

BUFFALO MAIN STREETS INITIATIVE CHECK LIST

___ **Application Form** completed

Attachments:

___ Copy of the **deed** to the property

___ Documentation of **current Fire/Hazard/Liability insurance**

___ Proof that **mortgage is current** (e.g., current Mortgage Statement) or notarized **statement declaring the property is mortgage-free**

___ Proof that **City and County Property Taxes** are current

___ **Photographs of property** and project locations. Concept sketches of work to be done, if available

___ Proof that sufficient **funding is available** to complete the work prior to reimbursement.

BUFFALO MAIN STREETS INITIATIVE PROGRAM REQUIREMENTS

Submitting an application for funding under the Buffalo Main Streets Initiative (BMSI) does not guarantee you will receive a grant. Grants are awarded on a competitive basis. The BMSI Program is intended to promote economic development and historic preservation through comprehensive renovation projects. BMSI funds are not intended to address only minor repairs and deferred maintenance.

Completed project applications are reviewed by an independent committee of neighborhood stakeholders and scored against an objective set of criteria based upon the design and appropriateness of each project.

- Feasible and eligible projects are funded based on their total score, beginning with the highest score and moving down the list until all funding is awarded.
- Incomplete or late project applications are not reviewed.

In order to be complete, an application must include the following documentation:

1. A completed application form with all exhibits and required attachments, including:
 - Proof of site control by providing a copy of the deed
 - Proof the property is secure against loss from foreclosure and hazards. This means the property owner must document that:
 - Any mortgage is paid and up-to-date – provide a current statement from your lender.
 - All City of Buffalo and Erie County property taxes are paid and up-to-date – provide receipts and/or a current escrow analysis.
 - Hazard and general liability insurance for the building are paid and up-to-date – provide proof of payment and a copy of the current declaration page(s).
 - A brief description of the proposed Scope of Work; list the planned interior and exterior work. Photos of the property are required, and one or more concept drawings of the work to be done are also helpful and encouraged.
 - Cost estimates for project costs as provided by a third party
2. BMSI reimburses up to 75% of the eligible project costs, within building limits. Applicants must show proof of available funds equal to the full cost of the project.
 - If receiving a \$30,000 building renovation grant, the property owner must have at least \$40,000 in available funding to complete the project prior to reimbursement.
 - "Available funds" cannot include: money drawn against a business' Accounts Receivable; available credit balance on credit cards; or anticipated rents. It can include a loan/mortgage drawn against equity in the property to be renovated.

If you are awarded a BMSI grant, these additional requirements also apply:

3. A formal Scope of Work must be developed that fully specifies interior and/or exterior work that will be done to repair, renovate, and preserve the property.
 - The Scope of Work will be developed with the assistance of an architect or an architectural engineer who is familiar with preservation of historic buildings.
 - The Scope of Work will include a budget that details soft costs, as well as construction costs.
 - There will be at least one elevation drawing showing what the building will look like when work is complete.

4. All aspects of construction will be managed by [Your Organization]. This includes: development of the specifications and Scope of Work; selection of contractors to bid on the project; preparation and distribution of bid packages; and receipt of sealed bids. [Your Organization] will:
 - Involve the property owner in developing the initial Scope of Work
 - Review the final Scope of Work with the property owner;
 - Involve the property owner in selection of bidding contractors;
 - Have the property owner (or a representative) present at bid opening

5. The property owner must maintain the condition and appearance of all improvements to the building for five (5) years following the date of completion. This requirement is enforced by a Property Maintenance Declaration that is filed with the County Clerk's Office.

6. BMSI projects are subject to the requirements of the State Environmental Quality Review Act (SEQR). The scope of work for the project will determine the required analysis and documentation, but the environmental review will include the following compliance areas:
 - Historic/Cultural Resources (State Historic Preservation Office review);
 - Flood plains;
 - Zoning and Change in Use;
 - Coastal Zones;
 - Site Contamination;
 - Lead Based Paint;
 - Asbestos Containing Materials:
 - Radon; and
 - Wetlands.

BETTER ON

AN INITIATIVE OF THE UNIVERSITY DISTRICT CDA

BAILEY

Application

PROPERTY OWNER INFORMATION:

Property Owner Name(s): _____

Mailing Address: _____

Daytime Phone: _____ E-mail Address: _____

BUILDING INFORMATION:

Property Address: _____

Do you own/operate a business at this location? Yes No If yes, business name: _____

Does the building have residential units? Yes No if yes, how many _____

Is this building listed (or are you interested in finding out if this building is eligible for listing) on the State or National Register of Historic Places? Yes No

1. How many units does the building have today?

Commercial units: _____

Residential units: _____

2. How many units would you like to improve with Buffalo Main Streets Initiative funding?

Commercial units: _____

Residential units: _____

3. What percentage of the building(s) is currently occupied? _____

4. If the building is currently unoccupied, have tenants been identified? YES NO

PROJECT DESCRIPTION

5. Please check which type of project(s) you are proposing (check all that apply)

Facade Improvement (masonry work, roofing, windows, painting, signage, lighting, etc.)

Commercial Interior Improvement (plaster work, paint, HVAC, plumbing, electric, flooring, etc.)

Residential Units (HVAC, plumbing, electric, flooring, cabinets, etc.)

SUITABILITY QUESTIONS

If you answer "Yes" to any of the questions below, please include your explanation as Attachment 6.

13. Has any senior manager or principal of the applicant or any affiliate ever been convicted of a felony or misdemeanor, other than a minor traffic violation, or are any such charges pending?
 Yes No
14. Has the applicant or any affiliate been cited for a violation of federal, state or local laws or regulations with respect to labor practices?
 Yes No
15. Is the applicant or any affiliate delinquent on any state, federal or local tax obligations, or has it been delinquent on any such tax obligations within the last 5 years?
 Yes No
16. Has the applicant or any affiliate ever been involved in bankruptcy, a creditor's rights or receivership proceeding, or sought protection from creditors?
 Yes No
17. Has the applicant or any affiliate ever settled a debt with a lending institution for less than the full amount outstanding?
 Yes No
18. Are there any outstanding judgments or liens pending against the applicant or any affiliate other than liens in the normal course of business?
 Yes No
19. Is the applicant or any affiliate presently the subject of any litigation, or is any litigation threatened, which may have a material adverse effect on their financial condition?
 Yes No

REQUIRED ATTACHMENTS

ATTACHMENT 1 - Site Control Documentation

If the applicant currently owns the site in question, provide a copy of the deed

ATTACHMENT 2 - Insurance, Mortgage & Taxes

Provide proof of hazard/liability insurance, current mortgage statement and proof that property taxes are current

ATTACHMENT 3 - Cost Estimates

Provide third party estimates for project costs if these have been completed.

ATTACHMENT 4 - Photos & Drawings

Photos of property and locations of expected work. Design renderings of proposed project (if available).

ATTACHMENT 5 - Commitment Letters/Bank Statements

Provide copies of commitment letters or bank statements to confirm ability to fund your project

ATTACHMENT 6 - Suitability Explanation

If the answer to any question in the above Suitability Section is "Yes," explain here.

Applications are due by **3/31/17**

Questions? Contact Darren Cotton at the UDCDA:
P: 716-832-1010x212 | E: d.cotton@udcda.org

Please return a completed application along with all attachments to our office located at 995 Kensington Ave., Buffalo, NY 14215. Applications can be dropped off during regular business hours or mailed.

Late applications will not be accepted.