input on existing resources, community character, and future growth. The workshops are also intended to identify Smart Growth solutions to housing issues and future growth.

Each workshop shall be advertised with generous advance notice to garner maximum publicity, awareness, and participation. The site of the workshops must be accessible to the public.

Products: Published workshops announcements and fliers. Materials prepared for each public workshop.
Workshops held.

Task 9: Draft Housing Strategy

Assemble a draft housing strategy that includes a series of recommendations and implementation strategies that addresses housing. Establish a long-term strategy for future housing development appropriate to the City of Peekskill. The Strategy, which must be aligned with Smart Growth principles, may include the following topics:

- Recommendations to support the development of specific types, costs, and other housing needs based on the Inventory and Analysis report and analysis of future housing needs.

- Recommendations to address issues and opportunities identified in the Inventory and Analysis report.
- Recommendations to support the development of housing in key areas of the city – the Central Business District and surrounding gateway corridors.
- Consideration of natural and built environment aspects, such as parks and open space, utilities and infrastructure, public facilities, transportation systems, and natural resources, among others from a Smart Growth perspective that will be affected by and inform new housing development.
- Proposed programs, devices, funding mechanisms, and instruments to implement the recommendations of the housing study, removing impediments and establishing affirmative steps to achieving housing goals.
- Any and all other items which are consistent with the orderly growth and development of the community.

A detailed strategy implementing the community's housing policies, concepts, projects, and programs shall be identified in the plan. This includes phased implementation approach (short-term, mid, and long-term), as well as anticipated costs, and priorities.

Submit the draft Housing Strategy to the Department for review and approval and incorporate the Department's comments in the final plan.

Products: Draft Housing Strategy, including relevant data, narrative, maps, and graphics.

Task 10: Final Housing Study

The Inventory and Analysis and Housing Strategy shall be compiled into a Housing Study and shall address all comments and recommendations received from the public and involved local, regional and State agencies, resulting in the Final Housing Study.

Products: Final Housing Study

Task 11: Final Project Summary Report and Measurable Results

Submit the Final Project Summary Report and Measurable Results electronically at:
<https://forms.office.com/g/eZERFeEeKM>.

Products: Final Project Summary Report and Measurable Results submitted to the Department.

Task 12: MWBE Reporting

Comply with MWBE Reporting Requirements by completing the following actions:

- Submit Form D - MWBE Utilization Plan to indicate any state-certified MWBE firms selected to work on this contract. Form D must be updated and submitted to the Department whenever changes to the selected MWBE firms occur (addition or removal).
- Record payments to MWBE subcontractors using DOS funds through the New York State Contract System (NYSCS).

Technical assistance for use of the NYSCS system can be obtained through the NYSCS website at <https://ny.newnycontracts.com> by clicking on the “Contact Us & Support” link.

Products: Ongoing reporting through NYSCS during the life of the contract. Form D submitted as necessary to reflect updated MWBE subcontractors.

Task 13: Project Status Reports

Submit project status reports semi-annually (every June 30 and December 31) on the form provided, including a description of the work accomplished, the status of all tasks in this work plan, schedule of completion of remaining tasks, and an explanation of any problems encountered.

Products: Completed project status reports submitted to the Department during the life of the contract.

Project Responsibilities

The Contractor shall administer the grant, execute a contract with the Department, and ensure the completion of work in accordance with the approved Work Plan and budget.

The Contractor:

- will be responsible for conducting all project work in conformance with the Work Plan included in the executed contract with the Department.
- will be responsible for all project activities including drafting request for proposals and managing subcontracts with consultants and sub consultants.
- will certify to the Department that the procurement record for project consultants and subcontractors complies with the applicable provisions of General Municipal Law.
- will receive approval from the Department 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 be responsible for ensuring that all public engagement communications and opportunities are made accessible to underrepresented communities (e.g., meeting locations, meeting materials, meeting notices, plan documents)
- will keep the Department informed of all important meetings for the duration of this contract.
- will receive approval from the Department 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 acknowledge the contributions of the Department to the project.
- will ensure that all products prepared as a part of this contract shall include the NYS Comptroller's contract # as indicated on the Face Page of this contract.
- will ensure the project objectives are being achieved.
- will ensure that comments received from the Department 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 Department will not be reimbursed unless and until the Department finds the work or products to be acceptable.

The Department:

- will review and approve or disapprove of subcontracts between the Contractor and consultant(s) and any other subcontractor(s).
- will participate in project initiation meeting 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 or disapprove any and all design, site plan, and preconstruction documents. Department approval must be obtained before construction may begin.

EXHIBIT C

USDOT Scope of Work – Safe Streets for All

See following page.

ARTICLE 3 **SUMMARY PROJECT INFORMATION**

3.1 Summary of Project's Statement of Work.

Planning and Demonstration Narrative:

The project will be completed in three phases.

Base Phase: Pre-NEPA:

This phase includes development of the Peekskill Safety and Connectivity plan, a comprehensive transportation safety action plan. During this phase a consultant will be procured to assist in plan development, demonstration locations will be identified, the NEPA document and preliminary design will be completed.

Option Phase 1: Final Design

The City and its selected consultant will produce final design documents for demonstration activities, including verification of right of way and preparation of necessary documentation to progress to construction.

Option Phase 2: Construction (Demonstration Activities)

Building on the DRI, Peekskill plans to use a portion of SS4A funding to pilot bicycle lanes and shared use trails in key corridors by early 2026 and collect trip data to incorporate into the Safety & Connectivity plan.

3.2 Project's Estimated Schedule.

Action Plan Schedule

Milestone	Schedule Date
Planned Final Plan Publicly Available Date:	03/30/2028
Planned SS4A Final Report Date:	5/30/2028

Demonstration Activity Schedule

Milestone	Schedule Date
Planned NEPA Completion Date:	12/31/2025
Planned Construction Substantial Completion and Open to Public Use Date:	12/31/2026
Planned SS4A Final Report Date:	5/30/2028