

**Batavia Development Corporation
Batavia DRI Building Improvement Fund**

B. Business and Property Information

1. **Address of property:** _____
2. Name of business(es): _____
3. Number of Commercial Units _____
4. Number of Residential Units _____

C. Financial Information

1. Is there a mortgage? _____ If yes, are payments current? _____
Who holds the mortgage? Name: _____
Address: _____
2. Are there any liens, other than the above listed mortgage? _____
If yes, describe. _____
3. Taxes/Insurances
 - a. Are all property, district, water and sewer taxes paid to date? _____ Yes _____ No
If no, which taxes are not current? Amount? _____
 - b. Do you have fire insurance on the property? _____ Yes. _____ No
If yes, is it paid to date? _____ Yes. _____ No
 - c. Do you have any outstanding loans with the City of Batavia or Batavia Development Corporation? _____ Yes. _____ No
If yes, are payments current? _____ Yes. _____ No
4. Will you need financing to perform these building improvements? _____ Yes. _____ No
5. If YES, do you already have financing in place to begin this work? _____ Yes. _____ No

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D. Provide Scope of Work Detail

1. What improvements do you wish to make to your building? List in order of priority beginning with (1). Attach an additional page if necessary.

2. Estimated Costs

a. Total project cost: _____

b. Construction cost: _____

c. Soft cost: _____

d. Grant amount requested: _____

3. Square footage

a. Square footage of total building: _____

b. Square footage of project: _____

4. Will you perform this work whether or not you receive grant support? ___ Yes. ___ No

5. Attach all supporting documents including renderings, drawings, product specifications and/or contractor quotes if already requested and available.

6. When do you plan to begin _____ and complete _____ the construction?

E. Copy of Deed – please provide a copy of the deed for the property.

F. Proof of financing – Project reimbursements are made when the project is complete. The Batavia DRI- Building Improvement Fund operates fully as a reimbursement grant program and the owner is responsible for paying for all agreed upon repairs. Payment of grant funds will be made only upon satisfactory completion of building projects and payment of renovation expenses.

- | | | |
|----------------------------------------------|------------|----------|
| 1. Proof of total project financing provided | _____ Yes. | _____ No |
| a. Secured loan commitment | _____ Yes. | _____ No |
| b. Secured bridge loan commitment | _____ Yes. | _____ No |
| c. Secured Line of credit | _____ Yes. | _____ No |
| d. Financial statements | _____ Yes. | _____ No |

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G. Conflict of Interest

1. Are you an official, employee, agent, consultant or member of any board or agency of the City of Batavia or the Batavia Development Corporation?

Yes _____ No _____

If yes, please describe your position: _____

2. Are you related by blood or marriage to any official, employee, agent, consultant or member of any board or agency of the City of Batavia or the Batavia Development Corporation?

Yes _____ No _____

If yes, please identify the official(s), agent(s), consultant(s), employee(s) or member(s) and describe your relationship:

3. Do you have any corporate, partnership, landlord-tenant-or other business relationship with any official, agent, consultant, employee or member of any board or agency of the City of Batavia or the Batavia Development Corporation?

Yes _____ No _____

If yes, identify the official(s), agent(s), consultant(s), employee(s) or member(s) and describe the business relationship:

4. Are you doing business in any of the following ways with any official, agent, consultant, employee, or member of any board or agency of the City of Batavia or the Batavia Development Corporation (check any that are applicable, if other, please describe):

____ Purchaser or Seller of Goods - please describe _____

____ Loan or Grant Recipient- please describe _____

____ Provision of Services - please describe _____

____ Other - please describe _____

Please review the certifications on the following page, which are part of this application, before signing below. Compliance with the certifications and all other Building Improvement Program procedures is required. All owners must sign.

Signature

Printed Name

Date

Signature

Printed Name

Date

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Certifications

Ownership

Initial _____

I/We hereby certify that I/we own the property to be improved. If any changes in ownership should occur from this date forward, I/we agree to notify the Batavia Development Corporation immediately. Failure to do so may result in denial or termination of Batavia DRI Building Improvement Fund participation.

