



Community Action Organization of Erie County, Inc.
Alphonso "Rafi" Greene, Jr. -Masten Resource Center
1423 Fillmore Avenue ■ Buffalo, New York 14211 ■ (716) 332-3773 ■ Fax (716) 332-1015

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 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. One or more concept drawings are also helpful and encouraged.
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 CAO. 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. CAO 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.
7. Awardees should meet with UB's business advisors to review the business and financial aspects of undertaking a BMSI project.



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September 30, 2016

RE: Request for Qualifications

The Community Action Organization of Erie County (CAO) has been awarded a grant through New York State Homes and Community Renewal's (HCR) Buffalo Main Streets Initiative (BMSI). This grant allows us to assist the owners of commercial, mixed-use properties located in MLK Park Fillmore Avenue district with significant building renovation and façade restoration projects.

CAO is searching for a construction management company to oversee contractor's performance on building renovations under the BMSI grant.

Construction management companies wishing to be considered for inclusion should submit a Letter of Intent by **October 7, 2016** that includes the following information and supporting documentation:

- Your name and licensing information.
- The name and address of your firm, and contact information (phone numbers, fax number, email addresses, website, etc.).
- Please give us a profile of your firm, its size, and a description of your staff size and strengths.
- Are you a registered MBE/WBE?
- Is your company a EPA certified renovator that has been trained by an EPA approved training provider to follow lead-safe work practices?
- Number of years that you have been in business and the nature of your experience.
- What is your area of expertise?
- Have you managed contractors who have worked on inner city renovation project that were funded by the government?
- Tell us about your experience and familiarity with: SEQR, SHPO, City of Buffalo and NYS Building Codes, and EPA Lead Regulations.
- Three client references.

Send your Letter of Intent to:

Pamela James
Better Buffalo Fund, Coordinator
CAO Rafi Green Masten Resource Center
1423 Fillmore Avenue Buffalo, New York 14211
E-mail: pamelajames654@gmail.com

Community Action Organization of Erie County, Inc. (CAO)

Better Buffalo Fund (BBF)

General Guidelines for Grants

The CAO has been awarded funds from the Office of Community Renewal administrators and the New York Main Street program to approve agencies on Fillmore Avenue for interior and/or exterior upgrade maximum amount \$50,000 each.

The Office of Community Renewal administers the New York Main Street program. The New York Main Street provides financial resources and technical assistance to communities to strengthen the economic vitality of the State's traditional Main Streets and neighborhoods. The New York Main Street grant program provides funds from the New York State Housing Trust Fund Corporation (HTFC) to units of local government, business improvement districts, and other not-for-profit organizations that are committed to revitalizing historic downtowns, mixed-use neighborhood commercial districts, and village centers.

Committee members will review applications on a rolling basis from November 2015 until October 31, 2016. The approval process will continue until all of the funds are gone.

The CAO is looking to fund eligible activities that address:

- Interior and exterior upgrades
- Facade to frontal structures
- Collaborative lighting
- Signage
- Awning improvements
- Bar removal
- Painting
- Doors
- Windows

Applicants will be required to go through review processes conducted by a selection committee.

The CAO will not fund:

- Request for on-going operating costs.
- Large private projects where government provided the primary funding, i.e. hospitals
- Large capital projects or projects that have general community support.
- Spending over the approved funding amount is the owners responsibility

Grant applications must include the following required documents. If the documents statement below is not included in the applications, the proposal is not complete and will not be accepted:

1. A brief description of the proposed Scope of Work; list the planned interior and exterior work. One or more concept drawings are also helpful and encouraged.
2. Bank Statement that proves owner/s has the necessary fund to pay for their renovations upfront.
3. Proof that All City of Buffalo and Erie County property taxes are paid and up-to-date – provide receipts and/or a current escrow analysis.
4. Deed of ownership or written statement from owner agreeing that work can be done on his/her property.
5. Insurance documents with CAO added as a rider.
6. Before photos, after photos will be taken upon completion of the project

Regulatory Period

The owner, for a period of five (5) years from the date of Project Completion and final inspection ("Regulatory Period"), shall take all necessary steps to ensure that owners of properties improved under the program ("Assisted Property") maintain the structures and their units in good condition. The Recipient shall also take all necessary steps to ensure that streetscape enhancements are maintained and kept in good condition during the Regulatory Period. The Recipient shall require every owner of an Assisted Property to execute a Property Maintenance Declaration, in the form provided by the Corporation, which shall be filed in the County Clerk's Office for the county in which the Assisted Property is located. The Recipient agrees to operate, monitor and regulate the Program in accordance with the Plan, and in compliance with the terms of this Agreement, throughout the Regulatory Period.

Project selection criteria must afford priority to: -

- Projects that are visually prominent on Fillmore Avenue
- Projects that will aid in the property in becoming structurally sound
- Projects that with the assistance of grant funds will reduce blight, contribute to the economic recovery of the target area, or realize a stabilization or expansion of a Main Street business.

Purpose of the Better Buffalo Fund is:

Beautification of Fillmore Avenue

NOTE: Construction cannot begin until an environmental site review is completed on grantee's business and CAO receives a letter from Housing Trust Fund Corporation about the results.

