



# Buffalo Main Streets Initiative Application

Please return applications by September 30<sup>th</sup>, 2022 to:

Buffalo Place Inc  
671 Main Street  
Buffalo NY 14203

Via email to : [akeppel@buffaloplace.com](mailto:akeppel@buffaloplace.com)

Applications received after this date will be considered only if funds become available. Applicants may be asked for an interview during the review period. For additional information, please contact Buffalo Place at 716-856-3150.

## Applicant Information

Name of Person Submitting Application: \_\_\_\_\_ Business Name: \_\_\_\_\_  
First Last

Signature: \_\_\_\_\_ EIN #: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address Suite/Unit #

\_\_\_\_\_ City State ZIP Code

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Building Information

Property Address: \_\_\_\_\_

Is Building Occupied? \_\_\_\_\_ Percent of building that is vacant? \_\_\_\_\_

Current Use of Building: \_\_\_\_\_

How many units does the building have today? Commercial \_\_\_\_\_ Residential \_\_\_\_\_

Are residential units occupied?: \_\_\_\_\_ Size \_\_\_\_\_ Rent Range \_\_\_\_\_

For what percentage of overall building square footage are there tenants with signed leases: \_\_\_\_\_

If the building is currently unoccupied, have future tenants been identified?: YES  NO

For what percentage of overall building square footage have tenants been identified (ie have signed letters of intent)?: \_\_\_\_\_

Is this building listed on the State or National Register of Historic Places?: YES  NO

Is this building located in a Historic Preservation District?: YES  NO

Building Condition?: Excellent  Good  Average  Fair  Poor

## Project Information

Brief Description of Proposed Work (attach additional pages if needed)

Improvements Desired: Exterior/Façade?  Interior?  Residential Units?  Commercial Units??   
Number of Units to be Improved by project \_\_\_\_\_

Are repairs needed to correct Code or Health/Safety/Structural Concerns??: YES  NO   
If yes, please describe \_\_\_\_\_

Proposed Use of Building: \_\_\_\_\_ Are you proposing a Change of Use for the property? YES  NO   
If yes, please describe \_\_\_\_\_

Are you working with an Architect/Designer/Cost Estimator? YES  NO  If yes, who? \_\_\_\_\_

Has the project been submitted to the City for review?: \_\_\_\_\_ Which agency? \_\_\_\_\_

Has the project undergone SEQR Review? \_\_\_\_\_ Lead Agency for SEQR \_\_\_\_\_

Results of City and/or SEQR Review \_\_\_\_\_

## Grant Request Information

Amount of Funding Requested? \_\_\_\_\_ Estimated Project Costs \_\_\_\_\_  
Amount of Matching Funds \_\_\_\_\_ Sources of Matching Funds \_\_\_\_\_

Why are grant funds needed for this project?  
(attach additional pages if needed)

What is current estimated value of the property? \_\_\_\_\_ What is the estimated value of the property after construction? \_\_\_\_\_

### Please provide the following attachments:

- Proof of Fire/Hazard/Liability insurance
- Site Control Documentation (if property owner, provide a copy of deed)
- Proof Property Taxes are current
- Proof Special Charge is current
- Third party cost estimates for project costs if these have been completed.
- Detailed Project Description, including any sketches/plans and project cost estimates if available
- Documentation of Existing Conditions, including photographs
- Proof of Applicant's Financial Ability to complete the project (see below)
- Any previous or current Phase I Environmental Site Assessment or other environmental reports for the property if available
- Optional: Include a statement explaining how project relates to project priorities (see below)

## Application Review Information

Buffalo Place’s BMSI Advisory Committee desires to maximize the impact of this BMSI program grant. A 50% match is required; projects that leverage a level of additional funds are preferred. Projects must be able to proceed promptly and be completed by Fall 2022. Projects will be ranked by the committee according to our project priorities.

### Buffalo Place BMSI Priorities:

1. Project Feasibility – Projects will be able to progress and meet schedule
2. Project Visibility – Projects will improve the appearance of the area and important buildings
3. Project Impact – Projects will facilitate interior uses that improve district vitality and character
4. Projects which renovate vacant buildings, support building occupancy and active storefronts
5. Projects which develop new and renovate existing residential units
6. Project which safeguard historic structures, provide ADA accessibility & energy efficiency & code compliance
7. Projects which provided letters of commitment or support during State application process

## Additional Owner Information And Program Requirements

1. Submitting an application for funding under the Buffalo Place BMSI program does not guarantee you will receive a grant. Grants are awarded on a competitive basis. Applications will be reviewed by an independent committee of neighborhood stakeholders and development experts.
2. Proof of Financial Ability to Complete Project: BMSI is a reimbursement program, applicants must show proof of available funds equal to the full cost of the project prior to reimbursement. Acceptable proof would include tax returns, financial statements, bank statements, a letter from a bank indicating approval to borrow sufficient funding, or a line of credit. BMSI reimburses a maximum of \$50,000 for commercial projects and \$100,000 for affordable residential projects, or 50% of project costs, whichever is less.
3. BMSI projects are subject to a five (5) year Property Maintenance Declaration, which the property owner must file with the County Clerk at project completion, stating that property owners must maintain the condition and appearance of all improvements to the building. The maintenance term will be calculated from the date of Project Completion, documented by the final inspection report. If maintenance requirements cannot be met during the regulatory term, recapture of funds will be required, based on the repayment schedule determined by the BMSI Program.
4. ***If applicant is selected for a grant award***, the following stipulations apply:
  - a. A Project Initiation Fee equal to 1% of the grant funding amount must be paid to Buffalo Place before projects can be set up with the State. Upon successful completion of the project, the fee will be returned to the property owner with their reimbursement. If a grant is not completed, the fee will be retained to cover administrative costs.
  - b. Property owner must provide Environmental Review to meet BMSI requirements. At minimum, a letter from an Environmental Professional must be provided with the State required language. Environmental Professional will determine the amount of review required. Property owners may include the cost of preparing a Phase I ESA as a part of their project costs, eligible for 50% reimbursement. Buffalo Place will provide a list of qualified Environmental Firms and cost estimates and property owners are encouraged to use our bids for the environmental work for their project. Any building material that will be disturbed during construction also must be sampled in compliance with all federal, state and local requirements.
  - c. Contracting requirements include:
    - **All bids must be submitted directly to Buffalo Place from the contractor or they will not be eligible for state reimbursement. Bids submitted to the property owner will be ineligible.**
    - Owners and their contractors must make good faith efforts to recruit and retain the services of NYS-certified Minority and Women-owned Business Enterprises (M/WBEs) and Service Disabled Veteran-owned Businesses. Buffalo Place has a 20% goal for use of MBEs and 10% for WBEs. Owners will be required to solicit bids from MBE and WBE and document their good faith efforts to use M/WBE firms on forms that will be supplied by Buffalo Place. Every bid must include outreach to M/WBE firms.
    - Procurement must include open, competitive bidding on jobs.
    - At least 2 bids must be obtained for all projects. Owners may select the bidder of their choice, but State reimbursement will be based upon the lowest bid.
5. Residential units assisted with BMSI funds are encouraged, but not required, to be affordable for households with incomes at or below 90% of county median income, adjusted by family size. Based on the 2020 median family income for Erie County of \$77,600, Erie County affordable rent would be:

Studio	1-Bedroom	2-Bedroom	3-Bedroom	4-bedroom	5-bedroom
\$1,222	\$1,310	\$1,571	\$1,816	\$1,866	\$2,235