Regulatory Requirements and Repayment Provisions- All assistance is in the form of a reimbursable grant with a five (5)-year compliance period. Property owners will be required to execute a Declaration document committing to this compliance period. Should the property owner sell the property within the five (5)-year timeframe, they will be responsible for repaying a portion of the grant funding received. Repayments will be retained by the Batavia Development Corporation and used for eligible activities as presented in this administrative plan. Required repayment of DRI funds will be calculated in accordance with the following schedule:

Months 0-12:	100% repayment due.
Months 13-24:	80% repayment due.
Months 25-36:	60% repayment due.
Months 37-48:	40% repayment due.
Months 49-60:	20% repayment due.
Months 60 and beyond:	0% repayment due

Application Information

Initial _____

To the best of my/our knowledge, all of the application information I/we have provided is true and correct. I/We understand that any willful misstatement of material fact will be grounds for disqualification. The City of Batavia and the Batavia Development Corporation is hereby granted permission to verify any of the information in the application in any appropriate manner.

Taxes

Initial _____

I/We understand that all taxes must be paid for the property to be improved with Batavia DRI Building Improvement Fund resources and for all other properties in the City of Batavia owned wholly or in part by me/us. I/We understand that no Batavia DRI Building Improvement Fund contracts will be signed unless all taxes and service charges are current.

Contracts

Initial _____

I/We understand that any contract for work paid for in part by the Batavia DRI Building Improvement Fund will be between the contractor and myself/ourselves and I/we should **NOT SIGN ANY CONTRACT FOR WORK UNDER THIS PROGRAM UNTIL AUTHORIZED TO DO SO IN WRITING BY THE BATAVIA DEVELOPMENT CORPORATION.** I/We understand that the receipt of Batavia DRI Building Improvement Fund assistance is subject to satisfactory completion of the approved work. I/We also understand that the City of Batavia, nor the Batavia Development Corporation is not responsible or liable for any breach of contract, faulty workmanship, accidents, liability or damage that may arise from my/our relationship with the contractor. I/We further understand that the Contractor cannot begin work on my/our property until

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a **WRITTEN NOTICE TO PROCEED** is issued to me/us and the Contractor by the Batavia Development Corporation. The written Notice to Proceed will be provided when all conditions are met and all necessary approvals received.

Competitive bids will be solicited for all of the New York Main Street projects. I/we understand that if I/we choose a qualified contractor who is not the lowest bidder, the reimbursement will be based on the lowest bid.

EEO & MWBE Requirements

Initial _____

The Batavia Development Corporation and the Building Owner, undertaking the project, is required to comply with Articles 15-A and 17-B of the New York State Executive Law. These requirements include equal employment opportunities for minority group members and women (“EEO”), and contracting opportunities for certified minority and women-owned business enterprises (“MWBEs”) and Service-Disabled Veteran-Owned Businesses (“SDVOBs”). The Batavia Development Corporation will require building owners/ contractors to demonstrate a “good faith efforts” pursuant to 5 NYCRR §142.8 to meet the following goals.

- 20% Minority-Owned Business Enterprise (MBE) participation
- 10% Women-Owned Business Enterprise (WBE) participation

Please visit NYS Empire State Development’s Division of Minority & Women Business Development website for a directory of certified Minority and Women-Owned Businesses: www.esd.ny.gov/MWBE.html

Commitment Fee

Initial _____

The applicant will provide the Batavia Development Corporation with a specific commitment fee following approval of grant funds along with a signed commitment letter. The commitment fee is non-refundable. The commitment fee will be used by the Batavia Development Corporation to pay for work such as environmental testing, developing the scope of work, and final inspection. Commitment fees will vary depending on the size and type of project. The paid commitment fee will be counted toward the required match for the project if renovation activities advance.