Environmental Impact Statement

CAO will work with businesses to complete the site specific review that addresses lead, asbestos, radon and several other statutory compliance regulations.

Contractor Selection

The CAO will establish a list of contractors who are able to perform work in compliance with

applicable standards and provide required insurance. This list will be developed through a formal Request for Qualifications (RFQ) process to ensure that contractors are provided an equal opportunity for consideration. The contractors must supply references and proof of proper insurance. The CAO will make this list available to participating property owners. If the property owner would like to use a contractor *not* on the list, references and proof of proper insurance must be supplied to the CAO and approved. Under Article 15A of the New York State Executive Law, all award recipients are required to comply with the Equal Employment Opportunity provisions of Section 312 of that Article. Also, all awardees are required to make affirmative efforts to ensure that New York State Certified Minority and Women-Owned Business Enterprises are afforded opportunities for meaningful participation in projects through inclusion on the list of contractors funded by HTFC pursuant to Section 313 of the Article. Please visit NYS Empire State Development's Division of Minority & Women Business Development website for a directory of certified Minority and Women-Owned Businesses: <http://www.esd.ny.gov/MWBE.html>.

At least two bids must be obtained for each separate construction project or professional service to establish the reasonableness of project costs. Certain principles must be upheld in seeking bids or quotes. There must be a clear, written, scope of work for the project for which bids or quotes are sought, as outlined in Work Write-up / Scope of Work above. All bidders must have equal access to relevant information, including information on the property itself. The process should be free of collusion or intimidation, and the CAO should exercise appropriate oversight over the entire process to ensure that it is fair and efficient and avoid actual and perceived conflicts of interest. Although the property owner may select the contractors to supply quotes, the quotes must be received directly by the CAO. The CAO will advise the property owner of acceptability of bids/proposed cost. If the property owner chooses other than the lowest bidder, re-imbusement will be based on the amount of the lowest bid.

The Owner is required to engage a contractor and begin construction within thirty (30) calendar days of the CAO's approval.

Disbursements

The BBF is a reimbursement program. For example, the grantee must pay the contractor/s up front before receiving any funds from the BBF.

If approved upon completion of the project, BBF funds will cover 75% of the project's cost. Funds will not be provided to cover the cost of projects that was started before CAO approved the grantee for BBF funds.

If the grantee's project cost \$20,000, CAO will reimburse the grantee \$15,000 within 30-60 days of receiving all of the completed project receipts.

CAO will not be responsible for grantee's overspending. The grantee will ONLY receive funding for the approved amount.

CAO will not reimburse projects that did not go to construction. CAO will not reimburse incomplete projects. The payment of any amount(s) due and payable by the HTFC through the CAO to the Owner, as a reimbursement pursuant to this Grant Agreement for work completed shall be payable within 30-60 calendar days after all work is satisfactorily completed and sufficient supporting documentation is provided to the CAO.

Applicant's Last Name: _____ **First Name:** _____

Address: _____ **City:** _____

State: _____ **Zip Code:** _____ **Phone Number:** _____

Email Address: _____

Business Owner's Last Name: _____ **First Name:** _____

Address: _____ **City:** _____

State: _____ **Zip Code:** _____ **Phone Number:** _____

Email Address: _____

Amount Requested \$ _____

The Project's Priority: _____

The Project's Purpose: _____

Application Scoring

A. Required Documents

1. A brief description of the proposed Scope of Work; list the planned interior and exterior work. One or more concept drawings are also helpful and encouraged.
2. Bank Statement that proves owner/s has the necessary fund to pay for their renovations upfront.
3. Proof that All City of Buffalo and Erie County property taxes are paid and up-to-date – provide receipts and/or a current escrow analysis.
4. Deed of ownership or written statement from owner agreeing that work can be done on his/her property.
5. Insurance documents with CAO added as a rider.
6. Before photos, after photos will be taken upon completion of the project

B. Project selection criteria must afford priority to: -

1. Projects that are visually prominent on Fillmore Avenue
2. Projects that with the assistance of grant funds, will reduce blight, contribute to the economic recovery of the target area, or realize a stabilization or expansion of a Main Street business.

Purpose of the Better Buffalo Fund is:

1. Beautification of Fillmore Avenue

Application Deadline

Committee members will review applications on a rolling basis from November 2015 until October 31, 2016. The approval process will continue until all of the funds are gone.

Applications will be graded on the scale of 20 to 1 scale. 20 is the highest score 1 the least.

C.	Weighted Factors	Weight	Total
	1. Updated Bank Statement	20	
	Property owner must demonstrate that he/she has necessary funding to pay for renovations upfront.		
	2. Clear Scope of Work. Project is visually prominent on a commercial corridor	15	
	Projects that, with the assistance of grant funds, will reduce blight, contribute to the economic recovery of the target area, or realize stabilization or expansion of the MLK Business District.		
	3. Leverage	20	
	(20 points if match is 91 - 100% private)		
	(10 points if match is 76 - 90% private)		
	4. Completed Application Including ALL Documentation (See page 2 of Application)	20	
	Min/Max Scores 1/75		

Mail completed application to:
 CAO Rafi Green Masten Resource Center
 Pamela James, BBF Coordinator
 1423 Fillmore Avenue
 Buffalo, New York 14211